



INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute of Government of Bihar & Statutory University Crated by an Act of State

Legislature and Recongnised by UGC)

Sheikhpura, Patna-14 (Bihar), Ph. No.:- 0612—2297631,2297099

Fax: 0612 -2297225; Website: www.igims.org;

EXPRESSION OF INTEREST

Offer/quotation is hereby invited from Registered Chartered Accountants firms' for doing Internal Audit of Indira Gandhi Institute of Medical Sciences, Patna for the Financial year 2022-23 & 2023-24 (up to 31/03/2024) and work related with Income Tax.

Last date of Submission : Within 21 days of publication of Tender to **Director Cell** through Registered Post/Speed Post/Courier.

Offer/Quotation must be submitted in the following format:-

Technical

- 1) Name of the Firm :
- 2) Address :
- 3) Date of registration with Institute of Chartered Accountants of India :
- 4) Audit Experience with name of Organisation/ Government/PSU/Health Services Sector :
- 5) Numbers of Staff in the Firm with Qualification :

Financial

AUDIT:

- 1) Checking of Money Receipt and its verification From Cash Book and Bank :
- 2) Checking of Debit & Credit Vouchers :
- 3) Preparation of Income and Expenditure A/c, Receipt & Payment A/c, Balance Sheet A/c. :
- 4) Provident Fund A/c. :
- 5) Verification of Store Consumptions :
- 6) Annual Account of IGIMS and its Branches and Schedule of Advance. :
- 7) Bank Reconciliation and its Adjustment :

INCOME TAX :

- 1) Filing of Income Tax returns Quarterly and Annual as and when required for Salary and Contractor/Suppliers.
- 2) Filing of GST returns monthly of Supplier/Contractor etc.
- 3) To provide TDS (From 16) Certificate to employees and Contractor/Suppliers.
- 4) To settle disputes with Income Tax & GST Department related with Income Tax & GST.
- 5) To provide utilization certificate for Grant-in-aid of Government & other Organisation as an when required.

Director
IGIMS, Patna