

Letter No:- IHM/BTI/2025/1337
Date:- 16/10/2025

QUOTATION NOTICE

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

- 1) **INTERNAL AUDITOR.**
- 2) **STATUTORY (EXTERNAL) 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. If there is any discrepancy then the rectification of the same in the books of accounts of the 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 audit the activities relating to Accounts and updating of the books of accounts of the IHM, Bathinda on Monthly basis/ as per requirement.
- To Sign and AUDIT OF UTILIZATION CERTIFICATES OF VARIOUS CENTRAL AND STATE GOVERNMENT SCHEMES SUCH AS PSDM, CBSP (HSRT, EP, STC ETC.)

FOR EXTERNAL AUDITOR OF THE INSTITUTE:-

- To audit the books of accounts of the Institute of Hotel Management, Bathinda.
- To provide Statutory Audit Report in due time.
- Yearly return filling of Income Tax and handling of correspondence in this matter.

B) TERMS AND CONDITIONS:-

- a) The interested Chartered Accountant firms may quote their rates in the following format on or before ¹⁰31st of Oct. 2025 upto 1.00 p.m. in a sealed cover, addressed to the :- **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/ Chartered Accountant Firm.
- 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 2025-26	Quoted Amount (Lump sum) in Rs. For Financial year - 2026-27
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 2025-26	Quoted Amount (Lump sum) in Rs. For Financial year 2026-27
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.)			

(Handwritten signature/initials)


- 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.


Additional Deputy Commissioner (Dev.)
-cum- Principal, IHM, BATHINDA

Endst No:- 1338-1340
Copy of the above to:-

Date:- 16/10/25

- A The Chairman, Bathinda
Branch of ICAI, Bathinda, Near
Kali Mata Mandir, Model
Town Phase I, Bathinda
*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 Chartered Accountants.*
- B UDC (Administration)
*To display the Quotation Invitation Notice on the official website of the
INSTITUTE OF HOTEL MANAGEMENT, BATHINDA for the information of
all concerned.*
- C Notice Board.


Additional Deputy Commissioner (Dev.)
-cum- Principal, IHM, BATHINDA