



भारतीय विज्ञान कांग्रेस संस्था

(विज्ञान और प्रौद्योगिकी विभाग के तहत पेशेवर संस्था,
विज्ञान और प्रौद्योगिकी मंत्रालय, भारत सरकार)

14, डॉ० बिरेश गुहा स्ट्रीट, कोलकाता -700 017, भारत

THE INDIAN SCIENCE CONGRESS ASSOCIATION

(Professional Body under Department of Science & Technology,
Ministry of Science & Technology, Government of India)

14, Dr. Biresh Guha Street, Kolkata - 700 017, INDIA

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No. 536 /51/2017-2018

18th July, 2017

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Dear Sir/Madam,

The Indian Science Congress Association (ISCA) is one of the largest scientific institutions in India. It is a professional body under Ministry of Science & Technology, Government of India.

The Association intends to have a person on monthly contract basis through your organization with adequate qualifications and knowledge of up-to-date accounts work in Government Autonomous Institution to assist the Section Officer in the Establishment & Finance Department.

The following nature of work on contractual appointment is required:

1. Preparation of Final Accounts as per present Schedule VI.
2. Central Government Accounting Norms.
3. Assisting CAG and Internal Audit.
4. Knowledge of Income Tax and TDS related work.

You are requested to kindly submit the rate based on total consolidated monthly payment on monthly basis. The working hours of the Association are from 9.30 a.m. to 6 p.m. from Monday to Friday. However, attendance may be required depending on work load before or beyond office hours and also on any Saturday or holidays. No additional payment will be made for such work. Payment will be made to the organization on submission of bill. Please note that there will be no escalation of rate within next three years.

The quotation should reach the undersigned superscripting the envelope "Quotation for Contractual Service" within 27th July, 2017 along with Credentials and copy of valid Trade License, and PAN. Please do not send rates by fax/e-mail. It may be noted that ISCA reserves right to reject any quotation without assigning any justification.

For further enquiry you may kindly contact with the ISCA office in any working days between 11 a.m. to 5.00 p.m.

Thanking you,
Yours Sincerely,

Amit Krishna De)