

**WEST BENGAL FOREST AND BIODIVERSITY CONSERVATION SOCIETY
OFFICE OF THE CHIEF PROJECT DIRECTOR
LB-2, SECTOR-III, SALT LAKE, KOLKATA-700106**

NOTICE INVITING QUOTATION

NIQ. NO. 7 / No. 2062 /WBFBCP/ 19-2 / 2015 dated 27 .06.2016

Sealed Quotation is invited from bonafide Web-Developer/ IT Firm/ companies having valid trade license, for providing professional service with regard to online application to create & automate the " Budget Control System" along with the facility to analyse financial statement & generate various reports as and when required by the West Bengal Forest and Biodiversity Conservation Project through the existing website w.w.w.wbfbc.org.

JOB DESCRIPTION:-

The online application of Budget Control System should be browser based & accessible from any operating system.

1. Sections to be automated:

- A. Budget Allotment at DMU level
- B. Sub Allotment at FMU level by concerned DMUs
- C. Requisition Updation in Form-17
- D. Expenditure updation

2. The expected list of Modules that should be created within the sections are:-

- A. Master Module of DMU & FMU
- B. Code of Account Module
- C. upload module of Account related data
- D. User Management
- E. Authorisation module
- F. Cancellation Module
- G. Lock Module
- H. Print & Reports Module

2. A. Master Module

This section should have the facility to maintain & upload:

- i) Zone
- ii) Circle
- iii) DMU/Division
- iv) FMU/Range

2. B. User Management Module

This online application should have the User Access Control facility. The various users of the application are:

- i) DFOs
- ii) Circle Officers
- iii) PMU WBFBC Project
- iv) MIS executives

Development and Timeline:-

- i) The application " Budget Control System" has to be developed with open source programming languages & database.
- ii) The development should be such that modules developed in future may be properly integrated with this application.
- iii) The application should be developed within 1 months from the date of issue of work order.
- iv) The maintenance of the application has to be done for a period of 1 (one) year from the date of submission of the main application takes either more or less time than 1 month, duly accepted by Quotation Inviting Authority, the period of 1 (one) year will be counted from actual date of submission of the application.
- v) The application should include requisition made by FMU & DMU in Form 17 & consolidation of the same for specific account heads & forwards for approval to PMU.
- vi) The application should include approval or edit option at PMU level of the amount mentioned in Form 17 for specific account heads.
- vii) The application should have distribution facility of the budget allocation at FMU level by DMU Head of the approved amount mentioned in Form 17 .
- viii) All the booking of expenditure in Tally at DMU Level should be reflected in the application.
- ix) The PMU should have access, change & download all the booking of expenditure of the all the DMUs head wise and upload the reconciled figure of the account as and when required in the application.
- x) The application should show the following information in the input screen at the time of log in at DMU & FMU level.

Budget | Last Approved Amount with Date | Last Requested Amount with Date

- xi) The application screen should show the following dialogue box at the time of approval at PMU level.

Total Budget | Balance Budget | Last Approved Amount with Date | Last Requested Amount with Date | Current Requisition Amount

- xii) The application should generate various reports/returns on the basis of DMU Account Head on monthly, quarterly, half yearly and yearly duration as and when required to reconcile the accounts of the Society.
- xiii) The application may develop any new module as and when required.

Hosting:-

The complete application will be hosting in the existing cloud space of the existing website w.w.w.wbfbcp.org. of West Bengal Forest and Biodiversity Conservation Project.

TENURE OF JOB:-

The tenure of the job will be for one year from the date of Work Order. However, the job may be renewed, if satisfactory, after review of the professional services provided.

LAST DATE AND TIME FOR SUBMISSION OF OFFER:-

The sealed quotation for the work should be submitted within **4th July, 2016 by 5:00PM** in the office of the Chief Project Director, West Bengal Forest and Biodiversity Conservation Project, **LB-2, Sector-III, Salt lake, Kolkata-700106.**

QUOTING THE RATE FOR THE WORK:-

The rate should be quoted for the entire project as mentioned above, inclusive of all taxes. TDS, service Tax etc. will be deducted as per current Government order from the bill.

The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in his own Letter Head of the Firm/Agency. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted **on or before 4th July, 2016 by 5:00PM**

The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.

The sealed quotation will be **opened after 5th July, 2016** in the office chamber of the undersigned.



**Additional Project Director
Planning & Research
WBFBC Project**

Copy to Notice Board of the Office of

1. The Chief Project Director, West Bengal Forest and Biodiversity Conservation Society
2. The Principal Chief Conservator of Forests (HOFF), West Bengal



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