



**OFFICE OF THE BOARD OF ADMINISTRATORS OF KHARDAH
KHARDAH MUNICIPAL OFFICE
B.T.ROAD, KHARDAH, NORTH 24-PARGANAS, KOLKATA – 700 117**

No-KDHM/93/ESTB/QTN/21-22

Date:- 24.11.2021

NOTICE INVITING QUOTATION

Sealed quotations are invited from the bonafied, reliable and resourceful C.A. Firm for finalisation of books of accounts for the financial year 2019-20 & 2020-21 of Khardah Municipality.

Sl.No.	Work Details	Year	Rate	Amount
1.	Finalisation of books of accounts for the financial year 2019-20 & 2020-21 of Khardah Municipality. (Rate should be rated per financial year basis)			

Quotations are to be enclosed with quotation paper the valid GST No, IT and P.T, certificates and relevant credentials for such type of work. All rates should be quoted inclusive of all kinds of taxes and charges. The Municipality reserves the right to accept or reject any quotation or part thereof. The Municipality does not bind itself to accept the lowest quotation.

The last date of receiving quotation paper is 02.12.2021 up to 4.00 P.m.

Yours Sincerely,

Sd/- Susanta Kr. Mandal
W.B.C.S. (Exe.)
Executive Officer
KHARDAH MUNICIPALITY

Copy to-

1. The District Magistrate, (North 24 Parganas, Barasat)
2. The S.D.O., Barrackpore, (Administrative Building, Kol-700120)
3. The Chairperson, Board of Administrator of Khardah Municipality
4. The Member, Board of Administrator of Khardah Municipality
5. The Executive Officer, Khardah Municipality
6. The Finance Officer, Khardah Municipality
7. The Assistant Engineer, Khardah Municipality
8. The Accountant, Khardah Municipality
9. The Chairperson (Panihati Municipality/Titagarh Municipality)
10. Notice Board

Susanta Kr. Mandal
W.B.C.S. (Exe.)
Executive Officer
KHARDAH MUNICIPALITY

Phone: 2553-3060 / 2583-4943, FAX: 2563-1171

Email: khardahmunicipality@yahoo.co.in

Web site : www.khardahmunicipality.in