GOVERNMENT COLLEGE OF ENGINEERING, CHHATRAPATI SAMBHAJINAGAR

(An Autonomous Institute of Govt. of Maharashtra)
Railway Station Road, Osmanpura, ChhatrapatiSambhajinagar.

"In Pursuit of Technical Excellence"

☎ - office: (0240)2366101,2366102, 366111

e-mail – office.gcoeaurangabad@dtemaharashtra.gov.inweb : www.geca.ac.in

No. GECSS/Office/2025-26/ 1642

Date - 0 6 MAY 2025

To,
GECA Notice Board / GECA Website

Subject :- Quotation for Tally Data Entry Services

Dear Sir / Madam, You are requested to send your competitive quotations for eligible and interested Dealers / Distributors / Suppliers for the supply of the following items subject to the following conditions.

Terms & Conditions :

1. The quoted rates should include all applicable charges (including transportation, if any.)
2. Minimum Ten years of experience in Tally data entry is required.
3. The work must be completed by attending the office during official working hours.
4. Quotation should be in sealed cover and superscribed as " **Quotation for Tally Data Entry Services – Office**" Due on :\\\/05/2025 at 5:45 P.M.
5. Quotation must remain valid for a period of two year.
6. The undersigned reserves the right to accept or reject any or all quotations without assigning any reason.
7. No advance payment will be made. Payment shall be made only after satisfactory completion of work.
8. The work must be executed as per the scope and quality standards specified in the quotation.
9. Incomplete work or unsatisfactory performance will lead to cancellation of the order without notice.
10. Submit valid GST Certificate, PAN, and any relevant registration or experience certificates with the quotation.
11. Mention working hours and tentative man-days required.
12. Quotations not complying with above conditions or found incomplete will be rejected.
13. If your work is found unsatisfactory, your contract will be terminated at any time without prior notice.

Sr. No.	Item with Specifications	Qty.	Remarks
01	**Data Entry Work Agreement to Include :** **Maintain all Books of Accounts in Tally ERP-9 with Double Entry System as per data provided by us & Tally ERP-9 Technical Support.** **It Includes :** 1. **Maintain Receipts, Vouchers & Payments Vouchers Daily Basis and take printout of the same.** 2. **Maintain DFC (Daily Collection Register)** 3. **Maintain Cash and Bank Books.** 4. **Prepare Bank REconcillation.** 5. **Report Generation i.e.Trail Balance/Balance Sheet, Income and Expenditure and all other require reports.** 6. **Cost center wise seperation.** 7. **TDS & GST** 8. **Maintain Journal Voucher and Register.** 9. **Tally Back-up Daily Basis.** 10. **Period of Agreement 01 Apr 2025 to 31 March 2027**	01 No	

Yours faithfully

Principal
Govt. College of Engineering, Aurangabad
Chhatrapati Sambhajinagar