

Letter No:- IHM/BTI/2022/392

Date:- 28.03.2022

## QUOTATION NOTICE

Subject:- REGARDING HIRING OF SERVICES OF A CHARTERED ACCOUNTANT FOR FOLLOWING SERVICES, ON LUMP SUM BASIS i.e. AS INTERNAL AUDITOR and AS STATUTORY AUDITOR.

Sealed quotations are invited from Practicing Chartered Accountants for the services of Internal Auditor & External Auditor related to the INSTITUTE OF HOTEL MANAGEMENT, BATHINDA as per details mentioned below:-

### A) SCOPE OF WORK/ SERVICES:-

#### FOR INTERNAL AUDITOR OF THE INSTITUTE:-

- To reconcile the TDS, GST, GST TDS, EPF, ESIC deposited during the period and rectification of errors in the deposit of the said statutory dues by filling of additional / revised returns etc.
- To reconcile whether all the dues towards fee and other charges have been collected and entered into the books of accounts.
- To reconcile whether the stock of assets and consumables tallies with the books of accounts relating to Institute.
- To reconcile that the securities lying in the books of accounts of the Institute tallies with the securities deposited with the various departments such as PSPCL, BSNL and other departments etc.
- To reconcile the books of accounts that whether all the entries relating to the accounts have been made in the books of accounts or not.
- To assist in making entries that are not posted in the books of accounts.
- To sort out the issues raised by the statutory auditors in their audit reports during the last financial years and helping in the finalization of books of accounts of the Institute so that the same may be presented in time for the statutory audit.
- To depute sufficient Articled Clerks/ Assistants / Associates at the Accounts Department to assist in the activities relating to Accounts and audit, as and when required.

#### FOR EXTERNAL AUDITOR OF THE INSTITUTE:-

- To audit the books of accounts of the Institute of Hotel Management.
- To provide Statutory Audit Report in due time.
- Yearly return filling.

### B) TERMS AND CONDITIONS:-

- a) The interested Chartered Accountant firms may quote their rates in the following format on or before 18<sup>th</sup> of April 2022 upto 2.00 p.m. in a sealed cover, addressed to the :- PRINCIPAL, INSTITUTE OF HOTEL MANAGEMENT, IND. GROWTH CENTRE, MANSA ROAD, BATHINDA (PUNJAB).
- b) "QUOTATION FOR CHARTERED ACCOUNTANT I.E. INTERNAL AUDITOR ON LUMP SUM BASIS" should be mentioned on the sealed envelop of the quotation for Internal Auditor.

- c) **"QUOTATION FOR CHARTERED ACCOUNTANT I.E. EXTERNAL/ STATUTORY AUDITOR ON LUMP SUM BASIS"** should be mentioned on the sealed envelop of the quotation for Statutory Auditor.
- d) A Chartered Accountant can quote for both of the services but in case of L1 in both services only one service i.e. Internal Auditor or Statutory Auditor will be allotted to him/ her. In other words, only one service will be allotted to a Chartered Accountant.
- e) The charges for the above said services will be quoted in the following format, on the letter head of the Chartered Accountant firm:-

**FOR INTERNAL AUDITOR**

Sr. No	Particulars	Quoted Amount (Lump sum) in Rs. For Financial year 2021-22	Quoted Amount (Lump sum) in Rs. For Financial year 2022-23
1	Lump Sum charges for the Financial year		
2	GST (if applicable)		
Lump Sum Total amount for Financial Year (Including all charges and taxes etc.)			

**FOR STATUTORY AUDITOR**

Sr. No	Particulars	Quoted Amount (Lump sum) in Rs. For Financial year 2021-22	Quoted Amount (Lump sum) in Rs. For Financial year 2022-23
1	Lump Sum charges for the Financial year		
2	GST (if applicable)		
Lump Sum Total amount for Financial Year (Including all charges and taxes etc.)			

- f) The sealed quotations may be sent through By Hand/ Courier/ Speed Post/ Registered Mail. The email/ fax of the quotation will not be accepted.
- g) The Institute will not be liable for any type of postal delays.
- h) That applicable taxes/ charges will be quoted clearly in the quotation. No extra charges will be paid by the Institute, under any circumstances.

Institute of Hotel Management, Catering  
Technology & Applied Nutrition, Principal  
Industrial Growth Centre, Mansa Road  
Bathinda (Punjab) - 151001  
Date:- 28.03.2022

Endst No:- 393-395

Copy of the above to:-

- A Chairman, Bathinda Branch of ICAI, Bathinda:-
- B Mr. Hamnish Chopra, LDC:-  
*X website*
- C Notice Board.

*With a request that the said information may be displayed on the notice board of the Bathinda Office of the ICAI for the information of all concerned.*

*With an advise that the said information may be displayed on the official website of the institute for the information of all concerned.*