

# **PUNJAB WATER RESOURCES MANAGEMENT & DEVELOPMENT CORPORATION LTD. CHANDIGARH**

**S.C.O 28-29, Sector-26, Chandigarh**

[www.etender.punjabgovt.gov.in](http://www.etender.punjabgovt.gov.in)

[www.pwrmdc.com](http://www.pwrmdc.com)

## **ADVERTISEMENT FOR TENDER**

Tender/ Quotation are invited for the following works on yearly contract basis from the professional firms under the guidance and control of qualified professionals like Chartered Accountants, Company Secretaries and Cost Accountants, who have at least of 5 years of post qualification experience. The work is to be done at the Head Office of the Corporation i.e. SCO 28, Sector 26, Chandigarh :

The Scope of work is as under :-

1. Posting/ Recording all vouchers on tally system for head office and all the divisions at the head office level / central point.
2. Reconciling the Manual account ledgers and trial with tally account Ledgers and trial of all the divisions and head office on quarterly basis.
3. Complete maintenance of book of accounts and to help to prepare Final accounts like Balance Sheet, Profit & Loss accounts, cash and cash funds flow and Trial Balance etc.
4. Reporting the results of reconciliation at the head office.
5. Assisting in audit work, if necessary.
6. The computerized accounts will be prepared & maintained in accordance with the provision of Company Law as well as according to accounting standards.
7. Refundable security of Rs. 10,000/- by D.D. payable at Chandigarh in favour of Managing Director of the Corporation.

The work is to be done under the guidance of Finance Department of the Corporation. The last date of submission of quotations is 30 days from the date of publishing in Newspapers. The quotations will be opened on **15.11.2011** at 11-30 A.M.

**For Punjab Water Resources Mgt. & Dev. Corp. Ltd:**

Sd/

**Managing Director**