



HOWRAH MUNICIPAL CORPORATION

4, MAHATMA GANDHI ROAD, HOWRAH - 711 101

Tel: (+91-33) 2638-3211-13; Fax: (+91-33) 2641-2613

Accounts Department

NIT No: 338/AD/2021-22

Sub:

Pending data entry and Daily data entry of Cashier's Cash Book (Receipt side)

Date: 24.09.2021

Apropos above, sealed Job-rate Tenders are invited for and on behalf of the Hon'ble Chairman, Howrah Municipal Corporation from the reputed bonafide Chartered Accountants/ Cost Accountants Firms/Concerns/Agencies etc. by the undersigned for providing Professional Services of the following Job as per General Terms & Conditions mentioned below :-

Sl. No.	Particulars of Items	Quantity
(1)	Pending data entry in Cashier's Cash Book (Receipt side) from 1.9.2020 to 31.3.2021 (backlog period) with Service Provider's infrastructure installing computer, etc at HMC Cash Department.	7 months to be completed with 60 days
(2)	Daily data entry in Cashier's Cash Book (Receipt side) from/onwards 2021-2022 with Service Provider's infrastructure installing computer, etc at HMC Cash Department.	Daily Cash Book to be completed on daily basis.

General Terms & Conditions :

The Profession Concern should have proper and up-to-date Certificate of Enlisted (Trade License), I. T., & G S T Certificate and necessary experience for providing similar job-work support as mentioned above in previous years.

The Tender, addressed to the undersigned, should be made only in the printed Letter-head of the Establishment under Stamp and Signature of the Proprietor/ Authorised Signatory of the Firm. Tender No. and date should invariably be mentioned there-in as also on the top of the Sealed Envelop without which it would be summarily rejected.

The rate is to be mentioned in both figure and words and shall be inclusive of all taxes / duties at our Accounts Department. No request for change in rate and / or particulars of item will be entertained after opening of the Tender.

Incomplete and / or conditional tenders shall not be accepted.

The Authority reserves the right to cancel the tender, either partially or in full, without assigning any reason thereof.

Last date of submission is 07.09.2021 upto 14.00 Hrs. Tender to be handed over in person with the Accountant at the Office of the undersigned and the Tender will be opened at 15.30 hrs. on the same day.

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Controller of Finance
Howrah Municipal Corporation

Copy forwarded for information to:

- Commissioner, Howrah Municipal Corporation
- Deputy Commissioner I/II, Howrah Municipal Corporation
- Chief Auditor, Howrah Municipal Corporation
- Secretary, Howrah Municipal Corporation
- HOD(IT), Howrah Municipal Corporation - with request to upload NIT in the official Website of HMC.
- Notice Board

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Howrah Municipal Corporation