



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर  
बरियार, जी.टी.रोड, गुरदासपुर 143521

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION

Bariar, G.T. Road, Gurdaspur (Punjab) – 143 521.

(Sponsored by Govt. of India, Ministry of Tourism) (पर्यटन मंत्रालय भारत सरकार के सौजन्य से)

दुरभाष/Tel No. 01874-222501, 222502 Fax 222505

ईमेल/E-mail: [mail.ihmgsp@gmail.com](mailto:mail.ihmgsp@gmail.com), वेब साईट / Web Site: [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

Ref No. IHM (G)/ 1829

Date: - 27-07-2021

### **CORRIGENDUM NOTICE**

**Sub: Tender details in e- publishing system, Engagement of CAG empanelled Chartered Accountant firm for Statutory and Tax Audit**

Tender Reference Number: IHM (G)2021/04, Tender ID 2021\_IHCNG\_614296\_1

NIT & Tender Notice Ref No IHM(G)/1682 dated 13-07-2021 ,

For the tenders under references above, **Page 6 of 14 Point No.4 Pre Qualification /Eligibility Criteria, the following is added:**

**Sub point g) "The CA Firm should be empanelled with CAG for last three years 2019-20 to 2021-22"**

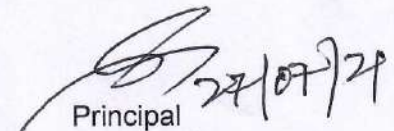
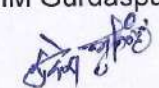
This was inadvertently missed and will be the part of pre-qualification criteria, in accordance to the details/evidence for the same is asked to be submitted as per **point no. 5(d).**

**On page 2 of 14 List of Important dates:-**

- i) The last date of receipt of sealed tender document is extended till 06-08-2021, 14.30 Hrs. and
- ii) Date and Time for opening of bids (Technical & Financial) is fixed as 06-08-2021, 15.30 Hrs.

Accordingly in the earlier published Tender Notice/NIT on the e-portal, news paper advertisement, Institute's web site etc is modified through this corrigendum.

All other details & entries remain unaltered.

  
Principal  
IHM Gurdaspur  


होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521



**INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION**

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Tel No. 01874-222501,502 E-mail: [mail.ihmgsp@gmail.com](mailto:mail.ihmgsp@gmail.com), Web Site: [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in)

**TENDER NOTICE**

Sealed Tenders are invited for engagement of CAG empanelled Chartered Accountant firm having Registered/Head office in Gurdaspur or in its neighbouring districts i.e. Amritsar, Pathankot, Kapurthala and Hoshiarpur to carry out Statutory & Tax Audit of Institute (IHM Gurdaspur). This Institute as a Central Autonomous Body engaged in imparting Education & Training had Annual Receipts of approximately Rs. 7 crores during FY.2020-21.

The closure of Sale & Receipt of Tender documents is at **14:30 hours on 30/07/2021**. Please refer Institute's website [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in) or <https://eprocure.gov.in/epublish/app> for all details with respect to this tender, including Corrigendum /Addendum /Amendments/ Clarification etc. Bidders are advised to visit the Institute's website regularly. No separate advertisement shall be published in the Newspaper in this regard.

Ref No: IHM(G)/1682

dated: 13-07-2021

Principal



## होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पोषाहार संस्थान

INSTITUTE OF HOTEL MANAGEMENT CATERING & NUTRITION

Bariar, G.T. Road, Gurdaspur (Punjab) – 143 521, बरियार, जी.टी. रोड, गुरदासपुर (पंजाब) -143521

(“पर्यटनमंत्रालयभारतसरकारकेअधीनस्वायत्तशासीनिकाय”.)

(“An Autonomous Body under Ministry of Tourism, Government of India”.)

