



Hooghly-Chinsurah Municipality

Mahendra Mitra Road, Pipulpati, PO & Dist. - Hooghly, West Bengal.

Tel.: (033) 2680-2899/2319, TeleFax. (033) 2680-6091

Website:-www.hcm.net.in & E-mail id:-hooghch@yahoo.com

Memo no 202 /AC-DP

Date 21.08.2017

-: Quotation Notice:-

As per Memo no:-618/MA/C-10/3S-12/2016 date 10.11.2016 of the Secretary to the Government of West Bengal, Department of Municipal Affairs, sealed quotations are invited from the empanelled Chartered Accounts or Audit Firms approved by the CAG of India for conducting internal Audit of the accounts of unaudited fund of this municipality, by the undersigned on behalf of Board of Councillors of this municipality.

The selected firms is to submit the audit report to the undersigned as well as to the Municipal Affairs Department, Govt.of West Bengal within 04 (Four) weeks from the date of receipt of work order from this end.

The following documents are to be enclosed with the quotation:-a) Copy of GST Registration b) Copy of PAN c) Copy of empanelment order for internal audit approved by the CAG of India.

The last date of submission of the quotation is 24.08.2017 upto 2.00 P.M and the same will be finalized on the same date at 3.00 P.M when the party may remain present.

The authority reserves the right to accept or reject any quotation or a part without assigning any reason thereof.

The quotation in sealed envelope is to be addressed to the Chairman, Hooghly Chinsurah Municipality, Mahendra Mitra Road, Pipulpati, P.O & Dist-Hooghly,Pin-712103 superscripted "Quotation for Internal Audit" and must reach within the stipulated date and time.

sd/-

Chairman,
Hooghly Chinsurah Municipality

Memo no 202(15) /AC-DP

Date : 21.08.2017

Copy forwarded for information & taking necessary action to:-

- 1) The Secretary, Govt. of West Bengal, Department of Municipal Affairs, Pouro Prashasan Bhavan, DD-I, Sector-I, Salt Lake, Kolkata-700064.
- 2) The Director of Local Bodies, Govt of West Bengal, Purta Bhavan (1st Floor), Bidhannagar, Kolkata-700091
- 3) The Deputy Director of Local Bodies, Burdwan Division, Pipulpati, P.O & Dist-Hooghly, Pin-712103.
- 4) The District Magistrate, Hooghly
- 5) The Sub-Divisional Officer, Sadar, Hooghly
- 6) The Postmaster, Chinsurah Head Post Office, Chinsurah, Hooghly
- 7) The Vice-chairman, HCM
- 8) The CIC Member (Health/PWD/Finance/Water Supply), HCM
- 9) The Executive Officer, HCM
- 10) The Finance Officer, HCM
- 11) The Office Superintendent, HCM
- 12) The Assistant Head Clerk, HCM
- 13) The Accountant, HCM
- 14) Office Notice Board, HCM
- 15) **Municipal Website of HCM.**

[Signature]
Chairman,
Hooghly Chinsurah Municipality
Chairman
Hooghly Chinsurah Municipality