



Expressions of Interest

Expressions of interest are invited from the firms of Chartered Accountants located in and around Kolkata for maintenance of Accounts of a Research Project under the West Bengal University of Technology. Payments shall be around Rs. 20,000/- per month. The job responsibility involves-

- a. Evaluation of quotation;
- b. Processing of orders;
- c. Stock entry and Stock verification;
- d. Bill / Challan verification;
- e. Processing for payments, as per University guidelines;
- f. Periodic preparation of utilization certificates and statement of expenditure as per MHRD guidelines;
- g. Preparation of utilization certificate and statement of expenditure to be presented before the auditors;

They shall actively attend our office once a week [on a mutually suitable fixed day] and shall also attend as and when required by us. The professional fees will be Rs. 20,000/- per month plus applicable service tax [at present 12.36%].

Firm profile reflecting experience of handling projects in government / reputed organizations should be attached.

The EOI should be sent within 31st December to the following address –

Dr Shaon Ray Chaudhuri
Director, Centre of Excellence,
West Bengal University of Technology
BF-142, Sector 1, Salt Lake, Kolkata-700064

Registrar