दूरभाष/Tel No. 01874-222501, 222502 Fax 222505,

ईमेल/E-mail: mail.ihmgsp@gmail.com वैब साईट/Web Site: www.ihm-gsp.ac.in

### निविदा दस्तावेज/TENDER FORM

“ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR  
STATUTORY AND TAX AUDIT”

OF

INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION,  
GURDASPUR, PUNJAB – 143521

An amount of Rs. \_\_\_\_\_ Vide Cash / D.D. No. \_\_\_\_\_

Dated \_\_\_\_\_ Drawn on \_\_\_\_\_

Receipt No. \_\_\_\_\_ Dated \_\_\_\_\_

Tender document of \_\_\_\_\_ pages issued to \_\_\_\_\_

Vide IHM (G)/No. \_\_\_\_\_ Dated \_\_\_\_\_

केशियर

लेखाकार

कार्यालयअधीक्षक

प्रशासकिय अधिकारी

प्रधानाचार्य

होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुरINDEX

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**List of Important Dates/महत्वपूर्ण तिथियाँ :-**

1	निविदा फॉर्म जारी करने की तिथि Starting date & time sale of tender documents	From 14.07.2021 at 10.00 am
2	निविदा दस्तावेजों की बिक्री की अंतिम तिथि Last date of sale of tender documents	30-07-2021 upto 2.30 pm
3	पूर्व अधिवेशन Pre Bid Meeting	26.07.2021 at 3.00 pm
4	सीलबंद निविदा दस्तावेजों की प्राप्ति की अंतिम तिथि Last date of receipt of sealed tender documents	30.07.2021 upto 2.30 pm
5	तकनीकी निविदा खोलने के लिए तिथि और समय Date & time for opening of Technical Bid	30.07.2021 at 3.30 pm
6	वित्तीय दस्तावेजों (financial bids)को खोलने के लिए तिथि और समय (योग्य निविदाकर्ताओं की उपस्थिति में) Date & time for opening of financial bids (In presence of intending qualified bidders)	30.07.2021 at 3.30 pm

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory : \_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/ : \_\_\_\_\_

Name &amp; Designation with seal of Tenderer



होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

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**TENDER NOTICE**

Sealed Tenders are invited for engagement of CAG empanelled Chartered Accountant firm having Registered/Head office in Gurdaspur or in its neighbouring districts i.e. Amritsar, Pathankot, Kapurthala and Hoshiarpur to carry out Statutory & Tax Audit of Institute (IHM Gurdaspur). This Institute as a Central Autonomous Body engaged in imparting Education & Training had Annual Receipts of approximately Rs. 7 crores during FY.2020-21.

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Ref No: IHM(G)/1682

dated: 13-07-2021

Principal

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

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निविदा कर्ता के मुहर के साथ नाम और पद/

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होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

**TENDER DOCUMENT: - FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT"**

**TERMS OF REFERENCE:**

**1. Brief of The Institute :**

Institute of Hotel Management (IHM) Gurdaspur is an Autonomous body under Ministry of Tourism, Government of India. The Institute is engaged in imparting education & training in the hospitality sector and had approximately annual receipts of Rs. Seven crores during FY.2020-21. The accounts of the institute are compiled in the Common format of Central Autonomous bodies (Non-profit organization) as prescribed by the Ministry of Tourism, Government of India for all the Central Autonomous Bodies under its administrative control and it adhere to scheduled time limit for audit & submission of audit report thereof.

**2. Scope of Work:**

- a) **Statutory Audit:-** Conducting of all Statutory Audit of IHM, Gurdaspur tentatively by May/June of the succeeding year.
  - i) Checking and verification of all books of accounts maintained & submitted by the Institute including GPF accounts, Assets & other subsidiary books, reconciliation as per the accounting principles & submit the certified audit report including annual accounts/ financial statements to the Institute by June/ July of the succeeding year.
  - ii) Checking and verification of Government Grants (Central/State), certification/ attestation of its utilization from time to time.
  - iii) Any other work related to accounts & audit.

- b) **Tax Audit :-** Check & calculate income tax & other tax liabilities (if any), filing of Income Tax, TDS/TCS Returns /correction statements & Statutory reports, various relevant Forms under income tax, facilitating TDS/TCS Certificates & other various compliances from time to time.

