

Bihar Museum Society, Patna
Department of Art, culture & Youth
Nehru Path, Patna, 800001, Bihar

Notice Inviting Quotation

पत्रांक: बि० सं०/अंकेक्षण प्रतिवेदन/51/2016 H.A.: 180

दिनांक: 20.02.2025

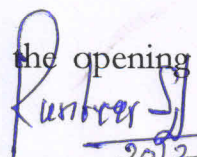
Bihar Museum Society, Patna invites sealed quotations from reputed Chartered Accountant Firms for Statutory Audit of Bihar Museum Society for the Financial Year 2024-25. (Bihar Museum Society is an autonomous organization under the department of Art, Culture & Youth, Govt. of Bihar, registered under 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.
- 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 Museums/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, Nehru Path, Patna- 800001, Bihar and reached by 3:00 PM on or before 20.03.2025.
- The quotation will be opened on same day at 3.30 PM in the office of the Director General, Bihar Museum, Nehru Path, Patna
- Authorized representative of the firm may present during the opening of sealed quotation received from different parties.


(I/C Addl. Director- Admin)
Bihar Museum, Patna