



## West Bengal Khadi & Village Industries Board

(ESTABLISHED UNDER W. B. ACT. XIV. OF 1959)

12, B. B. D. BAG, KOLKATA – 700 001

Website: www.wbkvib.org.in

Fax: (033) 2231-1279/1281  
Office (PBX): (033) 2230-6298  
Addl. Exe Officer: (033) 2210-4426

Chief Executive Officer: 2213-0304  
Secretary: 2231-1279  
F.A.&C.A.O.: 2231-1280

Memo No. 507(2) /ACCT/29/2002-03

Dated: 31-03-14

### QUOTATION

Sealed quotations are hereby invited from the reputed Chartered Accountant Firms under valid registration of the Institute of Chartered Accountants of India for preparation of Final Accounts as per Accounting Standard issued by the Institute of Chartered Accountant of India as well as common format approved by C&AG of India in respect of West Bengal Khadi & Village Industries Board, a statutory body established under the Legislative Department, W.B. Act. XIV of 1959 under MSME&T Department, Govt. of West Bengal for the year 2012-13 through Tally.ERP 9 Software from the nine (9) different manual Cash Books of Head Office and its eighteen (18) Districts Offices & nine (9) Cost Centers like SPC, NMC, HMP and Gramins' Receipts & Payments A/c and their BRSSs.

The fund-wise nine separate & one consolidated (9+1) Receipts & Payments A/c, Income & Expenditure A/c and Bank Reconciliation Statements of Head Office and thereafter the Balance Sheet incorporating all the Fund A/c's, 18 Districts accounts and 9 Cost Centers will be prepared by them, over & above, Operating Statement, Stock of Gramins & Centers and Notes on A/c etc. will also be prepared by the Chartered Firm.

The aforesaid work should be started w.e.f. 26<sup>th</sup> May, 2014 and must be completed within 30<sup>th</sup> September, 2014. The data entry works will also be done by the Chartered Accountant Firm.

The quotation containing Experience, Total Rate, PAN No., Service Tax No., Registration No., Office Address, Phone No., Fax No., Mobile Phone No. and other relevant documents will be submitted on or before 28<sup>th</sup> April, 2014 at 4 p.m. under sealed cover to the FA&CAO of WBKVIB, 12, B.B.D. Bag (East), Hemanta Basu Bhaban, (2<sup>nd</sup> floor), Kolkata -700 001.

The authority reserves the right to cancel any quotation or all quotations without showing any cause or giving any notice to the concerned firms.

Sdf-  
Chief Executive Officer

Memo No. 507(2) /ACCT/29/2002-03

Dated: 31-03-14

Copy to:

1. Website of WBKVIB.
2. The Notice Board,  
West Bengal Khadi & Village Industries Board,  
12, B.B.D. Bag, Kolkata – 700 001.

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31.3.14  
Chief Executive Officer