Office of the Managing Director, West Bengal Forest Development Corporation Limited

No. 1921/1A-258/2022 Dated, Kolkata, the 02.11.2026

SET OF TENDER DOCUMENTS (ONLINE)

For

e-Tender for Selection of agency for Tally Prime Support & AMC, for cloud based Tally software which is used in the office for maintenance of Accounts.

The Accounts of the Corporation are being maintained under online Cloud environment in Tally Prime system in 10 Divisions, 22 Designated Divisions and Head Office of the Corporation including its ranges. The Accounts are consolidated at Head Office. The list of Divisions and Designated Divisions is annexed herewith.

The WBFDCL is structured under 2 zones as **North Bengal and South Bengal**. The Head Office & Green Projects Wing are included in South Bengal.

The bidder should have experience in providing similar services in multi location accounts under Tally Prime under Cloud environment. The offer is to be made in 2 bid system i.e. Technical Bid and Financial Bid. The bidder should have at least 2 nos. of the experienced staff in Tally system of Accounting under Cloud environment to provide such service. The Format for Technical Bid and Financial Bid has to be followed and can be downloaded from the site.

West Bengal Forest Development Corporation Limited
(A Govt. Of West Bengal Undertaking)
Registered Office: 'Aranya Bikash', KB-19, Sector-III, Salt Lake City, Kolkata - 700 106.
e-mail: cao@wbfdc.com, acc@wbfdc.com, visit us : www.wbfdc.com,
Phone: 033-40644128,033-40010636

NIT NO.: 02/WBFDCL/HQ/26-27/ACC

DECLARATION OF INTENT:

The **West Bengal Forest Development Corporation Limited (under The Companies Act 2013)** constituted under the aegis of Government of West Bengal, mainly executes the timber felling operations in accordance to rules under Department of Forests, Govt. of West Bengal in West Bengal.

The company also operates Eco-Resorts at various forest locations and also other forestry related business activities and felling & harvesting activities on behalf of other organizations to mitigate, conserve and restore forest ecosystems by ecosystem-based improvement activities thereby contributing to sustainable socio-economic development in West Bengal.

The company operates through 9 Divisions/Wing, 22 Designated Divisions and Head Office of the Corporation including its ranges.

The company through e-tender intends to engage competent & experienced agency for **Tally Prime Support** & AMC**,** for **cloud-based Tally software which is used in the office for maintenance of Accounts.**

Collection (downloading) and Submission (uploading) of Tender can be made online through the website https://wbtenders.gov.in only.

In the event of e-filling, in tending bidder may download the tender documents from the website https://wbtenders.gov.indirectly with the help of Digital signature Certificate.

General Terms and Conditions:

1. Login by Bidder:

For e-tendering, the intending bidders are advised to note carefully the information and instructions as mentioned in „General Terms and Conditions" as stated before tendering the bids. The intending bidders are further advised to keep in mind that the scanned copies of duly filled in different Forms and Annexures as given are to be uploaded in the respective folders as indicated.

In the event of e-filling, intending bidder may download the tender documents consisting of this N.I.e-T., General Terms and Conditions, different Forms and Annexures, Schedule of Work (BOQ), and Addenda & Corrigenda (if any) from the website http://wbtenders.gov.in directly with the help of Digital Signature Certificate.

2. Earnest Money:

The Bidder has to make payment of pre-defined Earnest Money of **Rs. 10,000/- (Rupees Ten Thousand Only)** against the work for which they applied.

Tenderer will select the tender to bid and initiate payment modes (vide Finance Department

Memorandum no.3975-F(Y)Dated 28/07/2016

i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment gateway.

ii) RTGS/NEFT in case of offline payment through bank accounts in any bank.

Refund of EMD: The EMD of the unsuccessful Tenderer will be refunded as per notification issued by Finance Department, Government of West Bengal, Memo no. 3975-F(Y) dated 28/07/2016.

3. NO INTEREST SHALL BE PAYABLE BY WBFDC LFOR THE SECURITY DEPOSIT and "EARNEST MONEY DEPOSIT".

4. Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed in the website http://wbtenders.gov.in

5. Collection of Tender Documents

The tenderer can search and download NIT and tender documents electronically from computer once he logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of tender documents.

