



# NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY

(Deemed to be University)

(An Autonomous Organisation Under Ministry of Culture, Government of India)

A-19, Institutional Area, Sector – 62, Noida, UP-201309

Regd. Office: First Floor, National Museum Campus, Janpath, New Delhi – 110011

Telephone: 0120-2975619, 2975610

**Date: 05-10-2022**

## 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 2022-23. The applicant Firm should comply with the following conditions:

- (i) CA Firm should be empanelled with C & AG for Financial Year 2022-23.
- (ii) CA firm should have minimum 10 years of experience in the field of Audit.
- (iii) Out of total experience, the firm should possess minimum 5 years experience in the audit of Accounts of Central Government Autonomous organizations following the common format of Balance sheet for its Annual Accounts prescribed by the Ministry of Finance.
- (iv) The CA firm should have turnover of Rupees One Crore or more for the last 3 financial years i.e. 2019-2020, 2020-21 & 2021-22.

The fees may be quoted in the annexed format. The last date for submission of sealed offers is **04-11-2022 at 05:00 PM**. The quotation may be addressed to the **Registrar, National Museum Institute of History of Art, Conservation & Museology, 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 National Museum Institute of History of Art, Conservation and Museology reserves the right to cancel any or all the offers received without assigning any reason thereof.

s/d

**(Dr. Savita Kumari)**  
**Registrar I/c**

(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 2022-23	Yes/No	Please attach relevant document
(ii)	Minimum Experience of 10 Years in Audit	Yes/No  Total Audit Experience.....Years	Please provide details of entities audited (Separate Annexure may be used , if required)
(iii)	Out of total audit experience, minimum 05 years of experience should be of Central Government Autonomous organizations following the common format of Balance sheet for its Annual Accounts	Yes/No  Total Relevant Audit Experience- .....Years	Please provide details of relevant entities audited in the prescribed <b>Annexure-1</b> only
(iv)	Turnover of Firm is Rupees One Crore or more in the last 3 financial years i.e. 2019-2020, 2020-21 & 2021-22	Yes/No (Total Turnover in) FY 2019-20: FY 2020-21: FY 2021-22:	Please attach Income Tax returns and experience proof.

4. The rates quoted by the firm is annexed as **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 National Museum Institute for Financial Year 2022-23.

Audit fee is inclusive/exclusive of GST.

**Date**

**Name & Signature**

**Membership No.**

**Seal of firm**