



Cooch Behar Zilla Parishad (Press Unit)

কোচবিহার জিলা পৰিষদ (প্ৰেস ইউনিট)

Rajbari Complex :: P.O. & Dist. Cooch Behar :: Pin -736101 (West Bengal)
Phone & Fax : 03582-227445 :: E-mail : cobzillaparishadpress@gmail.com

Memo No.

Date :/...../.....

QUOTATION

Sealed quotations are invited from the reputed Audit Firms to conduct the Commercial Audit of Accounts for the financial year 2017-18 of Cooch Behar Zilla Parishad Press, Rajbari Complex, Cooch Behar subject to fulfilment of the following terms & conditions.

Quotations should be sent to the Secretary, Cooch Behar Zilla Parishad, P.O. & Dist. Cooch Behar by way of dropping into the "DROP BOX" duly kept in his office or by Regd. Post / Speed Post. Quotations should be reached to the Secretary in any way within 2:00 PM of 10/08/2018. No quotation will be entertained beyond the stipulated time & date. Quotations will be opened on 10/08/2018 at 3:00 PM in presence of the willing quotationers or their representatives.

Terms & Conditions :

1. Rate should be quoted for completion of all kinds of commercial audit works for the year 2017-18.
2. The lowest rate offered will be accepted.
3. Audit should be completed within 20 days from the date of receipt of the work order.
4. Audit Report should be submitted duly signed by the competent authority.
5. The following documents should be attached to the quotation.
 - (a) Regn. No. of the Audit Firm. (b) GSTIN No. (c) Trade Licence (d) Pan Card No.
 - (e) Profile / Resume of the Audit Firm. (f) Last 3 (Three) years Experience Certificate.

Sd/-
Addl. Executive Officer,
Cooch Behar Zilla Parishad,
Cooch Behar.

Memo No. 2060(10)/CZP Press/XII-26/18-19

Date : 30/07/2018

Copy forwarded for information and necessary action to -

1. The Sabhadhipati, Cooch Behar Zilla Parishad.
2. The Dist. Magistrate, Cooch Behar.
3. The Secretary, Cooch Behar Zilla Parishad.
4. The FC & CAO., Cooch Behar Zilla Parishad.
5. The Chairman, Cooch Behar Municipality.
6. The Executive Engineer, PWD., Cooch Behar.
7. The O.S., Cooch Behar Zilla Parishad.
8. The DIO, NIC, O/O the DM, COB., with a request to upload the matter in the Govt. website.
9. Office Notice Board.
10. Office Copy.

dm 30/07/18
Addl. Executive Officer,
Cooch Behar Zilla Parishad,
Cooch Behar.