

# Bidhan Chandra Krishi Viswavidyalaya

P.O. Krishi Viswavidyalaya, Mohanpur- 741 252

District- Nadia, West Bengal

Website: [www.bckv.edu.in](http://www.bckv.edu.in)

Dated: March 22, 2016

## **Notice inviting “*Expression of Interest*” from Chartered/Cost Accountant Firms**

Expression of Interest is invited in sealed cover latest by April 25, 2016, from the reputed Chartered/Cost Accountant Firms experienced in the matter of preparation of accounts and other related matters etc. in the University. Selected Firm shall have to render the following services on certain terms and conditions to be laid down before its execution.

1. a) Preparation of accounts including P.F. accounts of the University.  
b) Updating of arrear accounts of the University.
2. Updating of backlog work, posting and updating of cash book both electronically and manually in appropriate ledger.
3. Preparation, maintenance and updating of financial information, statistics and accounting figures as may be required by the University from time to time.

The Company will have to submit its intention of undertaking the work of the Finance Department through qualified person/persons as may be necessary in the office of the Comptroller of the University at Mohanpur, Nadia on all working days. The Company will also have to submit along with “*Expression of Interest*”, its credentials in this line and details of annual contract for undertaking such work.

The interested parties may visit the office of the Comptroller and discuss with the Comptroller/Assistant Comptroller on 11<sup>th</sup> and 12<sup>th</sup> April, 2016 for the above mentioned work/service.

**(Registrar)**