

Baba Farid University of Health Sciences, Faridkot

No:- BFUHS/ Accounts/2020/_____

Date:- 07/12/2020

QUOTATION LETTER FOR HIRING OF SERVICES OF A CHARTERED ACCOUNTANT AS INTERNAL AUDITOR ON LUMP SUM BASIS.

Sealed quotations are invited from Practicing Chartered Accountants for working as Internal Auditor on Lump sum Basis.

A) SCOPE OF WORK/ SERVICES:-

- To sort out the issues raised by the statutory auditors in their audit reports during the last financial years and helping in the finalization of books of accounts of the University and its constituent colleges so that the same may be presented in time for the statutory audit.
- To check and correct the book entries that are not in proper order and to make the entries of certain transactions that are not posted in the books of accounts by deputing the Articles/ Assistants at the University, as per requirement.
- To help the University officials for preparation of various statutory returns such as GST, GST TDS, EPF, ESIC and reconciliation of the amounts paid for the said statutory compliances.

B) TERMS AND CONDITIONS:-

- The interested Chartered Accountant firms may quote their rates in the following format on or before 15.12.2020 in a sealed cover, addressed to the Registrar, Baba Farid University of Health Sciences, Faridkot.
- "QUOTATION FOR CHARTERED ACCOUNTANT/ INTERNAL AUDITOR ON LUMP SUM BASIS" should be mentioned on the sealed envelop of the quotation.
- The charges for the above said services will be quoted in the following format, on the letter head of the Chartered Accountant firm:-

Sr. No	Particulars	Quoted Amount (Lump sum) in Rs.
1	Lump Sum charges for the Financial year 2019-20	
2	Lump Sum charges for the Financial Year 2020-21	
3	GST @ _____% (if applicable)	
Total amount in Rs. Inclusive of all charges/ taxes		

— PTO —

- 1203/01/20
- d) The sealed quotations may be sent through By Hand/ Courier/ Speed Post/ Registered Mail. The email/ fax of the quotation will not be accepted.
- e) The University will not be liable for any type of postal delays.
- f) That applicable taxes/ charges will be quoted clearly in the quotation.

Endst No:- 22/24

Sd/-
Finance Officer
Baba Farid University of
Health Sciences, Faridkot
Date:- 07.12.2020

Copy of the above to:-

- A) SVC for kind information of the Hon'ble Vice Chancellor.
- B) PA to Registrar for kind information of the Registrar, BFUHS, Faridkot.
- C) Incharge, IT Cell:- to display the said quotation notice on the University website for information of all concerned.
- D) Notice Board.


Finance Officer
Baba Farid University of
Health Sciences, Faridkot