6. **Eligibility Criteria for participation in tender**:

(a) All categories of intending Tenderers shall have satisfactorily completed at least 3 nos. of similar assignment during the last 3 (three) years prior to the date of issue of this Tender Notice each having total fee or agreement value of at least Rs. 1,50,000/- (including GST) **(See Annexure - 1).**

(b) Tenderer must be 5 star certified from Tally for similar service (enclose copy of valid and up to date certificate).

(c) Tenderer must have Average Annual Turnover of at least Rs.1.50crore in last 3 Financial Years (i.e. 2023-24, 2024-25 & 2025-26) [See para 8.3 a) Sl. 3 also]

(d) No person or firm shall submit more than one Tender for this work.

(e) All the forms/annexures in the offer should be marked with signature and seal of authorized person.

(f) Where an individual person holds an authorization in his own name duly is used to him against the company or the firm of which he happens to be a direct or partner, such individual person shall, while submitting any tender for and on behalf of such firm or LLP, invariably submit a copy of registered power of attorney showing clear authorization in his favour, by the rest of the partners of such firm or LLP, to submit such tender. The Power of Attorney shall have to be registered in accordance with the provisions of the Registration Act, 1908.

(g) All categories of prospective Tenderers shall have to submit copies of valid and up to date Professional Tax Registration Certificate, GST Registration Certificate, Income Tax Return Acknowledgement Receipt, PAN Card issued by Income Tax Department, and Aadhar Card of authorized person.

(h) Neither prospective Tenderer nor any of the constituent partners had been debarred to participate in any Tender by any Government Company/Department, Government undertaking/Statutory Bodies constituted under the statute of the Central or State Government of India; during the last 5(five) years prior to the date of this NIT. Such debarring will be considered as disqualification towards eligibility.

(i) The partnership firm/LLP shall furnish the registered Partnership Deed/LLP Deed and incase of Company copies of Memorandum and Articles of Association to be submitted.

(j) Joint Ventures will not be allowed.

(k) Conditional/Incomplete Tender will not be accepted under any circumstances.

7. Scope of Work

Broadly the scope of work is to provide back end support service for Tally Prime package being running in WBFDCL for making accounting entries. Detailed scope may include :

1. Overall maintenance of **Tally Prime package.**
2. Maintenance of DA TA security and Data Back-up and prevention of data loss.
3. User wise accessibility maintenance.
4. Creation of Ledger Accounts with approval of competent authority.
5. Microsoft cloud (Azure) maintenance (from back end for tally data base tuning).
6. Deployment of one competent onsite support staff at WBFDCL‟s Head Quarters for day to day maintenance & support job.
7. Opening and closing of Tally accessibility beyond office hours and in holidays also as per necessity of office, with approval of competent authority.
8. **Mandatory Training Session for the Concern Staff of WBFDCL as per requirement.**

8. Submission of Tenders

General process of submission:

Tenders are to be submitted online through the website in two folders, at a time for each work, one is **Technical Proposal** and the other is **Financial Proposal**, before the prescribed date and time mentioned in the list attached. Using the Digital Signature Certificate (DSC), the documents are to be uploaded virus scanned and digitally signed. Tenderers should specially take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

Technical Proposal:

The Technical Proposal should contain scanned copies and/or a declaration in standardized formats of the following in two covers (folders).

Technical File (Statutory Cover)containing:

i) NOTICE INVITING TENDER (General Terms &Conditions of Contract, Scope of Work) (To be submitted in “NIT” Folder)

ii) Form-I, Form-II, Annexure-1, Annexure-2, Annexure-3 (to be submitted in “EMD AND TECHNICAL DOCUMENTS” Folder.)

Note:

a) Document for the EMD must be submitted duly digitally signed in the Website **https://wbtenders.gov.in**. Tender document may be downloaded from website **https://wbtenders.gov.in** & submission of Technical Bid/Financial Bid as per Tender Schedule.

b) Addenda/Corrigenda: if published. Tenderers are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

8. III) Submission of Proposals

Two Bid System is to be followed for submission of bids.

a) Technical proposal:

