

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES
SHEIKHPURA, PATNA – 800 014

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 2019-20 and work related with Income Tax & Utilisation certificate of Grant-in-aid.

Last date of Submission : 25th. February, 2020 till 4:00 P.M.

Offer/quotation to be submitted : To the **Director, Indira Gandhi Institute of Medical Sciences, Sheikhpura, Patna-800014** 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 Annual Account of IGIMS and its Branches and Schedule of FDRs & Advances. :
- 4) Bank Reconciliation and its Adjustment :
- 5) Preparation of Income And Expenditure A/c, Receipt & Payment A/c of Pension Trust Fund A/c . :
- 6) Preparation of Income And Expenditure A/c, Receipt & Payment A/c of Provident Fund A/c. :

- 7) Verification of Store Consumptions :
- 8) Physical Verification of Assets and Store :

INCOME TAX :

- 1) Filing of Income Tax returns Quarterly and Annual as and when required for Salary and Contractor/ Suppliers.
- 2) To provide TDS (Form 16) Certificate to employees and Contractor/Suppliers.
- 3) To provide Utilisation Certificate for Grant-in-aid of Government as and when required.
- 4) To settle dispute with Income Tax Department related with Income Tax.


6/2/2020
SIGNATURE