



RABINDRA BHARATI UNIVERSITY

Emerald Bower Campus: 56A B. T. Road, Kolkata-700050

Jorasanko Campus: 6/4 Dwarakanath Tagore Lane, Kolkata-700007

PHONE: (033) E. B. Campus: 2557-1028/3028/4028/7161, J. S. Campus: 2269-5241/5242/6601/6610

Website: www.rbu.ac.in e-mail: registrar@rbu.ac.in fax: (033) 2556-8079

Notice Inviting Tenders

Ref. No. RBU/FO/12/21-22

Date : **23/08/2021**

Sealed quotations are invited from the local consultancy firms for providing services for **Preparation of Accounts with Regular Tally Data Entry Work** of The CDOE-Rabindra Bharati University.

Sl. No.	Particulars	Rate	Amount (Rs.)
1	Preparation of Accounts with Tally Data Entry Work day to day all financial transaction including Monthly BRS of all the bank accounts of CDOE-RBU and finalization of accounts for the F.Y. 2021-22.	Rate per Annum	

Firm(S), willing to provide the above services are hereby invited to submit their Quotations along with credentials (like PAN, GST Certificate etc.) within **08/09/2021** (upto 4 p.m.) to the Office of The Finance Officer, EB Campus, Rabindra Bharati University.

Terms & Conditions :

1. Rate should be quoted in Indian Rupee exclusive of Tax.
2. Initially the contract will be for one year. The same may be renewed for another two years on satisfactory performance at sole discretion of the University authority.
3. Prices should be quoted in the above format in specified place, otherwise it is liable to be cancelled.
4. Parties are requested to mention on the sealed envelope: "Quotation for Preparation of Accounts with Tally Data Entry Work for CDOE-RBU".
5. Incomplete quotation shall be summarily rejected.
6. Sub-contracting in any form will not be entertained by the University.
7. All the disputes arising out of the order shall be subject to the jurisdiction of Kolkata only.
8. For any further details / inspection / query, please contact at Finance Department of the University.
9. University reserves the right to terminate the contract at any point of time without assigning any reasons.
10. Payment will be made on annual basis on submission of the bills after satisfactory completion of job. No advance payment will be entertained.



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Scope of Work:

- i) Day to day data entry of all the financial transaction of the CDOE-RBU in Tally software on daily basis.
- ii) Bank Reconciliation statements at the end of each month for all Bank Account of the CDOE-RBU (within 10 days from the end of each monthly)
- iii) Preparation and Finalization of Annual Financial Statements of CDOE-RBU i.e. Receipts & Payment A/c, Income & Expenditure A/c. and Balance Sheet as at 31-03-2022 within 30/06/2022.
- iv) For day to day tally data entry job, one particular person having thorough knowledge in accounting and tally software has to come in the office of the CDOE-RBU during normal office hours on regular basis. No replacement of the person shall be entertained except under the unavoidable circumstances with the written consent of the competent authority.
- v) TDS will be deducted as per Section 194(J) of the Income Tax Act' 1961.

Finance Officer
Rabindra Bharati University