

Application format for submitting the quotation for Bank Reconciliation work

To,
The Registrar,
KKHSOU, Guwahati

Date :

Sir,

In reference to Advertisement No.....

Date of Advertisement.....

Following particulars are to be provided in respect of status of the firm,
experience, manpower strength, client details, etc

1. Name of the Firm :
2. Address of the Firm :
- 3 Status of the firm: proprietorship/partnership/Company (tick the appropriate)
4. proprietorship:

Name & Address	Membership No	Contact details
		Phone No. Email id

5. Name & address of the partners in case of partnership:

Sl. No	Name & Address	Membership No.	Contact details
			Phone No. Email id

6. Name of the Managing Directors in case of Company

Name & Address	Membership No.	Contact details
		Phone No. Email id

7. Year of establishment of the Firm -

8. Total Year of experience -

9. Nature of work carried out -

10. Total Number of employees -

11. Client details

Sl.No.	Name & Address of the Client	Nature of work done

I, the undersigned declare that the information furnished above are true and correct. The rate for the work is quoted as follows:

QUOTATION

Description of the work	Time required to complete the work	Rate all inclusive for the entire work
Preparation of Bank Reconciliation statement monthwise/yearwise for all the bank A/Cs of KKHSOU from the financial year 2008-09 to 2015-16		

Signature

Full name and seal: