

Chittaranjan College,
8A, Beniatola Lane, Kolkata-9

Dated:

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited for the following work from the reliable, resourceful and authorized auditor for the preparation of Books and Accounts on the basis of CASH BOOK & VOUCHERS at Office of Chittaranjan College.

SL. NO	Nature of Work	Remuneration per financial year	Total Amount (Rs.)
1	Preparation of Books and Accounts for the financial year 2013-2014 and 2014-2015.		
2	Budget for 2015-2016		

The Sealed quotation should reach at the office of Chittaranjan College, 8A, Beniatola Lane, Kolkata-9 and shall be submitted on or before **20.07.2015 up to 3.00 P.M.**

Terms & Conditions:

1. The above quoted rates in column (3) will be inclusive of all taxes & other expenses.
2. The bid shall contain the following documents: Basic information about the company (name, legal status, registration certificate, contact details, contact person), proposed total service price in Rupees, information about qualification and experience, short description of the methodology of service to be provided, team composition and task assignments in the proposed service.
3. Time duration for preparation of Books & Accounts is 30 days from the date of work order.

Principal

Chittaranjan College

Ph. No