

Dear Sirs,

The Birbal Sahni Institute of Palaeobotany is an Autonomous Body under the Department of Science and Technology, Government of India, New Delhi and wholly financed by the Government of India. Our grant for the current financial year is approximately Rs.30.00 Crores.

It is proposed to appoint a Chartered Accountant empanelled with CAG for the institute. Kindly quote your terms and conditions including your charges for providing the following services:

1. Auditing of the Institute's Accounts for 3 years for the financial year 2014-15 onwards including sponsored projects tenable at the Institute.
2. Preparation of Final Accounts of Institute including sponsored projects tenable at the Institute.

You may also kindly let us know the details of work being handled by you for various Semi-Government, Public Sector Undertakings, Autonomous Organizations alongwith other relevant data by your Firm. We shall look forward to receive your reply with bio-data latest by January 20, 2015. The tenure of previous firm's is expiring on 31.03.2015.

Your faithfully,



(Ram Shukla)  
Registrar