



Government of West Bengal
Paschim Banga Samagra Shiksha Mission
District Project Office
North 24 Parganas



No.11031/1/2020-SSM/175098

Dated: 23/12/2020

Form no.

EXPRESSION OF INTEREST (EOI)
Sub : EOI for Tally License Activation

Contents :

- A. Technical Bidding Format
- B. Financial Bidding Format

Address for Submission of EOI :

District Education Officer
Paschim Banga Sarva Shiksha Mission, North 24-Parganas
Office of the District Magistrate, North 24-Parganas
4th Floor, Barasat, North 24-Parganas

The authenticated EOI Paper (comprising the technical bid form along with financial bid form) is to be obtained from "Paschim Banga Samagra Shiksha Mission, District Project Office, North 24 Parganas, Barasat" against an application with the price of tender form of Rs. 500/- (Rupees Five Hundred) only is to be paid in favour of "Samagra Shiksha Mission, North 24 Parganas." Payable at Kolkata by Demand Draft only. Draft on any Nationalized Bank /Scheduled Bank.

Sealed offers are invited only from competent, reputed & eligible willing Reputed Firms / Agencies, having adequate experience of Tally Software i.e. regarding Tally Customization, Tally Activation, Tally Installation and Annual Maintenance Service in Government Offices or Other Offices , for the items denoted in the enclosed Schedule-C. The Firm should not have been Black Listed by any Central Government / State Government / Public Sector Undertaking Organisation during last (5) five years.

TECHNICAL BID

Technical Bid comprises Schedule – A & Schedule – B

SCHEDULE – A

- The Printed rate should be mentioned in both figure and word in Financial Bid form. No erasing / overwriting will be entertained.
- EOI received after the stipulated time and date due to any reason whatsoever shall not be considered and the same are liable to be rejected.
- Authority of SSM/Purchasing Committee of Samagra Shiksha Mission ,North 24-Parganas reserves the right to accept or reject any / all tender/s without assigning any reason whatsoever. The decision of the Authority in this regard is final and binding.
- The Bid should be signed by the bidder(s) in all pages with seal.
- Incomplete and unsigned tender/s is / are liable to be rejected.
- The intending Bidder shall have to deposit Rs.10,000/- (Rupees Ten thousand only) as EMD. This shall be in the form of account payee Demand Draft on any Nationalized Bank /Scheduled Bank drawn in favour of "**Samagra Shiksha Mission, North 24-Parganas**" payable at Kolkata without which the tender shall be summarily rejected/ No Cheque/Money Order/Cash shall be accepted as EMD.
- Only the Wholesale Consumers' Co-op. Society entertained for submitting the Bid Document and no exemption for payment of EMD.



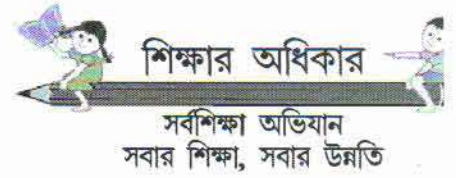
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District Project Office
North 24 Parganas



- The EMD shall not attract any interest. The EMD of the unsuccessful Bidder shall be returned within one month from the date of finalization of the tender.
- SSA does not provide any exemption to SSI Units, Micro & Small Enterprises, Khadi, Handicrafts and other such units for free issue of tender documents, payment of earnest money and security deposit, price preference or any other issues etc.
- The successful Bidder will be required to deposit at 5% of the work value as Security Deposit in the form of Demand Draft drawn in favour of **"Samagra Shiksha Mission, North 24-Parganas"** which will be released only after successful completion of the work or will be forfeited otherwise.
- All necessary documents should be attested.
- Any of the Bidder, who may desire, may remain present at the time of opening of the technical bid.
- The Tally Activation process will be activate throughout the 57 nos.CLRC's level Offices as per instruction stipulated in the work / supply order.
- Tally Activation process should be completed in conformity with the specification & in due time as mentioned in the work order. No deviation will be accepted. If it is found not according to the specification, than authority has every right to cancel the total lot or otherwise . Forfeit the security money, blacklist the respective supplier and terminate the annual contract.
- Since the work being awarded to the Enlisted Agency is of important nature the time schedule for all Orders must be adhered to failing which a penalty at the rate of 1% or 1,000.00 (Rupees One Thousand) only for every day's delay will be imposed which will be recovered from Enlisted Agency.
- In case of failure of performance by any of the Enlisted Agency, the work may be assigned by the Department to any of the other Enlisted Agencies empanelled or any other firm.
- Provided further that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, the Department may charge the amount of such excess cost to the Enlisted Agency and the same may at any time thereafter be deducted from any amount that may become due to the Enlisted Agency under this or any other contract or from the Security Deposit or may be demanded of him to be paid within seven days to the credit to the department.
- The Technical and the Financial Bid are to be prepared separately by using two separate envelope and the same should be submitted in a **single sealed envelope super scribed "Submission of Tender for Tally License Activation"**.with a forwarding letter addressed to DEO.
- Technical Bid must contain the necessary documents (stated in Schedule – B) along with Earnest Money Deposit and other related tender papers except Financial Bid.
- Financial Bid should contain only single rate with specification in the given format (Refer Schedule – C).
- The accepted rate will remain valid for one year from the date of acceptance of the rate. The validity may be extended for a further period of another 1 year.
- Bills in duplicate along with signed challans must be submitted to the DEO, SSM, North 24-Parganas after making successful delivery of the ordered printed article for necessary payment in due course.
- No payment shall be made in advance nor shall any loan from any bank or financial institution will be recommended on the basis of the order of award of work. All payments shall be made by cheque only. The Department shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties.
- I. T. Will be deducted at source as per Government Rule.
- The Department will have the right to call upon information regarding status of work at any point of time.
- If any difference arises concerning the mentioned Agreement of Enlistment, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations or as per West Bengal Government norms.