The auditor shall inter alia ensure before issuing the relevant and requisite audit certificate;

- i) the correctness and appropriateness of the classification of all transactions;
- ii) accounts figures are in agreement with the subsidiary books of the institute;
- iii) accounts are drawn in the prescribed format.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

\_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/

Name & Designation with seal of Tenderer

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### 3. General Terms & Conditions:

- a) The bidder or its representative/s may visit the Institute's website & campus for assessment of the works. The comprehensive Tender document including the terms & conditions etc. can be obtained separately against payment of Rs. 300/- from the Institute's office.
- b) If the tender document is downloaded from the website [www.ihm-gsp.ac.in](http://www.ihm-gsp.ac.in) or <https://eprocure.gov.in/epublish/app> then the tender document fee of Rs. 300/- is payable by NEFT/RTGS/DD favoring "Institute of Hotel Management, Gurdaspur", payable at Gurdaspur, details of payment should be enclosed along with the Bid. There should not be any modification in the tender documents which are downloaded from website.

The Bank details for payment of Tender Document fee as well as subsequent Performance Security to the Institute through NEFT/RTGS/Bank Transfer are as under:-

Account Holder Name: - Principal, Institute of Hotel Management, Gurdaspur

Bank Name: - State Bank of India, Tibri Road, Gurdaspur

Account No. : - 30461809977

IFSC Code: - SBIN0000644

Any payments made to the above Institute Bank Account should be followed by email confirmation to the email ID: [ihmgsp.cashier@gmail.com](mailto:ihmgsp.cashier@gmail.com).

- c) The Institute will not be responsible for any delays in post/transit or whatsoever the reason is.
- d) The engagement shall be initially for a period of one year and it may be renewed for another two years on yearly basis in the same terms and conditions subject to satisfactory performance of the firm and with the mutual consent of both the parties.  
No price escalation will be allowed during the engagement period.
- e) The applicant firm is Independent of the entity to be audited.
- f) Neither the firm nor its Partners or Associates have any interest in the business of the institute.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory : \_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/ : \_\_\_\_\_

Name & Designation with seal of Tenderer



**होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521**

- g) Auditing firms willing to take up the aforesaid assignment for IHM Gurdaspur should send their offers with professional fees exclusive of GST chargeable per annum along with other details in the attached sheet for the service **latest by 1430 hours on 30-07-2021 and shall be opened at 1530 hours on the same day in the presence of such tenderers who may choose to be present.**

To

The Principal,  
Institute of Hotel Management C&N,  
Bariar, G.T. Road,  
Gurdaspur-143521.

- h) IHM Gurdaspur reserves the right to reject any tender or rely any or all the above conditions without assigning any reason.

**4. Pre qualification /Eligibility Criteria:**

The bids of only those firms will be considered which satisfy the following eligibility criteria:-

- a) The Chartered Accountant (CA) Firm must have Registered/Head office in Gurdaspur or in its neighbouring districts i.e. Amritsar, Pathankot, Kapurthala and Hoshiarpur for at least last five years.
- b) The CA Firm should have minimum two full time partners.
- c) The Chartered Accountant Firm should be registered with the Institute of Chartered Accountant of India (ICAI), have Income Tax Permanent Account Number (PAN) and GST Registration.
- d) The firm should have been in operation for at least 5 years after its registration.
- e) The firms should have experience of doing similar kind of works (Statutory & Tax Audit) for Central or State: Autonomous Bodies/Government funded Organization/ Institutions/PSU's. In case, if the main firm (Head/Registered Office) is applying through their partner/local branch office then that partner/branch also should meet the criteria of experience independently.
- f) The minimum annual fee for engagement is fixed for Rs. 46200/- excluding applicable taxes. The firms quoting less than Rs.46200/- will not be considered for the engagement.

