

BURDWAN DEVELOPMENT AUTHORITY  
(A STATUTORY AUTHORITY OF THE GOVT. OF WEST BENGAL)  
New Administrative Building (5th Floor)  
PURBA BARDHAMAN-713101

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Memo. No. 1197/III/D-79/BDA

Dated 11/04/2025

**NOTICE INVITING QUOTATION**

Sealed quotations are invited from reputed Chartered Firm for preparation of Annual Books of Accounts like Receipt Payment A/c, Income and Expenditure Account, Balance Sheet, Adjustment entries, Grouping of Ledger etc. of the Burdwan Development Authority for the Financial Year 2024-25.

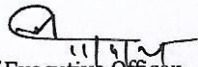
The concept to be followed while preparation of Annual Books of Accounts are given below: -

1. This office maintaining Accounts through Tally Prime Software.
2. Some adjustment entries to be made as per suggestion of AG Audit.
3. The books of Accounts to be prepared on the basis of data from Tally Prime Software, previous Audit Report, and Manual Books of Accounts of previous years, GST & IT Portal, Bank & Treasury Pass Book and Other subsidiaries books maintained by BDA.

Interested firms are requested to go through the Job details and to quote lumpsum fees (inclusive of all taxes) using their office pad and submit the same in sealed envelope to the **Chief Executive Officer, Burdwan Development Authority** on any working day within **28/04/2025** vide post/ Courier Service with a copy of Trade License, Pan Card, experience certificate/ documents, G.S.T Registration Certificate and Firm's Constitution Certificates as on date for preparation of Books of Accounts stated above .

The authority reserves the right to cancel and reject the quotation without assigning any reason whatsoever.

The tenure of appointment will be for the financial year 2024-25. The preparation of Books of Accounts should be completed within 30 days from the date of appointment, failure of which the appointment order may be treated as cancelled. No further time of extension will be allowed from this end.

  
Chief Executive Officer,  
Burdwan Development Authority.  
Purba Bardhaman.