



Office of the Director

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES,

SHEIKHPURA, PATNA - 800 014 (Bihar, India)

Tel.: 0612 - 2297631, 2297099; Fax: 0612 - 2297225; Website: www.igims.org;

E-Mail: director@igims.org

Date of Publication: 19.03.2013

EXPRESSION OF INTEREST

Offer/quotation is hereby invited from Chartered Accountants firms' for doing Internal Audit of Indira Gandhi Institute of Medical Sciences, Patna for the Financial Year 2011-12 and 2012-13.

Offer/Quotation in sealed envelop should be sent to Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna-800014 within Ten days of the publication of tender through Registered Post/ Speed Post/Courier.

Details can be seen at Institute website "www.igims.org."

Sd/-
Director
IGIMS, Patna



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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 Organization/ Government/PSU/Health Services Sector :
- 5) Numbers of Staff in the Firm with Qualification :

Financial

- 1) Checking of Money Receipt and its verification From Cash Book and Bank :
- 2) Checking of Debit & Credit Vouchers :
- 3) Pension Trust Fund A/c and Preparation of Income And Expenditure A/c, Receipt & Payment 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 :

SIGNATURE