Firms failing to meet the above pre-qualification/eligibility criteria shall not be considered for further evaluation without any notice/intimation.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

\_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/

\_\_\_\_\_

Name & Designation with seal of Tenderer



होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

**5. Self-attested documents to be provided along with the application :**

- Identity and address proof of the applicant Statutory Auditors firm/proprietor/all partners.
- Copies of PAN Card of the firm and all partners.
- Income Tax returns of last 3 financial years (2017-18 to 2019-20).
- Copies of empanelment certificate with Controller and Auditor General of India (CAG) of the firm for last three years 2019-20 to 2021-22).
- Evidences of professional qualifications and experience of the applicant statutory auditor / all partners.
- Evidence of experience as Statutory & Tax Audit works for Central/State Govt: Autonomous Bodies/Government funded Organization/ Institutions/PSU's and Educational Institutes.
- Evidences of existing empanelment, if any, with other companies in Government Authorities / department etc.
- The certificate of registration with Institute of Chartered Accountant of India and with Goods and Service Tax.
- An undertaking that the firm has not been black listed by any Govt. /PSU/Institutions.

**6. Evaluation of Tender:**

The detailed evaluation method for Prequalification-cum- Technical and Financial bids is specified below.

**Evaluation of Technical and Financial Bids**

Those firms, who do not meet the prequalification criteria, shall not be evaluated. Technical and Financial bids of the all firms, which meet the Prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria. Each firm meeting the prequalification criteria would be evaluated and given a technical score out of 60 marks and a financial score out of 40 marks.

The technically evaluated and accepted proposal with least financial bid (L-1) will be assigned a score of 40. The score of other technically accepted firms will be evaluated as per the following formula:-

$$= (L-1 \text{ amount}) \times (40) / (\text{Financial amount of bid being evaluated}).$$

The firms with maximum in total score (out of 100 marks) will be awarded the Tender.

In case of tie in the combined score of firms, the firm having more experience will be awarded the tender.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

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निविदा कर्ता के मुहर के साथ नाम और पद/

\_\_\_\_\_

Name & Designation with seal of Tenderer



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

**7. Technical and Financial Evaluation Criteria:**

Sr. NO.	Technical details	Maximum Evaluation Marks
a)	Experience of doing similar kind of work (Statutory & Tax Audit) for Central Autonomous Bodies/ Central Government funded Organization/ Institutions/PSU's	20
	5 years to 7 years	10
	8 years to 10 years.	15
	More than 10 years	20
	OR	
	Experience of doing similar kind of work ( Statutory & Tax Audit) for State Autonomous Bodies/ State Government funded Organization/ Institutions/PSU's	
	5 years to 7 years	5
	8 years to 10 years.	10
	More than 10 years	15
b)	Experience of handling similar work (Statutory & Tax Audit) in Central Govt. Educational Institutions during last five years	10
	1 to 2 Educational Institutions	4
	3 to 5 Educational Institutions	6
	More than 5 Educational Institutions	10
c)	Number of Partners/ CA Employed :-	10
	FCA+ACA – minimum 2 Partners and one of the partner having experience more than 10 years	6
	FCA+ACA -3 or more than 3 Partners and one of the partners having experience more than 10 years.	10
d)	Average of Annual Receipts (FY. 2017-18 to 2019-20) from the Professional Fees of the Firm:-	20
	More than 10 Lacs	5
	More than 20 Lacs	10
	More than 40 Lacs	20
	<b>Total Technical Score ( a+b+c+d)</b>	<b>60</b>
e)	<b>Score on Financial Proposal*</b>	<b>40</b>
	<b>Grand –Total of Technical and Financial Evaluation ( a-e)</b>	<b>100</b>

**\*Formula for calculation of Financial Proposal:**

The technical evaluated and accepted proposal with least financial cost (i.e. L-1) will be assigned a score of 40. The score of other technical accepted forms will be evaluated as per following formula:  

$$=(L-1 \text{ amount}) \times (40)/(\text{Financial amount of bid being evaluated}).$$

