



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building
City Centre,
Durgapur - 713216

Vivekananda Sarani, Senrailegh Road,
Near Kalyanpur Housing,
Asansol - 713305

Ref. No : ADDA / DGP / ACS/E-1179388/50

DATE : 19.05.2025

NOTICE FOR EXPRESSION OF INTEREST (EOI)

Sub: Notice inviting Expression of Interest (EOI) providing Data Entry Service in tally for the F Y 2024-25 of Asansol Durgapur Development Authority (ADDA).

- 1) Sealed quotations are invited for data entry services related to accounts of Asansol Durgapur Development Authority (ADDA) related to Financial Year 2024-2025 on the basis of vouchers, cash book, bank statements and other records.
- 2) The description of work and other terms and conditions are mentioned as under:
- 3) **Scope of work:** Data entry process of all payment vouchers / Receipts cash books in Tally software system for preparation of Accounts the period of FY 2024-25 at ADDA Durgapur Office.
- 4) **Time limit:** work to be start immediately on receipt of engagement order and to be completed by 30th June, 2025.
- 5) **Eligibility-cum-Selection Criteria:** The firm should have valid PAN Card, PTAX number relevant registration certificate. The firm should have experience for data entry related with accounts of in tally atmosphere of a non profit seeking organization. The firm with data entry personnel with commerce background and having adequate experience in working with latest tally software will be given preference. On fulfilment of above eligibility, the selection will be bases on cost basis and L-1 bidder may be selected.
- 6) **Prohibition of Sub-Contract:** The Selected Firm shall not appoint any sub-contract for this work under any circumstances.
- 7) **Release of Payment-** The payment shall be released on submission of final report and verification of the same by Authority.
- 8) **Deduction of income Tax at source:** Since professional service of the firm is being hired, Income Tax shall be deducted at source from all the accepted payments, in accordance with the provisions of Income Tax Act, 1961 as amended from time to time.
- 9) **Secrecy and Confidentiality:** The Firm shall not disclose or divulge any business secrets, information's, facts relating to ADDA acquired or gained while discharging their professional duties under this agreement without the prior written permission of the ADDA. Even after the termination of the contract, the firm shall not make the business information's, facts, data and/ or similarly matter to the outsider without the prior written permission by the ADDA.

Am



ASANSOL DURGAPUR DEVELOPMENT AUTHORITY

A Statutory Authority of the Government of West Bengal
(Under Urban Development & Municipal Affairs Department)

1st Administrative Building
City Centre,
Durgapur - 713216

Vivekananda Sarani, Senraliegh Road,
Near Kalyanpur Housing,
Asansol - 713305

Ref. No : ADDA / DGP / _____

DATE : _____

- 10) **Satisfactory Services:** The decision of Chief Executive Officer, ADDA or any other officer authorized by Chief Executive Officer, ADDA in this regard shall be final and binding on the firm for the purpose regarding satisfactory services of the firm.
- 11) **LAST DATE:** The quotation complete in all respects should reach the Chief Executive Officer, ADDA up to within 7 days from the date of this notification.
- 12) The Authority reserves the right to reject any or all of the quotation without assigning any reason or what so ever.



Chief Executive Officer

Asansol Durgapur Development Authority

Memo No. :- ADDA/DGP/ACS/E. 1179388/50(3) Date: 19.05.2025

Copy forwarded to:

- 1) The Notice Board, Asansol Durgapur Development Authority (Durgapur).
- 2) The Notice Board, Asansol Durgapur Development Authority (Asansol).
- 3) The Official Website (www.addaonline.in)


Chief Executive Officer
Asansol Durgapur Development Authority

