

# Baba Farid University of Health Sciences, Faridkot

(Established by Govt of Punjab under Punjab Act No. 18 of 1998)

SADIQ ROAD, FARIDKOT (PUNJAB) 151203

No:- BFUHS/ Accounts/2020/ 911

Date:- 11/1/2021

## QUOTATION LETTER

Subject:- **REGARDING 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 & completion of books of accounts of the University as well as its constituent colleges/ hospitals/ institutions, on LUMP SUM BASIS, strictly as per the scope of work/ services as well as Terms & Conditions mentioned below:-

### **A) SCOPE OF WORK/ SERVICES:-**

a. To reconcile the bank accounts of the University as well as its constituent colleges located at various locations within the state of Punjab. The University and its constituent colleges may have about 100 bank accounts. The list of the colleges/ Hospitals / Centers of the University are as under:-

- ✓ BFUHS main office
- ✓ Guru Gobind Singh Medical College, Faridkot
- ✓ Guru Gobind Singh Medical Hospital, Faridkot
- ✓ Advanced Cancer Institute, Bathinda
- ✓ University College of Nursing, Faridkot
- ✓ University College of Physiotherapy, Faridkot
- ✓ University Institute of Pharmaceutical Sciences & Research, Faridkot
- ✓ University Institute of Para Medical Sciences, Faridkot.
- ✓ State Institute of Nursing and Para Medical Sciences, Badal (Shri Muktsar Sahib).
- ✓ University Regional Centre, ION, Shri Goindwal Sahib
- ✓ University Institute of Nursing, Jalalabad
- ✓ Civil Hospital, Badal
- ✓ Civil Hospital, Jalalabad

- b. To reconcile the TDS, GST, GST TDS, EPF, ESIC deposited during the period and rectification of errors in the deposit of the said statutory dues by filling of additional / revised returns etc.
- c. To reconcile whether all the dues towards the affiliated colleges in the form of Affiliation fee, Inspection fee , Administrative Fee and GST etc. have been collected and entered into the books of accounts.
- d. To reconcile whether the stock of medicines/ consumables/ stocks tallies with the books of accounts relating to various hospitals of the University.
- e. To reconcile that the securities lying in the books of accounts of the University tallies with the securities deposited with the various departments such as PSPCL, BSNL and other departments etc.
- f. To reconcile the books of accounts that whether all the entries relating to the accounts have been made in the books of accounts or not.
- g. To assist in making entries that are not posted in the books of accounts.
- h. 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.
- i. To depute at least 04 Articled Clerks/ Assistants / Associates at the University office/ Constituent colleges to assist in the activities relating to Accounts and audit, as and when required.
- j. 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:-**

- a) The interested Chartered Accountant firms may quote their rates in the following format on or before 21.01.2021 in a sealed cover, addressed to the **Registrar, Baba Farid University of Health Sciences, Faridkot.**
- b) **"QUOTATION FOR CHARTERED ACCOUNTANT/ INTERNAL AUDITOR ON LUMP SUM BASIS"** should be mentioned on the sealed envelop of the quotation.
- c) 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)	
<b>Total amount in Rs. Inclusive of all charges/ taxes</b>		

- 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.
- g) That the University may provide a room in the University Guest House for the residence of the articles/ assistants of the Chartered Accountant firm, without any charges (if required) during the period of work. However they have to bear the cost of their meals/ refreshment that will be available on very nominal charges at the University Guest House.

Endst No:- 912-14

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  
Sciences, Faridkot  
Date:- 11.01.2021