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

निविदा कर्ता के मुहर के साथ नाम और पद/

Name & Designation with seal of Tenderer



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

8. **Performance Security: -**

- The successful bidder shall deposit interest free Performance Security @10% of contract value in the form of NEFT/RTGS /Demand Draft (DD) in favour of Principal, Institute of Hotel Management, Gurdaspur payable at Gurdaspur from any scheduled commercial bank within 10 (Ten) days from the date of issue of 'Letter of Award'.
- Performance Security shall remain valid for a period of 60 (sixty) days beyond the date of completion of all the contractual obligations of the service provider
- In case of breach of contract by the service provider, the Performance Security shall be forfeited by the Institute and the firm shall be blacklisted in addition to the termination of the contract.

9. **Safety of Record/books, Privacy of Information:-**

The Chartered Accountant's firm will be responsible for safe keeping in good condition and order all property/documents of the Institute which may be in their use, custody and charge. The CA firm will not share /divulge any information available to them in this fiduciary relationship and will also maintain privacy of record/information of the Institute as per official secrets act.

10. **Termination of Engagement: -**

- a) Both Institute and Firm shall use their best efforts to settle amicably all issues, interpretation & disputes arising out of or in connection with this engagement including extension thereof (if any)
- b) At all times the Institute shall have the right to withdraw the engagement of Statutory Auditor without assigning any reason at any time after giving 90 days prior notice in writing. However in extreme/compelling circumstances the Institute reserves its right to withdraw the offer with prior notice of 30 days only.

11. **Jurisdiction: -**

That in case of any further dispute between the parties, the court in Gurdaspur shall have the exclusive jurisdiction to entertain and determine the same.

Principal

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

\_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/

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Name & Designation with seal of Tenderer



होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

**TENDER FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT" OF INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, GURDASPUR, PUNJAB - 143521**

(Form-1)

Checklist of the details as the Technical parameters to be furnished by the Tenderer to be eligible:-

Sr. No	Criteria	Details	Document At Page No.
1.	Name of the Firm:		
2.	Address of the Registered/Head Office (Furnish appropriate attested documents)		
3.	Telephone/Mobile Numbers and Email address		
4.	Name and address of the Authorized official/ Partner		
5.	Nos. of branches of the firm (Details of the same to be enclosed)		
	Date of constitution of the Partnership Firm		
6.	The firm/company is registered/ incorporated in India (Furnish appropriate attested documents)		
	PAN no. of firm		
7.	GSTIN Registration details with number (Furnish attested Copy of GST Registration Certificate)		
8.	ICAI Registration No. with Region name & code No. (copy of same to be enclosed)		
9.	C&AG empanelment No. (2021-22) (Copy of the same to be enclosed)		
10.	Name of the Principal Partner:		
11.	No. of Qualified professionals /Partners (FCAs/ACAs) as on 31-03-21: <b>(As per Annexure-A)</b> (Furnish the attested copies of Professional Qualifications)		
12.	Statutory & Tax Audit Experience of firm <b>(As per Annexure-B)</b>		
13.	Average Annual Receipts from Professional Fees <b>(As per Annexure-C)</b>		
14.	Income Tax Returns for the last three years (2017 to 2020) Furnish appropriate attested documents.		
15.	Firm's Bank Account details. A cancelled Cheque bearing account number & IFSC code. (Furnish appropriate attested documents)		
16.	Tender Document Fees of Rs. 300/- in Cash/ RTGS/NEFT/Demand Draft. (Proof of payment of tender document fees to be attached including the one downloaded from the website).	<ul style="list-style-type: none"><li>D.D. / Receipt/UTR/NEFT/RTGS No. _____</li><li>Name of Bank/Branch _____</li></ul>	

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory : \_\_\_\_\_

निविदाकर्ताकेमुहरकेसाथनामऔरपद/ : \_\_\_\_\_

Name & Designation with seal of Tenderer



होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

### Annexure-A

(On Firms Letter Head)

**TENDER FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT" OF INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, GURDASPUR, PUNJAB – 143521**

To

The Principal,  
Institute of Hotel Management Catering & Nutrition,  
Bariar, G.T. Road,  
Gurdaspur.

