



GOVERNMENT OF ASSAM  
OFFICE OF THE SUB-DIVISIONAL OFFICER (CIVIL), TITABAR, DISTRICT JORHAT  
(NAZARAT BRANCH)

NO:TRN/TENDER/22/2017 / 1727

Dated Titabar the 1<sup>st</sup> January, 2019

**Expression of Interest**

Sealed quotation affixing Court Fee stamp of Rs. 8.25/- (Rupees Eight & Paise Twenty Five) only are hereby invited from the intending reputed registered **Chartered Accountants** firms for preparation of Financial Statements of Sub-divisional Office (Civil) , office Titabar for Financial Year 2018-2019.

The intending Firm should quote the rate **inclusive of all taxes** and submit the quotation on or before **1.00 PM on 09-01-2019** and will be open in the same day at 2.00 PM.

The Quotationers or their authorized representative of the intending firm may be present at the scheduled date and time of opening the quotation, if desire. Those who does not attend at the time opening of the tender shall have no right to any objection, later on.

**Terms and Condition:**

1. Quotation must be clear and should be completed in all respects.
2. The quotationers must enclose the photocopy of Registration Certificate, Practice Certificate by ICAT, GST registration certificate, and PAN CARD etc.
3. Quotationer should have experience of working with government departments and handling single entry accounting system.
4. The undersigned is not bound to accept the lowest rates in a quotation and reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

  
Sub-Divisional Officer (Civil)  
Titabar

Dated Titabar the 01<sup>st</sup> January, 2019

Memo No. TRN/TENDER/22/2017 / 1727 - 81

Copy to:-

1. The Nazarat Officer, Titabar for information and necessary action.
2. The DIPRO, Jorhat for arranging wide publicity through at least one Local Daily Newspaper.
3. The DIO, Jorhat for uploading in District website.
4. The P.A to D.C., Jorhat for kind appraisal of the Deputy Commissioner, Jorhat.
5. Office Notice Board.

  
Sub-Divisional Officer (Civil)  
Titabar