

Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani, Kolkata – 700071
T:033-2282 2895 / 0401

Expression of interest for engagement of
CA Firm for Accounting Services at RTC, ICCR Kolkata.

Ref. No: CA Firm/Tender/2023-24

Dated 05/09/2023

Sealed offers are invited for the above job for two years from resourceful CA Firms having valid Trade License, PAN No & GST Tax Registration Certificate, Credentials for this type of job and current IT Return.

Interested bidders are requested to download all the documents from the **CPP Portal** and from the ICCR, Kolkata and Tagore Centre, ZOE website **www.iccr.gov.in & tagorecentreiccr.org** from **5th September, 2023 to 25th September, 2023**. Sealed offers should be submitted to the above address within 5.00 pm on 25th September, 2023.

Opening of tender on 26th September, 2023 at 1200 Noon at RTC, ICCR, Kolkata.

Interested vendors may have their office/service centre in Kolkata for immediate response.

The Director reserves the right to accept any or reject any or all offers without assigning any reason what-so-ever.



Director & Zonal Head (East)

DIRECTOR
ZONAL OFFICE (EAST)
INDIAN COUNCIL FOR CULTURAL RELATIONS
(MINISTRY OF EXTERNAL AFFAIRS, GOVT. OF INDIA)
RABINDRANATH TAGORE CENTRE
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Tender for Accounting Services at RTC, ICCR, Kolkata.

Scope of Work

Engagement and Services

1. Maintenance of Manual Cash Book (Establishment & Scholarship)
2. Maintenance of Ledger posting of (Establishment & Scholarship)
3. Preparation of Statement of Monthly Expenditure (Establishment & Scholarship)
4. Preparation of Receipt & Payments Accounts (Establishment & Scholarship)
5. Bank Reconciliation Statement of Accounts (Establishment & Scholarship)
6. Reconciliation of accounts maintain in Tally ERP 9.0 (Establishment & Scholarship)
7. E-filing of TDS, Income Tax, Professional Tax, Service Tax/GST and issue of TDS Certificate
8. Preparation of Monthly Report within 5th day of next month
9. Accounts maintenance in Tally EPR 9.0 (Establishment & Scholarship).
10. Voucher Preparation in Tally.


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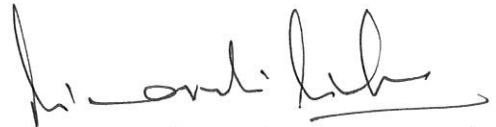
11. Deployment of a full time accountant at ZOE ICCR Kolkata for the accounting work on all weekdays.
12. Any other job related to accounts may be assigned by the Zonal Office.



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DURATION OF CONTRACT

The contract will be valid for two (2) years from the Date of issue of work order. The same may be extended for further one (1) year on satisfactory performance of the service provider.



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Contract may be terminated at any time by either of the party during its currency by giving one month notice to the other party in writing without showing any reason thereof.

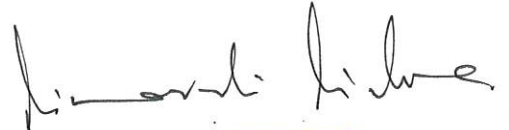
Payment will be made on monthly basis submission of bills.

For details of the job if you required any clarification you may contact to our Zonal Office (East) at RTC, ICCR Kolkata.

The ICCR shall not be liable for injury of any employee who are deployed by you within/outside the ICCR premises at the time of execution of the work order.

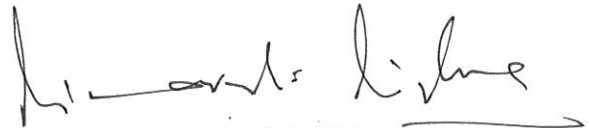
You shall not transfer, partially or fully, the benefits of this agreement to any individual/Firm/company etc. at any time within the agreement period.

It is hereby made clear that this contract is a commercial contract by and between the ICCR and yourself. There will be no employer-employee relationship between the ICCR and yourself. So under no circumstances you or your employees will be the employees of the ICCR and therefore, you or your employees will not be entitled to rights, privileges, benefits, etc. which are extended to the employees of the ICCR.



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If any dispute or difference shall at any time arise between the two parties in respect of this order or concerning anything herein contained or arising out of this order, or as to the rights, liabilities or duties of the said parties hereunder, or as to the recovery of any amount, the same shall be referred to the sole arbitration of Director, ICCR, 9A Ho chi Minh Sarani, Kolkata – 700 071. The decision of the Arbitrator shall be final and binding on the parties. The Hon'ble High Court at Kolkata shall have exclusive jurisdiction as regards any dispute/arbitration under these terms irrespective of any jurisdiction clauses mentioned hereinabove or subsequently in other place(s). The arbitration proceedings shall be governed by the provisions of the Arbitration and Conciliation Act, 1996 and rules made thereunder of any enactment or statutory modifications thereof for the time being in force.



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Essential Conditions:-

Tender shall be submitted in sealed envelope addressed to The Director, Rabindranath Tagore Centre, Indian Council for Cultural Relations (ICCR), 9-A, Ho Chi Minh Sarani, Kolkata - 700071 super scribing the envelope Tender No., date and due date on the top of the envelope.

Contractor having current Trade Licence, PAN no., GST No Registration Certificate, Current IT Return and Credentials in support of the similar type of work are eligible to apply.

Contractor having 5 years of working experience, supported by document in the same name and style with similar type of office or with well-known organization at the time of bid opening. Those who have sufficient qualified technical manpower and work independently can participate in this tender.

The Director reserves the right to accept any or reject any or all offers without assigning any reason whatsoever.



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ANNEXURE - A
OFFER FORM

Offer for Annual Maintenance Contract for Accounting Services
at RTC, ICCR, Zonal Office (East), Kolkata against
Tender No. CA Firm/Tender/2023-24
Dated _____

From: _____
Tenderer's name

To: To, The Director
Rabindranath Tagore Centre
Indian Council for Cultural Relations
9A, Ho Chi Minh Sarani,
Kolkata - 700071
T: 033-2282 2895 / 0314

Tel No(s) _____ Fax No (s) _____

e-mail: _____ Mob. No. _____

DECLARATION

Dear Madam,

I/We hereby offer for Accounting Services at Zonal Office (East) at RTC, ICCR, Kolkata as per ICCR Kolkata specification given in the tender paper.

(1) We return herewith General Terms & Conditions of the tender duly signed and sealed in all pages in token of our confirmation and acceptance. We also enclosed photo copy of valid current Trade License, Pan No, GST Registration Certificate, Current Income Tax Return Certificate & credentials of similar type of job.

We have noted that ICCR reserves the right to accept any or reject any or all offers in part or full without assigning any reason whatsoever.

Date:

Signature of the Tenderer with seal

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Maintaining charges:-

Sl. No.	Description	Charges per Year (Rs.)	Grand Total (Rs.)
1.	Rate of Accounting services at RTC, ICCR, Kolkata per month		

Date:

Signature of the Tenderer with seal