### Undertaking

I/We the following partners of M/s \_\_\_\_\_,

Chartered

Accountants do hereby jointly and severally verify and declare :-

1. that the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. that the firm, or partners has not been debarred or cautioned by ICAI during the last five years, (if debarred, give details);
3. that individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949;

Sl. No.	Name of the Partner	Membership Registration No.	PAN No.	Signature of partner

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

\_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/

\_\_\_\_\_

Name & Designation with seal of Tenderer



होटल प्रबंध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

(On Firms Letter Head)

**TENDER FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT" OF INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, GURDASPUR, PUNJAB - 143521**

**Annexure- B**

Details of Statutory & Tax Audit conducted under Central/State Govt. Autonomous Educational Institutions, etc. in accordance Technical Evaluation Criteria as at Point No. 6 of Tender Document

Name of Client	<u>Experience Details (PI attach self attested proof of experience)</u>		
	Statutory Audit	Tax Audit	Total No. of years
Central Autonomous Bodies/ Central Funded Organization/ Institutions/PSU's			
State Autonomous Bodies/ Central Funded Organization/ Institutions/PSU's			
Central Govt. Educational Institutions			

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory : \_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/  
Name & Designation with seal of Tenderer : \_\_\_\_\_



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

(On Firms Letter Head)

**TENDER FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT" OF INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, GURDASPUR, PUNJAB - 143521**

**Annexure- C**

**Details of CA Firm's Gross Professional Income/ Receipts.**

(Rupees in lakhs)

Particulars	Financial Year 2017-18	Financial Year 2018-19	Financial Year 2019-20	Average for the last three years
Gross Professional Income/Receipts				

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory

\_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/

Name & Designation with seal of Tenderer

\_\_\_\_\_



होटल प्रबन्ध व्यवस्था भोजन भण्डार एवं पौषाहार संस्थान, गुरदासपुर -143521

**Financial Bid/Proposal (On Firm's Letter Head)**

**(Form-2)**

**TENDER FOR "ENGAGEMENT OF CAG EMPANELLED CHARTERED ACCOUNTANT FOR STATUTORY AND TAX AUDIT" OF INSTITUTE OF HOTEL MANAGEMENT, CATERING & NUTRITION, GURDASPUR, PUNJAB - 143521**

To  
The Principal,  
Institute of Hotel Management Catering & Nutrition,  
G.T. Road, Bariar,  
Gurdaspur-143521.

**Subject: Engagement for Statutory & Tax Audit.**

**Table for Quoting Fee for the Engagement in terms of the Tender.**

Particular	Financial bid (all inclusive) shall be quoted in (Rs.) per annum for the entire scope of work covered under the Terms of the Tender (With no escalation provision for whatever reason) valid till the complete execution of the engagement.	
	In figure	In words
<b><u>Statutory &amp; Tax Audit:</u></b> All -inclusive Lump sum fee (including TA/DA, Boarding & Lodging and other out of pocket expenses / contingencies etc.)		

**Note:**

1. The above quoted Lump sum fee shall be inclusive of all expenses/charges except Goods Services Tax (GST). In case of any discrepancy in Fee between figures and the amount mentioned in Words, the lowest of both shall be considered.
2. Taxes and other statutory levies will be paid on actual basis. However present rates of applicable taxes and levies may be indicated by the tenderer.
3. The firm shall raise its Invoice on annually basis after completion of work.
4. TDS will be deducted at the applicable rates.

The tenderer is deemed to have thoroughly studied and examined the important instructions and terms & conditions of the tender documents.

अधिकृतहस्ताक्षरकर्ता /Authorized Signatory : \_\_\_\_\_

निविदा कर्ता के मुहर के साथ नाम और पद/  
Name & Designation with seal of Tenderer : \_\_\_\_\_