



West Bengal Tele Academy

Information and Cultural Affairs Department
Government of West Bengal

Quotation Notice

No. 02 -ICA/TLAC

Date- 13 / 11 /2020

Sealed quotations are invited by the undersigned, from CAG empanelled Chartered Accounting Firms for the following jobs of 'West Bengal Tele Academy', a society registered under the West Bengal Societies Registration Act, 1961 (Reg. No.S/M/977 of 2014-15), under administrative control of Information and Cultural Affairs Department, Government of West Bengal.

Sl No.	Particulars of job	Total Amount (Rs.)
1	Preparation of Books of Accounts (Cash Book, Ledger, Journal etc.) and Final Accounts.	
2	Audit of the Final Accounts with reference to all relevant books, documents etc. and furnishing Auditor's Report on the state of affairs of the Society. τ	

Along with price bid, the bidders have to furnish copies of following self attested documents: (i) latest Trade License Renewal Certificate, (ii) PAN, (iii) GST Registration Certificate, (iv) CAG empanelment certificate, **The bidder must quote price for every item of the jobs. The quotation of bidder with partial quote shall be rejected.** Quoted price should be inclusive of all charges including GST and other taxes, if any. The work is to be completed within 3 (three) months from the date of issue of work order. Detailed description of job will be available at the office of the undersigned. The records of financial transactions of the Society may be inspected with prior appointment with the undersigned (e-mail : wbeleacademy@gmail.com). **The CAG empanelled Chartered Accounting Firms having working experience of audit of societies registered under the West Bengal Societies Registration Act, 1961 under administrative control of any Department of Government of West Bengal would get priority at the time of selection of Firms.** Payment shall be made, after actual and satisfactory completion of the job against Bill/ Invoice. The sealed quotations should be addressed / furnished to the office of the undersigned at, Information & Cultural Affairs Department, Government of West Bengal, Room No. 902 Nabanna (9th floor), 325, Sarat Chatterjee Road, Howrah -711 102. The last date and time of submission of quotation is 27/11/2020 upto 12 noon.

The quotations will be opened, in the presence of interested bidders, on the same day at 3 p.m.. The undersigned reserves the right to accept or reject any quotation without assigning any reason to the intending bidders.



Member Secretary
West Bengal Tele Academy

No. 02 /1(5)-ICA/TLAC

Date- 13 / 11 / 2020
2020-

Copy forwarded to :

1. In-charge, Portal, for publication of the quotation notice in Govt. Portal.
2. The Accounts Officer, Nandan and Treasurer, W B Tele Academy.
3. The Officer in Charge,..... Academy
4. Office Notice Board of West Bengal Tele Academy, Cinema Centenary Building Campus.
5. Office Notice Board of Registrar, ICA Deptt.



Member Secretary
West Bengal Tele Academy