

**Terms of Reference (TOR) for computerization of accounts  
of West Bengal State Export Promotion Society.**

West Bengal State Export Promotion Society, a Society registered under the Registration of Societies West Bengal Act, XXIV of 1961 and working under the administrative control of the Department of Micro, Small and Medium Enterprises and Textiles, Govt. of West Bengal likes to engage one reputed Chartered Accountant Firm initially for 1 (one) year with immediate effect from the following purposes:

**I. Services and deliverables :**

1. Placement of at least 1 (one) person on regular basis to perform the regular works relating to accounts at the office of the West Bengal State Export Promotion Society during the office hours.
2. Day to day maintenance of computerized accounts at the office of West Bengal State Export Promotion Society.
3. Maintenance of Cash Books, Bank Books, General Ledger and other subsidiary Books and accounts related works in computer.
4. Preparation of Bank Reconciliation Statement in every month.
5. Preparation of Cash Trial Balance in every month.
6. Preparation of half-yearly accounting statement i.e. Preparation of Final/Adjusted Trial Balance, Receipts & Payments Account, Income & Expenditure Account and Balance Sheet.
7. Preparation of Final / Adjusted Trial Balance, Receipts & Payments Account, Income & Expenditure Account and Balance Sheet at the end of the Financial year (for the financial year 2014-15).
8. Preparation and submission of accounts related reports as and when required.
9. Regular submission of print out, copy of Cash Book, General Ledger and other subsidiary books of accounts.
10. Any other accounts related works as and when required.

**II. Period of Engagement:**

The engagement will be initially for 1 (one) year and may be extended further depending on the performance and need of this Society.

**III. Eligibility Criteria:**

Reputed Chartered Accountant Firm having experience for maintenance of similar kind of work in Government, semi-Government, local bodies/NGOs for 3 years.

**IV. Right to Bid Rejection:**

- (a) West Bengal State Export Promotion Society reserves the right to accept or reject any bid and to annul the selection process and reject any/all bids, at any time without notice and

shall not have any liability or obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

- (b) At any time, if a material misrepresentation is made or discovered, or the bidder does not provide, within the time specified, the supplementary information sought for purposes of evaluation can lead to the rejection of the bid.
- (c) The bidder should quote total cost per month basis inclusive of all expenses in Firm's letterhead. However, no claim of Provident Fund, Bonus etc. will be entertained by this office in future.
- (d) With one month's notice, West Bengal State Export Promotion Society reserves the right to terminate the contract any time during the contract period without assigning any reason.

Software and hardware as required will be provided by this office for this purpose.

Bid should be submitted in sealed envelope addressed to the Director & Member Secretary, West Bengal State Export Promotion Society within 11-07-2014, up to 2.00 p.m. superscripted "Computerization of accounts of West Bengal State Export Promotion Society".

Bid will be opened on 14-07-2014 at 12.00 noon. Bidder or authorized representative may remain present at the time of opening of the bid in the office of West Bengal State Export Promotion Society.

**V. Mode of payment:**

Payment will be made on monthly basis after satisfactory completion of work.

Nodal Officer : Mr. S. C. Panja, Additional Director.  
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Contact No: 033 2243-9187.

Additional Director  
West Bengal State Export Promotion Society