

Bihar Museum Society, Patna
Department of Art, culture & Youth
Bailey Road, Patna, 800001, Bihar

Notice Inviting Quotation

Bihar Museum Society, Patna invites sealed quotations from reputed Chartered Accountant Firms for Statutory Audit of Bihar Museum Society for the Financial Year 2021-22.

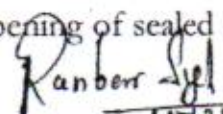
Bihar Museum Society is an autonomous organization under the department of Art, Culture & Youth, Govt. of Bihar, registered under Societies registration act 21, 1860.

Scope of Work:

- Checking the maintenance of Books of Accounts and Records.
- Checking the Bank Reconciliation Statement.
- Checking the various Taxes/Statutory compliances.
- Checking the transactions are duly supported by proper supporting documents.
- Verification of Cash Book, Vouching of Petty Cash.
- Verification of Cash, Cheques on Hand etc. as on 31st March of the year under audit.
- Verification of fixed asset and reconciliation of physical verification report with the Fixed Assets Register.
- Preparing Audit Report, Utilization Certificate etc. as required by the Bihar Museum.

Term and Conditions:

- The firm must be a Chartered Accountant firm.
- The firm should have his office in Patna.
- The firm should have empanelled with Comptroller and Auditor General (CAG).
- The firm should have experience of Audit for more than five years.
- The firm should have experience of conducting audit of Museum/Societies/ Autonomous organization etc.
- The firm should have professional staff strength of minimum 10 including Audit and Article Assistants.
- On the sealed cover, the name of the firm, the time and date shall be furnished.
- The bidders have to quote their annual audit fee and put in a separate envelope.
- The quotation shall be addressed in the name of the Director General, Bihar Museum, Bailey Road, Patna-800001, Bihar and reached by 2:00 PM on or before 25.02.2022.
- The quotation will be opened on same day at 3.30 PM in the office of Bihar Museum, Bailey Road, Patna
- Your authorized representative may present during the opening of sealed quotation received from different parties.


(I/C Addl. Director) (प्र.प.स.स. निदेशक (प्रशासन))
Bihar Museum Society, Patna
बिहार संग्रहालय, पटना