

Institute intends to appoint CAG empanelled resourceful and experienced Audit Firm (CA firm) for checking, verification & certification of annual account and preparation of Audit Report of Institute of Hotel Management, Bodhgaya (Under Dept. of Tourism, Govt. of Bihar) for the financial year 2021-22, 2022-23 & 2023-24. The format of Proposal/Application form, Scope of Work, Terms & Conditions, rate of Audit & Professional fee can be downloaded from Institute's website [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com).

State Institute of Hotel Management, Bodhgaya is an Academic Institution and its affairs are governed by Dept. of Tourism, Government of Bihar. IHM, Bodhgaya is an autonomous and registered under the Society Registration Act 1860. The Institute is a non-profit making trust and is registered under Society. The Institute is required to maintain the following Accounts;

1. Receipt & Payment (Actual basis)
2. Income & Expenditures (Accrual basis)
3. Balance Sheet as on date i.e., 31st March of each financial year.

It is mandatory that the Audited Accounts together with auditor's report shall be got approved by the Board of Governors of the Society within 06 months of the close of the financial year. Annual Report & Audited Accounts for the financial year 2020-21 may please be referred to Institute's website [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com).

You may please furnish us the quotation indicating Audit Fee with GST if any for checking, verification & certification of Annual Audit of books of accounts and preparation of Audit Report of the Institute for the financial year 2021-22, 2022-23 & 2023-24 as auditor in a sealed envelope.

The Format/Application Form. Terms & Condition & Professional fee with all taxes to be submitted to the office of the Institute in sealed envelope latest by 10/02/2022 up to 5 P.M. at Institute of Hotel Management, Gaya Dobhi Road, Bodhgaya, Gaya 824234 Bihar. The sealed envelope containing application form & professional fee to be opened on 12/02/2022 at 3 P.M. At Institute of Hotel Management, Gaya Dobhi Road, Bodhgaya Gaya 824234 Bihar.

**Terms of Reference:**

1. The Institute of Hotel Management, Bodhgaya an academic Institution desires to appoint CAG empanelled CA Firm for the purpose of carrying out audit of Institute on annual basis.
2. The Auditor should be empanelled with CAG.
3. It will be the responsibility the Auditor to carry out accurate and current audit.
4. The appointment of Auditor will be effective from the date of awarding the contract and work of audit will commence from the date mentioned in letter of appointment.
5. The Auditor shall raise their bills for fees after completion of the audit and submitting a report.
6. The scope of work is specified in Annex-I.
7. The Auditor shall place qualified personnel for Audit work.
8. Auditor shall submit final Audit Report before 31<sup>st</sup> August of each calendar year for the year ended on 31<sup>st</sup> March of every financial year.
9. The Auditor shall carry out the assignment in accordance with the highest standard. professional and ethical competence and integrity as prescribed by the code of conduct of the Institute of CA of India, New Delhi.
10. The CA firm who was appointed and conducted Audit of the Institute for last three f/y 2018-19, 2019-20 & 2020-21 shall not be eligible for appointment of Auditor for conducting audit another three f/y such as 2021-22, 2022-23 & 2023-24 to maintain transparency.
11. Any further clarification on the scope of work can be obtained from Principal, IHM, Bodhgaya by written correspondence or through email.
12. For more information about the Institute see our website [www.ihmbodhgaya.com](http://www.ihmbodhgaya.com).

### **SCOPE OF WORK**

**Chartered Accountants is required to certify/Comment on the following in the Audit Report.**

1. Opening Balance & Closing balance of the receipt and payment accounts tallies with that cash Book.
2. Opening Balance adopted tallies with closing balance of last year.
3. Annual Income and Expenditure statements shall reflect all details with actual basis.
4. Funds have been used for the purpose for which they were received,
5. There does not exist any minus balance at any stage during the year.
6. Cash book. Ledger/Journal written on accrual account basis to be checked.
7. Bank reconciliation is being done regularly. 8. All receipts/refunds have been correctly accounted for and remitted.
9. Receipt & Payments vouchers prepared on actual /accrual basis to be checked.

#### **Also comments on the following.**

1. He will specifically comment on Bank reconciliation.
2. 100% Verification of registers and vouchers of the Institute.
3. Bank reconciliation certificate must be certified by the C.A himself.
4. **At the End of Auditing, the Balance Sheet/Income & Expenditure/Receipt Payment with its schedules/Annexures to be certified by Chartered Accountant before 31 August of each financial year.**

### **Certificates**

I/we undersigned hereby certify that we have gone through the above.

Date:

Sign:

Seal of Office/firm proprietor:

Name & Designation:

**Format for Proposal/Application of Audit Firm**

1. Name of the Firm: .....
2. Registered Address: .....
3. Address of Branch offices (if any): .....
4. Empanelment Certificate from CAG to be enclosed: .....
5. ICAI registration No. : .....
6. Date of Establishment of Firm: .....
7. PAN No. of Firm: .....
8. GST Registration No. (if applicable): .....
9. Experience Government Audit: .....Years
10. List of Government Clients (Last 3 Years).

Name of The Institution	Year of Audit	Fees Received for Audit Work

**Certificates**

I/We Undersigned hereby certify that all the information mentioned above is true and correct.

Date: .....

Sign: .....

Seal of Office/Firm Proprietor: .....

Name & Designation: .....

**FORMAT FOR FINANCIAL PROPOSAL**

**Rate of Audit & Professional Fee (excluding GST) for One (01) Financial Year in Rupees (Digits and Words) to be Filled up by The CA Firm.**

**Terms & Conditions:**

1. Audit & Professional fees mentioned above is inclusive of all the cost (Miscellaneous Expenses & Transportation charges).
2. No escalation of Audit Fees will be given during the year.
3. Fees quoted above are inclusive of all expenses/cost. GST will be paid extra by the institute if applicable.
4. Above audit fee charges for one financial year shall remain same and uncharged for all three f/y **2021-22, 2022-23 & 2023-24.**

Date:

Sign:

Seal of Office/Firm Proprietor:

Name/Designation: