

REQUEST FOR PROPOSAL

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES), DHANBAD

No: IIT(ISM)/F&A/IA/2020-21

Date 11/03/2021

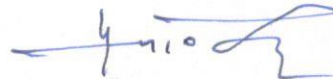
**Invitation of Bids for: Engagement of a Chartered Accountant firm as Internal Auditor for the
Financial Year 2021-22**

Indian Institute of Technology (Indian School of Mines) Dhanbad is an Institute of National importance established by an act of parliament under Administrative/ Financial Control of Ministry of Education, Govt. of India.

Institute wants to engage a Chartered Accountant firm as its 'Internal Auditor' for the financial year 2021-22. The Internal Auditor is required to perform following duties:

Scope of Work:

- Audit of IIT(ISM) Plan, Non-Plan, Provident Fund, Project Accounts and TEQIP including regular checking of vouchers, entries in Tally, accounting transactions books of accounts, cash/bank balances, investment, trial balance etc.
- Preparation of Assets Registers.
- Assistance in reconciliation of trial balances schedules and bank accounts & preparation of Final Accounts as prescribed by Ministry of HRD.
- Assistance in preparation of replies to Govt. Audit observations and accounting action thereof.
- Professional advice in respect of compliance with tax laws, filing of returns thereof, Income tax calculation, TDS matters, filing of Annual IT Return, etc.
- Submission of Audit Report for each quarter by the end of subsequent month and Internal Audit Report by 30th April after necessary rectification of accounting action on observations in the quarterly reports.
- Preparation of Utilization Certificates under Plan and Non- Plan Accounts and Signing of utilization certificate under Project Accounts.
- Audit of Health Centre Pharmacy.



1. Bids in sealed cover are invited for Engagement of a Chartered Accountant firm as Internal Auditors for the Financial Year 2021-22. Please super scribe the above mentioned Title, RFP number and date of opening of the Bids on the sealed cover. Bidder's name along with email id and telephone number should be mentioned on the envelope.

2. The address and contact numbers for sending Bids regarding this RFP are given below:

a. Bids are to be addressed to: Registrar, IIT(ISM) Dhanbad

b. Postal address for sending the Bids: Administrative Block, IIT(ISM) Dhanbad, Pin-826004, Jharkhand

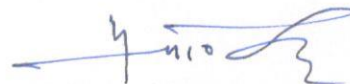
c. Name/designation of the contact personnel: Mr.Prabodh Pandey, Actg.Registrar, IIT(ISM) Dhanbad

d. Telephone number of the contact personnel: 0326-2235202

e. E-mail id of contact personnel: registrar@iitism.ac.in

3. The engagement of Internal Auditor may be extended to further 2 years (on annual basis) upon satisfactory performance.

4. The bids in sealed cover should reach to Finance & Accounts Section latest by 22-03-2021 (5:00 PM). After the last date no bids will be considered. Opening of bids will be done on 23-03-2021 at 11:00 AM in the office chamber of Joint Registrar (F&A).



Registrar (Actg.)