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District Project Office
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- Earnest Money /Security Money deposit will be forfeited in following cases :-
 - The Bidder withdraws tender after opening or acceptance.
 - The selected bidder fails to accept order, refuses either wholly or partly the offer that would be made by the DPO, SSM, North 24-Parganas.
 - The selected Bidder fails to deliver the ordered article within stipulated time as mentioned in the work/supply order.
- Financial Bids are opened only for those bidders who are successfully qualified in the Technical Bid.
- The bidders are to be submitted in the ORIGINAL EOI FORMAT issued from this office. No other formats will be considered.
- Tender with overwriting condition will be summarily rejected.
- The rates(s) to be quoted regarding AMC and must be inclusive of all taxes & all charges other incidental charges, and delivery charges, Free Telephonic Support, On line and Web Chart support is free from Call Centre for 2 years and onsite service charge including Kolkata and upto the point of 57 Nos. CLRC's Office in the District of North 24-Parganas and District Education Office, SSM, North 24 Parganas also and as per instruction in the work/supply order. **No extra charges will be entertained.**
- The applying firm must be registered with the GST, Income Tax
- The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the Authority
- In the event of the Enlisted Agency being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company, the passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified; the Department shall have the power to terminate the contract without previous notice.
- EOI Papers will be issued till 25.01.2021 (Monday) upto 4.00 p.m.
- The last date of submission of Sealed Bid Documents containing the Technical & Financial Bid is 27.01.2021 (Wednesday) upto 4.00 p.m. The Technical Bid and Financial Bid will be opened on the 28.01.2021 (Thursday) at 04.00 p.m. at the chamber of The District Project Officer in presence of the participants & the members of District SSM purchase committee.
- Details of the EOI will be also available on www.north24parganas.gov.in
- Any deviation for submitting of documents as per Schedule –B,D, and E the EOI strictly treated as incomplete and liable to rejected.

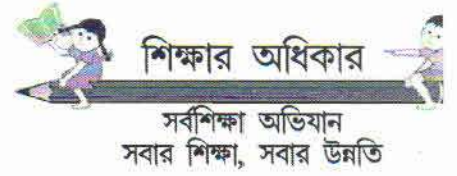
Declaration

We/I agree all the terms and conditions mentioned above and all the information supplied by us/me are true to the best of our/my knowledge.

Signature of the Tenderer



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Date:23/12/2020

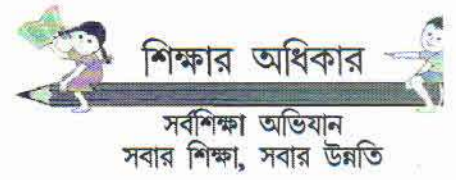
Copy forwarded for information to the:

