



BENGAL CHEMICALS & PHARMACEUTICALS LTD.

(A GOVT. OF INDIA ENTERPRISE)

Purchase Dept.: 6, Ganesh Chunder Avenue,

Kolkata 700 013

PHONE 033 22371526.

Website: www.bengalchemicals.gov.in

Expression of Interest for Implementation & Customization of Payroll Package in Tally System.

Bengal Chemicals & Pharmaceuticals Limited is inviting Expression of Interest from authorized agent of Tally ERP Solution qualifying the prescribed eligibility criteria as mentioned in this EoI to submit their quotations in **Two Bid System, Technical and Price Bid in Separat sealed envelopes covering both the bids** in a sealed envelope super scribing Tender No, Date and Due Date to Deputy Manager(Purchase), 6, Ganesh Chunder Avenue, Kolkata - 13.

EoI No	BCPL/RT/Payroll-Package/01/17-18
Tender Date	6 th September, 2017
Last date & Time of Bid Submission	22nd September, 2017 up to 3:00Pm
Technical Bid Evaluation	22nd September, 2017 up to 3:30Pm
Venue for Bid submission & Opening	Purchase Department, Bengal Chemicals & Pharmaceuticals, 6 Ganesh Cunder Avenue. Kolkata – 13.

Scope of Work – Implementation & Customization of Payroll Package, presently BCPL doesn't have any salary package running in Tally System.

1) The job shall include Implementation & customization of Payroll package in Tally System which covers-

- a) Transfer of input attendance data from existing Biometric System of the Company into the packages.
- b) Provision for entry of input attendance data(for units outside Kolkata), and different type of leave data for all the employees.
- c) Provision for deduction / adjustment by leave for late attendance.
- d) Provision for checking of leave data as per rule of the Company.
- e) Provision for yearly increment and birthday with alert.
- f) Provision for checking of basic with payscale and Popup for promotion
- g) Provision for Calculation of DA,HRA,CCA and other earnings as well as deductions like Provident Fund,P.Tax.ESI,Income Tax and other deductions as per Companys rule.
- h) Provision for printing of Salary Slip in approved format of Company
- i) Provision for various monthly, quarterly and annual reports relating to pay roll.
- j) Any other minor items which need to be included during implementation of the package.
- k) Arrangement for necessary accounting entries from the package on monthly basis.



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2) Income Tax matters which covers-

- a) Report as required by the Company on monthly basis which will be generated from Payroll package
- b) Calculation of Income Tax of employees on quarterly basis
- c) Preparation of statement showing earnings and deduction of each employee and calculation of Tax in prescribed format of Form 16(Part-B) of Income Tax Act 1961

3) Human Resource package which covers-

- a) Detailed information of each employee since joining in the Company
- b) Various reports as may be required from time to time based on the above information.

ELIGIBILITY CRITERIA (ESSENTIAL) / Content of Technical Bid (Envelop-A)

- The Firm Must be an Authorized agent of Tally ERP Solutions
- The firm must have an experience of performing job of similar nature in other industries having a minimum turnover of 100 cores p.a and minimum employee strength of 500nos.
- The firm will have to produce their Income Tax, Service Tax and Sales Tax registration no. with copies of certificates.
- Yearly Turnover of the firm for last 5 years must be above 200 Lakhs.
- The firm should have technical employee strength not less than 10nos.

COMPLETION PERIOD: To be completed within 30days from the date of Work Order.

GUIDELINES FOR FILING THIS EOI:

Tender to be submitted under two separate sealed covers, one cover containing Part 1 (Un-priced Bid) & the other cover containing Part 2 (Price Bid). Indicating Tender No, Tender date, Subject with tender due date in order to clearly identify between the two Bids.

These two bids should be submitted in a single sealed cover with the respective Tender No & Item. Mentioned thereon, complete in all respect, addressed to the DM (Purchase), 6, GC Avenue, Kolkata - 13

VALIDITY: Offers should be valid for a minimum period of 90 Days to place order.

TERMS OF PAYMENT: Within 30 Days from the day of satisfactory completion of work.



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**PART – II
PRICE SCHEDULE**

Only the price Bid to keep inside the Price Bid Envelop (Part-II). This envelop should be in sealed and super scribed with tender no, date, subject & due date.

(The tenderer shall fill the given format with price quote by legible hand writing with ball pen only, both by figure and words failing which the tender may be rejected without notice in this regard)

TENDER No.

Particulars	Rate (Rs)	Taxes (Rs)	Total (Rs)

Dy - Manager (Purchase),
Bengal Chemicals & Pharmaceuticals Limited,
6, Ganesh Chunder Avenue,
Kolkata – 700 013.