SL NO.	Details	Documents Required
1	Mandatory Statutory Documents	i) Copy of GST Registration Certificate. ii) Copy of PAN CARD. iii) Copy of Aadhar Card of Proprietor/Partner. iv) Firm Profile (in Form-II).. v) Copy of IT Return Acknowledgement of F.Y.2023-24,2024-25 & 2025-26. vi) Copy of Trade License of bidder. vii) Copy of Up to date P-tax payment challan of bidder.
2	Firm Constitution details	1. Proprietorship - Firm Detail as per Institute of Chartered Accountants of India/Institute of Cost Accountants of India etc. 2. Partnership Firm/LLP-Registered Partnership Deed/LLP Deed, Registered Power of Attorney. 3. Company – Registration/ Incorporation Certificate under Company's Act, MOA&AOA, Registered Power of Attorney.
3	Average Turn Over	Copy of Audited Profit &Loss A/c. and Balance Sheet of F.Y. 2023-24, 2024-25 & 2025-26.
4	Credential	A) Proof of work experience as mentioned in para **6 a)**.(Annexure–1) B) Copy of 5 star rated certificate issued by Tally for similar service in para **6 b)**.
5	List of staff(s) who will provide back-end support and onsite support.	List with details of name, age, qualifications and experience (in years) of onsite support personnel under the bidder. (to be provided in format in Annexure – 2)

b) Financial proposal:

The financial quote should be comprehensive of all professional fees inclusive of Statutory Taxes like GST **etc.** The Financial Bids will be opened for successful tenderers of Technical Bid. Only downloaded copy of the financial proposal are to be uploaded quoting the rate & digitally signed by the tenderer. Financial quote of bidders who pass the Technical Evaluation shall be opened on the scheduled date and time.

9. Opening of Technical Proposal

Technical proposals will be opened by the authorized representatives of WBFDCL electronically from the website using their Digital Signature Certificate.

Intending tenderers may remain present, if they so desire in the office of the WBFDCL at Aranya Bikash, KB-19, Sector–III, Salt Lake, Kolkata –700106 for opening of Technical Proposal, to be held on the date and time declared. Cover (Folder) for Statutory Documents shall be opened first, if found in order, Cover (Folder) for Non-statutory Documents will be opened. If there is any deficiency in the Statutory Documents, the tender will summarily be rejected.

Decrypted (transformed into readable formats) documents of the Non statutory Cover will be downloaded, and handed over to the Tender Committee (constituted for evaluation of tenders).

10. Uploading of summary list of technically qualified Tenderer (1st round)

Pursuant to scrutiny and decision of the **Tender Committee (TC)**, the summary list of eligible tenderers will be uploaded in the web portals. While evaluation, the Committee may summon the tenderers and seek clarification / information or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated time frame, their proposals will be liable for rejection.

11. OPENINGANDEVALUATIONOFFINANCIALPROPOSAL:

Financial proposals of the Tenderer declared technically eligible by the Tender Committee will be opened electronically from the web portal stated on the prescribed date, normally immediately after publication of final summary list of the Tenderer but may vary as per the time requirement for procedural formalities.

12. Uploading of summary list of finally qualified Tenderer (2ndround)

After evaluation of Financial Proposal, by the appropriate Authority i.e. Tender Inviting Authority, WBFDCL, may upload the final summary result containing inter-alia, name of tenderers and the rates quoted by them against the work provided tender committee is satisfied that the rate obtained is fair and reasonable and there is no scope of further lowering down of rate.

13. Procedures to be followed when less than three technically qualified Tenderer participated in any tender:

Financial bid of technically qualified less than three Tenderer may not be opened immediately. Next call maybe invited in accordance to existing financial norms of Government of West Bengal

14. Acceptance of Tender (Technically eligible/qualified)

a) Normally, bidders quoting lowest amount shall be selected. However, the Tender Inviting Authority shall not be bound to accept such lowest bid amount.

b) Tender Inviting authority may reject all or any financial bid.

Moreover, the Tender Accepting Authority does not bind him/herself to do so and may reserve the right to reject any or all the tenders, for valid reasons.

15. AWARD OF CONTRACT, SIGNING OF AGREEMENT AND ISSUE OF WORK ORDER:

After selection of the successful bidder, a Letter of Acceptance of tender will be issued to the successful bidder by the Tender Inviting Authority. The successful bidder should submit an acceptance letter within two weeks from the date of receipt of the „Letter of Acceptance". If the same is not executed within two weeks, the bidder may be held as non- responsive and, in such cases, next bidder will be given an offer. In such case, the EMD of successful bidder will be forfeited.

