



11th March, 2024

QUOTATION NOTICE

Sealed quotations (*Technical and Financial bids in two separate envelopes sealed in a third envelop superscribed with "Quotation for empanelment as Internal Auditor"*) are invited from Chartered Accountant Firms to carry out Internal Audit of the Institute for Financial Year **2024-25** (extendable upto three years subject to satisfactory performance).

SCOPE OF WORK

To carry out quarterly audit of books of accounts of Indian Institute of Heritage, which includes the following :

- (a) Detailed vouching
- (b) Checking of statutory compliances
- (c) Compliance of GFR provisions
- (d) Recommending suitable internal control measures
- (e) Providing expert opinion on day to day issue, if any (say 04-05 times in a year)
- (f) Issuance of final Utilization Certificates (Annual Basis)

The applicant Firm should comply with the following conditions:

- (i) CA Firm should be empanelled with C&AG for Financial Year 2024-25.
- (ii) CA firm should have minimum 05 years of experience of Audit of Government Universities.
- (iii) The CA firm should have turnover of Rupees Five Crores or more in each preceding 3 financial years i.e. 2020-21, 2021-22 & 2022-23.

The fees may be quoted in the annexed format. The last date for submission of sealed offers is **01-04-2024, 05:00 PM**. The quotation may be addressed to the **Registrar, Indian Institute of Heritage, A-19, Sector-62, Noida, – 201309** quoting the "**Quotation for the Empanelment as Internal Auditor**" on the main envelop.

Existing Audit Firm is hereby kept in cooling period by the Institute Authorities and so shall not apply.

The Indian Institute of Heritage reserves the right to cancel any or all the offers received without assigning any reason thereof.

(Rajeev Chaudhry)
Registrar

Technical Bid

(On the letter head of the CA firm)

1. Name of Chartered Accountant firm:
2. (a) Postal Address:
(b) E- mail:
(c) Phone/ Mobile No.:
3. Details to be provided compulsorily in the following prescribed format:

S. No.	Particulars	Firm Complying with required condition (Yes or No)	Details
(i)	Empanelled with C&AG for Financial Year 2024-25	Yes/No	Please attach relevant document
(ii)	Minimum Experience of 05 Years of government universities	Yes/No Total Audit Experience.....Years	Please provide details of entities audited along with proof in the prescribed Annexure-1 only
(iii)	Turnover of Firm is Rupees Five Crores or more in each preceding 03 financial years i.e. 2020-2021, 2021-22& 2022-23	Yes/No (Total Turnover in) FY 2020-21: FY 2021-22: FY 2022-23:	Please attach certified copy of Income Tax returns, Profit & Loss Account and Balance Sheet.

4. The rates quoted by the firm is annexed at **Annexure-2**.
5. Any other information that may be relevant.

This is to certify that above information is correct according to our best of knowledge and belief.

Date :

Name & Signature

Membership No.

Seal of firm

Financial Bid
(On the letter head of the CA firm)

We(name of Chartered Accountants Firm) do hereby quote an amount of Rs.....(Amount in words) for undertaking the work of Internal Audit of Indian Institute of Heritage for Financial Year 2024-25.

Audit fee is inclusive/exclusive of GST.

Date :

Name & Signature

Membership No.

Seal of firm