

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

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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 2013-14 & 2014-15 (up to 30.09.2014) and work related with Income Tax.

Last date of Submission : Within Ten 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) 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 :

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 settle dispute with Income Tax Department related with Income Tax.

SIGNATURE