The successful bidder should execute an agreement for the fulfillment of the contract with the WBFDCL at the time of execution, within one week from the date of receipt of the Letter of acceptance issued by competent authority. If the same is not executed within one week, the tender maybe held as non-responsive.

The expenses incidental to the execution of the agreement should be borne by the successful bidder.

Work Order will be issued to the successful bidder only after receipt of the „Letter of Acceptance" and execution of agreement with the successful bidder.

16. DURATION OF AGREEMENT

The contract agreement for the arrangement will initially be for Three (3) year from the date of **issuance** of work order which can be terminated with a prior notice of Three (3) months due to non- achieving satisfactory Performance. An escalation of cost to the tune of maximum 5 % shall however be admissible for each subsequent year, calculated over the base cost of 1st year.

17. PAYMENT TERMS

Payment shall be made on Quarterly basis (proportionate to quoted amount) upon raising Tax Invoice.

18. TERMINATION OF SERVICES

a) In case of deficiency or non- fulfilment of obligations as per the scope of work, WBFDCL shall serve a notice to the concerned operator to rectify / fulfill the obligations within a period of 15 days to cure the defect, failing which WBFDCL shall be at the liberty to execute the work through any other agency at the cost of the operator, in addition to the right of WBFDCL to cancel the contract.
b) WBFDCL reserves the right to terminate the agreement in case of deficiency in services or poor performance of the operator at any point of time. In this respect, the view of WBFDCL about the performance is final and binding.
c) The selected Tenderer will then be paid for the work completed, as per the fees accepted, till the stage of the assignment, on pro-rata basis, in service / contract is terminated as stated above.

19. Penalty for suppression/distortion of facts

If any tenderer fails to produce the original hard copies of the documents submitted on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tenderer will be suspended from participating in the tenders on e-Tender platform for 1 (one) year. In addition, his Earnest Money Deposit will stand forfeited. Besides, the WBFDCL may take appropriate legal action against such defaulting tenderer.

20. Cancellation of Tender:

The Tender Inviting Authority, WBFDCL reserves the right to cancel this N.I.T. due to circumstances whichseemappropriatetohim/herandnoclaimfromthetendererinthisrespect will be entertained.

21. Security Deposit:

- Security Deposit at 10 % of the rate quoted by the selected bidder or EMD amount (whichever is higher) shall be deposited in the form of demand draft favoring West Bengal Forest Development Corporation Ltd. Payable at Kolkata ,or Through NEFT, within one week from the date of agreement but before issue of work order.
- Security Deposit will be released after 30 (thirty) days from expiry / termination of the assignment / contract. In case of any irregularity, or violation of the terms and conditions of the contract agreement, the security Deposit will be forfeited in addition to any legal action as deemed fit by the authority.

22. Deduction of Taxes etc:

Deduction of Income Tax & GST from the Tenderer's Bill will be made as per Govt. rules. GST & all other applicable statutory levy/ Cess will have to be borne by the tenderer as per Govt. Rules.

23. **Advance Payment**:

No Advance payment will be allowed.

24. **Canvassing** in connection within e-tender is strictly prohibited in the Tender submitted by the Tenderer.

25. **Validity of Bids:**

Generally, Bids will be valid for 120 days from the date of opening of the financial proposal. However, extension of bid validity may be suitably considered by the Tender Inviting Authority, if required, subject to obtaining a written confirmation of the tenderer(s) to that effect Withdrawal of e-Tender once the bid has been submitted online and after passing of end date for submission which has been accepted for further processing is not allowed. EMD will be forfeited by WBFDCL.

26. **No tender** shall be deemed to be fit for consideration unless the tender documents are completely filled in. All information that may be asked from the Tenderer must be un equivocally furnished. The eligibility of a Tenderer will be ascertained on the basis of the documents submitted by a Tenderer in support of eligibility

criteria. If any document submitted by a Tenderer is found to be incomplete/incorrect/manufactured / fabricated or false, his Tender will be out rightly rejected at any stage and legal action may be taken against him.

27. **The Tenderer** must upload all the papers/documents that is digitally signed as a proof of acceptance of terms and conditions of the Tender.

28. In case of any dispute, whatsoever in connection with the tender, the decision of the **Tender Committee (TC)** shall be final and binding.