- 1) State Project Director, PBSSM with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 2) The Project Director, District Rural Development Cell, North 24-Parganas.
- 3) Chairman, District Primary School Council with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 4) Karmadhyaksha, Siksha Sthayee Samity, Zilla Parishad, North 24 Parganas.
- 5) Secretary, Zilla Parishad, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Zilla Parishad, North 24 Parganas.
- 6) Nazareth Deputy Collector, North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of Nazareth Section of District Collectorate, North 24 Parganas.
- 7) District Inspector of School (Secondary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 8) District Inspector of School (Secondary Education), Barrackpore with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 9) District Inspector of School (Primary Education), North 24 Parganas with a request to arrange for putting up the Notice in the Office Notice Board of your office.
- 10) District Information & Cultural Officer, North 24 Parganas with a request to circulate copy of Tender Notice to all concerned.
- 11) District Informatics Officer, National Informatics Centre, North 24 Parganas with a request to host the Notice Inviting Tender in the Official Website (www.north24parganas.gov.in) of this district.
- 12) CA to Sabhadhipati, Zilla Parishad, North 24 Parganas for information of the Sabhadhipati, Zilla Parishad, North 24 Parganas.
- 13) CA to District Magistrate, North 24 Parganas for information of the District Magistrate, North 24 Parganas.
- 14) CA to Additional District Magistrate (PBSSM), North 24 Parganas for information of the Additional DistrictMagistrate (PBSSM), North 24 Parganas.

Additional District Magistrate (General)
North 24 Parganas



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District Project Office
North 24 Parganas



SCHEDULE – B

General Information:

1. Name of the Bidder	
2. Full Address of office	
3. Phone No. & Fax No.	
4. e-mail ID	
5. Year of Starting of Business	

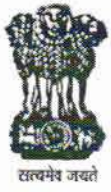
Similar nature of Job undertaken in the past, give details :

Sl.	Name of the Organization	Year	Order no.	Value of Job

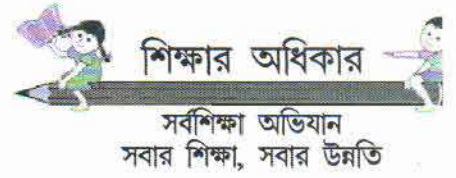
All the following documents (photo copy) duly attested must be submitted :

- Instrument / Document showing detail of the price of Tender Form duly paid in favour of “Samagra Shiksha Mission, North 24 Parganas”
- Current Trade License for 2019 – 2020.
- GST Registration Certificate.
- Last GST Return copy.
- Income Tax Return for the Assessment Year 2019 – 2020.
- Permanent Account Number (PAN) Card.
- Audit Report including Trading A/c, Profit & Loss Account and Balance Sheet for last three Financial Years i.e. 2016-17, 2017-18 & 2018-19 showing turnover not less than 2,00,000.00 (Rupees Two lakhs Only).
- Credential (Successful Completion) Certificate of Supply of Tally Software i.e. regarding Tally Customization, Tally Activation, Tally Installation and Annual Maintenance Service in Government Offices or Other Offices wherein order values exceed Rs.1,00,000.00 (Rupees One Lakh only), in a Single/or Multiple Order during any of the last 3(Three) Financial Years i.e. 2016-17, 2017-18 & 2018-19 from any Government Department only.

Additional District Magistrate(G)
North 24 Parganas



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District Project Office
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সবশিক্ষা অভিযান
সবার শিক্ষা, সবার উন্নতি

FINANCIAL BID

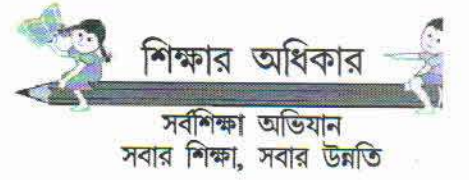
Schedule-C

Sl. No.	Item	Specification	Rate(Rs.) Inclusive GST
1.	Tally ERP-9- License Activation(Single User)	Tally ERP-9- (Gold) License Activation Latest 6.6.3 (Single User)	
2.	Tally AMC for 57 nos. CLRC's and District Education Office	Free Telephonic Support, On line and Web Chart support is free from Call Centre for 2 years and onsite service charge including Kolkata and upto the point of 57 Nos. CLRC's Office in the District of North 24-Parganas and District Education Office, SSM, North 24 Parganas also.	

Additional District Magistrate (General)
North 24 Parganas



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Annexure-D

LIST OF STAFFS

Sl.No.	NAME OF STAFFS	WORK SERVED	DISTRICTS AND 57 CLRC'S COVERED	PHONE NO
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

SEAL AUTHORISED SIGNATORY OF THE COMPANY



Annexure-E

DECLARATION

We hereby confirm that we are interested in competing for appointment of consulting firms for providing accounting service on GST and GST compliance service.

All the information provided herewith is genuine and accurate.

Signature of the applicant
Full name of the applicant
Stamp & Date

Note: The declaration is to be furnished on the letter head of the organization.