



OFFICE OF THE

BOARD OF COUNCILLORS, CHANDRAKONA MUNICIPALITY

P.O: Chandrakona ★ Dist.: Paschim Medinipur

Memo No.- 717/Ch.M/18-19

Date :- 30.06.2018

Notice Inviting Manual Tender (3rd Call)

Sealed quotations are invited from bonafied and experienced agencies for the preparation of Annual Accounts and Balance Sheets including schedule 1 to 21 of Chandrakona Municipality for the period from F.Y. 2012-13 to 2017-18 along with following registers and work sheets.

- 1) All accounting entries in "Purohisab" software during the above mentioned period.
- 2) Bank Reconciliation Statement.
- 3) Grant Matrix & Fund Matrix.
- 4) Grants, Contribution for specific purpose registers.
- 5) Deposit Received registers.
- 6) Deposit Works registers.
- 7) Investment other fund registers.
- 8) Pre-paid expenses registers.
- 9) Loan advances and deposits registers.
- 10) Assets Register including depreciation calculation.
- 11) Liabilities Register.
- 12) Year wise ageing of Property tax including Govt. Holding and Surcharge.
- 13) Year wise ageing of Water tax
- 14) Year wise ageing of Rental Income.
- 15) Capital Work In Progress Register.
- 16) Store ledger update and balance verification.
- 17) Cash verification.
- 18) Other assets registers.
- 19) Grant against Fixed Assets
- 20) Reconciliation of P.F. account.
- 21) Effect of previous Accounts Audit Paras.
- 22) Authentication and Certification of all such account.

Including all other works in connection with preparation of Balance Sheet.

Tenderers have to quote their rate per year basis. Only seven months time will be allotted for the entire work from the date of receiving the work order. The quotationer should quote the rate inclusive of all taxes, G.S.T etc. TDS will be applicable as per Govt. norms. After completion of the each year's assignment and on satisfaction of the Municipal authority, payment will be made against submission of bill.

The tenderer will be received up to 09.07.2018, 1 p.m. and will be opened on the same date at 2 p.m. when the tenderer or his authorized representative may remain present.

The undersigned reserve the right to accept or reject any quotation without assigning any reason what so ever.

Memo no. 717(5)/Ch.M/2018-19 dtd. - 30.06.2018

Copy forwarded to:-

1. E.O., Chandrakona Municipality,
2. Accountant, Chandrakona Municipality,
3. A.F.C., Chandrakona Municipality
4. Midas add Agency, for publishing in Sangbad Pratidin.
5. Office Notice Board.

H.P.
30/06/18
Chairman,
Chandrakona Municipality
Chandrakona, Paschim Medinipur