29. IMPORTANT POINT OFREFERENCE: Date and Time Schedule:

Sl. No	Particular(s)	Date & Time
1.	Tender Inviting Authority	Financial Advisor & Chief Accounts Officer, West Bengal Forest Development Corporation Ltd.
2.	Date of Publishing of e-Tender	03.11.2026 at 10.00 A.M.
3.	Documents download start date(*online*)	03.11.2026 at 10.00 A.M.
4.	Documents download end date(*online*)	10.11.2026 at 05.00 P.M.
5.	Bid submission start date(*online*)	03.11.2026 at 10.00 A.M.
6.	Bid Submission closing date(*online*)	10.11.2026 at 05.00 P.M.
7.	Bid opening date for Technical Proposals(*online*)	12.11.2026 at 05.00 P.M.
8.	Date of uploading list for Technically Qualified Bidder (*online*)	**After evaluation of Technical Bid**
9.	Date & Place for opening of Financial Proposal (*online*)	**To be notified later on**
10.	Date of uploading of list of bidders along with their rates through (online).	**To be notified later on**

Note:

1) In case of any unscheduled holiday or on days of Bandh or natural calamity on the aforesaid dates, the next working day will be treated as scheduled / prescribed date for the same purpose.

2) The Tender Inviting Authority may change the venue of opening the Technical or Financial Bid sin case of exigent circumstances like breakdown of communications link or conditions of force majeure.

3) The Tender Inviting Authority reserves the right to defer the date of opening of either Technical or Financial Proposal or both, if required.

Financial Advisor & Chief Accounts Officer
West Bengal Forest Development Corporation Ltd.

FORM-1

APPLICATIONFORTENDER

To
Financial Advisor & Chief Accounts Officer,
West Bengal Forest Development Corporation Ltd.
Aranya Bikash, KB-19, Sector –III, Salt Lake,
Kolkata – 700106.
West Bengal

NIT No: - _____Date: _____

Project Name- e-Tender for Selection of agency for Tally Prime Support & AMC, for cloud-based Tally software **which is used in the office for maintenance of Accounts.**

Dear Sir,

Having examined the Statutory, Non statutory & NIT documents, I/we hereby like to state that I/we willfully accept all your conditions and offer to execute the works as per NIT no and Serial no stated above. We also agree to remedy the defects after/during execution of the above work in conformity with the conditions of contract, specifications, deliverables and addenda.

Dated this_____day of_____20_____
Full name of applicant: _____
Signature: _____
In the capacity of:_____
Duly authorized to sign bids
For & on behalf of (Name of Firm): _____
(In Block capitals or typed)

Office address:
Telephone no(s) (office): _____
Mobile No(s): _____
E mail ID: _____

Date……..

Signature of the Authorised
Signatory On behalf of the bidder

FORM-II

Organization Profile and Experience

A. Organization Profile of the bidder:

B. Experience

Date……..

Signature of the Authorised
Signatory On behalf of the bidder

Annexure–1

Format for Applicant's Experience

Sl. No.	Name of the Company where similar Services (completed) Have been rendered	Period of assignment	Total fee or agreement Value in last Year of assignment	Document Enclosed as Proof of Experience e.g. work order/ completion certificate	Remarks

Signature :

Name :

Designation :

Name of the Organization :

Date :

Company Seal

Annexure–2

Format for Declaration of Manpower to be deployed by Agency

Place of Deployment	Name of the person	Qualification	Experience	Remarks
Onsite(i.e.at WBFDCL"s H.O.				
Outside of WBFDCL"s office				
Other(if any)				

Note: All persons deployed must have qualification, proficiency and experience in normal Computer Operation in general and specifically in Tally Prime.

Signature :

Name :

Designation :

Name of the Organization :

Date :

Company Seal

Annexure-3

Format for Turnover:

Description	FY2025-26	FY2024-25	FY2023-24
TURNOVER(Rs.)			

Average Annual Turnover Rs. _____.

Note:

1.The applicant shall submit copies of audited Financial Statements for all of the above mentioned year.

Signature :

Name :

Designation :

Name of the Organization :

Date :

Company Seal

Digitally signed by ABHITRA MALLICK
Date: 2026.11.03 00:11:55 IST
Location: West Bengal-WB