



Panihati Municipality

Panihati, North 24 Parganas,

Pin no.- 700

114

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Website- www.panihatimunicipality.in

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Qtn. No.- ACC/ 01 /QTN/2020 -2021

Date – 08.10.2020

Sealed Quotation are invited by the **Chairpersons, Board of Administrators, / Executive Officer, Panihati Municipality** from reputed Chartered Accountant Firms having wide experience of Fund base Accounting, Internal Audit, Taxation and other allied disciplines for conducting the following work at **Panihati Municipality.**


1. Preparation of Annual Financial Statement including Receipt & Payment Account, Income and Expenditure Account, Balance Sheet and Store Account for the **Financial Year 2018-19 & 2019-20.**
2. Internal Audit for the **Financial year 2018-19 & 2019-20.**

TERM AND CONDITION OF THE QUOTATION:

1. Quotation submission last date & Time **15.10.2020 up to 2 P.M.**
2. Quotation opening Date & Time **15.10.2020 at 3 P.M.**
3. Reports shall be submitted **within two months** from the date of issue of work order.
4. No TA will be allowed .
5. No advance payment shall be allowed.


Quotation documents and other relevant particulars (if any) may be seen during the office hours at this office.

The **Chairpersons, Board of Administrators, / Executive Officer, Panihati Municipality** reserves the right to accept and or to cancel any all quotation in full or in part without assigning any reason whatsoever acceptance of any Quotation is subject to the approval of appropriate authority. No delayed Quotation will be accepted.


Chairpersons
Board of Administrators /
Executive Officer
Panihati Municipality

Copy to –

1. **Notice Board, Panihati Municipality**
2. **Website of Panihati Municipality – www.panihatimunicipality.in**


Chairpersons
Board of Administrators /
Executive Officer
Panihati Municipality