

**GOVERNMENT OF ASSAM
OFFICE OF THE DEPUTY COMMISSIONER, BONGAIGAON
BONGAIGAON**

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Phone no. 03664-230889 Fax-231338

NO. BNZ/283/2009/120

Dated. 3/10/2018

Notice Inviting Expression of Interest and Rates from Qualified CA Firms.

Sealed Bids are invited from qualified practicing Chartered Accountant Firms based in Bongaigaon who are in practice for a period of five years or more for doing the undernoted jobs for the accounts of Deputy Commissioner Bongaigaon.

The Job :

The Job involves :-

1. Totalling checks of Cash Books numbering around 15 nos.
2. Bank Reconciliation Statement in respect of Accounts numbering -23 nos.
3. Gradually up-gradation and shifting to Ledger system (which is not in practice now)
4. The Initial Bank Reconciliation Statement involves a period of 5 years since bank reconciliation statements not prepared till now.
5. Expenditure Control : the firm will suggest measures for expenditure control.

Although the number of cash books and accounts numbers stated above are as many as 15 and 23 respectively, the transaction by cheque on average is not more than 12 (credit and debit) , this is informed.

The firm will undertake internal Audit for six monthly period and will submit brief report.

How to submit quotation :

The firm has to fill up Annexure I, II, III and send to the Deputy Commissioner by 10th October to reach the Nazarat Branch by 3. PM.

The Annexures I,II,III are available in our website also.

Sd.
Deputy Commissioner
Bongaigaon

Dated. 3/10/2018

Memo No.

Copy forwarded to

1. The Commissioner & Secretary to the Govt. of Assam GAD Deptt. the expenditure will be met from -05 professional charges head . The service is required as there has been Audit observations for non-furnishing of Bank Reconciliation Statements.
2. The Nazarat Officer .
3. The DIO to upload in our website.


Deputy Commissioner

Bongaigaon

ANNEXURE I
BID APPLICATION

Please attach Court Fee stamp of Rs. 8.25

To
The Deputy Commissioner,
Bongaigaon

Sub : Bid for Professional Services

Sir,

Having understood your bid for Professional Services, we hereby tender ourselves to undertake the required job.

Yours faithfully

Name

Designation

On behalf of (Name of CA Firm)

ANNEXURE II
ABOUT THE BIDDER

1.	Name of the Firm in Capital letters	
2	Full Address	
3	Mail id	
4	Telephone No.	
5	Licence No.	
6	Since how many years you are in the profession	
7	PAN NO.	
8	Prominent Govt. Firms or offices you undertake Audit.	You may attach separate sheet.
9	Nos. of Clients you have to whom you extend services.	

Seal Full Signature

Designation

ANNEXURE III

Schedule of Rate Six Monthly period

Job	Number of books	Rate quoted for six monthly period for entire job treating as a package.
Cash book checks	15	Rs.
Bank Recon. statement	Total accounts-23	

Signature of Partner
Manager of CA Firm