

**OFFICE OF THE ADDITIONAL DISTRICT AND SESSIONS JUDGE, 4TH COURT
ASANSOL, PASCHIM BARDHAMAN**

No. 409

Dated the 25th November, 2024

Notice inviting quotation

Sealed quotations are hereby invited from registered C.A firms for the preparation of Cash Book and Bank Reconciliation Statement on quarterly / yearly basis in connection with the existing recruitment fund of the Judgeship of Paschim Bardhaman.

Sl. No.	Description of work	Place of work
1.	Selected CA firm shall have to prepare cash book and Bank reconciliation statement on quarterly/yearly basis in respect of the existing recruitment fund of the Judgeship of Paschim Bardhaman.	Within the premises of District Court, Paschim Bardhaman in the town of Asansol.

General Conditions :

- (1) The price quoted by the bidder should be inclusive of G.S.T.
- (2) The period of contract shall initial be for a period of one year which may be extended on the basis of satisfactory performance.
- (3) The rates quoted by the bidder shall remain fixed for the entire period of the contract and shall not be subject to change on any account.
- (4) The payment shall be made annually on the basis of successful preparation of cash book and bank reconciliation statement to the satisfaction of the learned District Judge, Paschim Bardhaman.
- (5) The payment shall be made directly to the bank account of the successful bidder.
- (6) Each bidder must submit only one quotation.

Documents to be submitted :


- (a) Complete address of the Firm with Telephone, Mobile No. Email id.
- (b) Name and address of the Proprietor / Managing Partner / Etc.
- (c) Copy of Valid Trade License / Registration.
- (d) Copy of GST Registration Certificate.
- (e) Copy of PAN Card.

Last date of submission of Quotation & Time : 16/12/2024 , 05.00 P.M.

Quotation opening Date & Time : 17/12/2024 , 05.00 P.M.

Sd/-
Chairman
District Purchase Committee
-cum-
Additional Sessions Judge, 4th Court
Asansol, Paschim Bardhaman

Copy forwarded to the System Officer, Paschim Bardhaman for necessary information. He is directed to upload the NIQ in the website of the District Judgeship of Paschim Bardhaman.


Chairman
District Purchase Committee
-cum-
Additional Sessions Judge, 4th Court
Asansol, Paschim Bardhaman
**Addl. Dist. & Sessions Judge
4th Court, Asansol**