

Government of West Bengal  
Paschim Banga Society for Skill Development  
Department of Technical Education Training and Skill Development  
Karigari Bhavan, Action Area III, Rajarhat, New Town, Kolkata, 700160  
Memo No. I/717216/2025 Date:-04-12-2025

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from bonafide and experienced Agencies/Vendors for Supply, installation and one year training support of Tally Accounting Software [latest version] for the digitization of accounts of the Paschim Banga Society for Skill Development (PBSSD). The quotation may be submitted in sealed cover super scribing "**Quotation for the supply & installation of Tally Software** " at room no. 326, Karigari Bhavan, 3<sup>rd</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160.

The quotation should be addressed to the Project Director, PBSSD, Karigari Bhavan, 3<sup>rd</sup> Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700 160 on or before 5.00 P.M. of 16/12/2025.

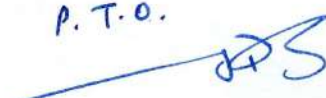
**A. Scope of Work:- Supply, installation and one year training support of Tally Software for the Office use of PBSSD.**

Sl. No.	Description of Items	Quantity
1	Supply & Installation of Tally Prime Software with latest version (Single User) Lifetime Licence including minimum 10 (Ten) days hands-on training and 01 (One) year backup support.	1. nos.

**B) ELIGIBILITY CRITERIA**

Sl. No.	Eligibility Criteria	Proof of Document required
1	Applicant organization should have authorization from Tally for supplying License and providing Maintenance and Support Services	Self-attested copy of OEM Authorization Certificate/ Dealership Certificate from Tally.
2	Applicant organization should have its Head Office or Branch in West Bengal	Trade license / Lease deed / Rent agreement / Utility bill (electricity/telephone) in the

P. T. O.



		organization's name <b>OR</b> Any other valid address proof issued by a competent authority.
3	Applicant organization should have valid organization PAN & GSTIN.	Self-attested copy of PAN card of the organisation <b>And</b> Self-attested copy of GST Registration Certificate (GSTIN) of the organization.
4	Copy of cheque of organization	Copy of cheque or first page of pass book in the name of organisation.
5	Credentials of supplying Tally software to Government or parastatal	Copy of work order from at least one Government organisation or parastatal for supply and installation of Tally in the past five years.

**C) HOW TO SUBMIT NIQ DOCUMENTS:**

- 1) Master Envelope subscribing on the top "**Quotation for the supply & installation of Tally Software**" should contain **Envelope A** and **Envelope B**.
- 2) **Envelope A** marked as "**Technical Bid**" will contain all the self-attested documentary evidence in support of organization as mentioned in **Point B (1 to 4)**.
- 3) **Envelope B** marked as "**Financial Bid**" will contain duly filled quotation (**Annexure- I**). Financial bid will be opened only for those who qualify in technical bid.
- 4) **The organization should fill the Quotation, enclose the necessary documents as mentioned above and send to The Project Director, Paschim Banga Society for Skill Development, Room No. 326, 3<sup>rd</sup> Floor, B/7, Action Area- III, Karigari Bhawan, Newtown, Rajarhat, Kolkata-700160 within 5 PM on 16.12.2025.**

**D) TERMS AND CONDITIONS**

1. Sub-letting the work will not be allowed.
2. Rates should be quoted **inclusive** of applicable Taxes and any other Charges (if any).
3. Income Tax & GST will be deducted as applicable as per Government Rules.
4. Only submission of rates/NIQ doesn't confirm subsequent Work Order.

PTO 



5. Submission of NIQ or being L1 in NIQ does not bind PBSSD to place the work order. Decision of PBSSD will be final & binding on all.
6. ***The technical bid will be reviewed first for determining the Compliance with the Eligibility Criteria as mentioned in the NIQ (Point B). The Financial bid of the prospective bidder will be considered only if the Technical Bid of the bidder is found qualified. Conditional NIQ shall not be accepted.***
7. The Financial bid of the bidder will be considered for L1. Justification for rates may be sought if required.
8. **The selected organisation has to provide hands-on training on the use of Tally software for minimum 10 (Ten) days and 01 year online backup support.**
9. Payment on successful supply will be made only after receipt of the certified payment voucher not below the rank of ADF/DDF/DF, PBSSD.
10. Submission of rates assumes that party has agreed to all the terms & conditions of PBSSD and will abide by that in all circumstances.
11. PBSSD may ask for additional documents from the qualified bidder, if required.
12. No conditional quotation will be accepted in any case, a conditional quotation shall be summarily rejected.
13. Quotation received after the due date will not be considered.
14. PBSSD reserves the right to reject the Quotation without assigning any reason for it.
15. For any queries, please write to us at [pbssdwb@gmail.com](mailto:pbssdwb@gmail.com) and [ddfpbssd@gmail.com](mailto:ddfpbssd@gmail.com).



Project Director, PBSSD

Memo No. I/717216/2025

Date:-04-12-2025

Copy to:

1. Notice Board of PBSSD
2. Website publication - [WWW.PBSSD.GOV.IN](http://WWW.PBSSD.GOV.IN) - Tender/Quotations/EOIs section
3. Mail to Tally Partners - <https://tallysolutions.com/partners/#partners> - at least 6 being partners for over a long period.



Director (Finance), PBSSD

## **ANNEXURE I**

### **QUOTATION**

(To be submitted on the letter head of applicant organization)

To,  
The Project Director,  
Paschim Banga Society For Skill Development  
Room No. 326, Karigari Bhawan,  
B/7, Action Area-III, Newtown, Kolkata-160

Ref Memo No. I/717216/2025

Date:-04-12-2025 of PBSSD

Madam/Sir,

With reference to your notice inviting quotation vide no. \_\_\_\_\_ Dated \_\_\_\_\_, we are hereby submitting the following Quotation/ information -

<b>Sl. No.</b>	<b>Work Description</b>	<b>Quantity</b>	<b>Base Rate (in Rs.)</b>	<b>Add Applicable Taxes</b>	<b>Total quoted Amount (in Rs.) Including all taxes and charges</b>
1	Supply & Installation of Tally Prime Software with latest version (Single User) Lifetime Licence including minimum 10 (Ten) days hands-on training and 01 (One) year backup support.	01 nos.			

Total Amount inclusive of all charges and taxes, in words.

### **DECLARATION CERTIFICATE**

I / We hereby certify that we have fully read and thoroughly understood the Quotation requirements and accept all terms and conditions of the Quotation including all corrigendum /addendum issued, if any.

In addition, we are aware that incomplete / incorrect submission may lead to the quotation being not considered.

Name of the Agency:-

Full Address:

Signature of quotationer:

Contact No:

Date :

Place:

Ref Memo No. I/717216/2025

Date:-04-12-2025 of PBSSD