

Addendum for the tender - ENGAGEMENT OF CHARTERED ACCOUNTANT/COST ACCOUNTANT FIRM FOR (GST, TDS CONSULTANCY, RETURN FILING AND INTERNAL AUDIT) FOR DHUBRI MEDICAL COLLEGE & HOSPITAL, R.K.MISSION ROAD, JHAGRARPAN, PIN-783325. Notice No. DMC&H/Accounts/CA/2022-23/23527 Dated : 21/10/2022 as published vide Janasanyog/C/12534/22, Janasanyog/C/12531/22 and Janasanyog/C/12533/22

1. SCOPE OF THE WORK:

- a). To ensure accuracy and timelines in maintenances of Book of accounts (i.e. Manual), Cashbook, Tally records and other subsidiary books of the institute.
- b). Preparation and verification of Receipt and Payment Account, Income and Expenditure Account, Trial Balance and Balance Sheet and Bank reconciliation statement with cash books and bank pass books for all bank accounts for the FY 2022-23
- c). Audit of Books of account of the institute for the financial year.
- d). To verify and submit list of Fixed Assets procured by the institute.
- e). Verification of utilization certificate of the institute.
- f). Review and reporting of action taken report on previous audit report of comments, observations thereon.
- g). To verify whether Depreciation on fixed assets are charged as per rules.
- h). To file GST and IT return in time and conducting internal audit on yearly basis at the end of 31st March for the year 2022-23.
- i). Preparation of Monthly/Quarterly reports for 3rd and 4th Quarter of 2022-23.
- j). The checking and verification of fees / incomes/ receipts on test check basis and the review of the reconciliation of fees/income /receipts to ensure that no revenue leakage exists.

2. Methodology for conduction audit/reporting/return filling:

- a. The audit team shall be led by the Chartered Accountant – Proprietorship/Partner of the audit team firm with experienced assistants as the work may warrant.
- b. The report shall be signed both by the Chartered Accountant and Principal-cum-Chief Superintendent/Superintendent of Medical Colleges as the case may be.
- c. Submission of internal audit report within 15 (fifteen) days excluding holidays after completion of 31st March for the FY 2022-23.

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3. Payment terms:

The payment shall be made against the service provided by firm from the date of commencement of service subjected to the following terms and conditions.

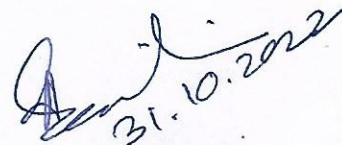
- 1) The payment during the entire contract period shall be made in accordance with the Financial bid submitted by the selected firm and accepted by DMC&H.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills after completion of satisfactory services.
- 4) The quoted fee should be inclusive of Professional Fee, Travelling, Fooding & Lodging etc.
- 5) DMC&H will not pay any advance to the selected audit firm under any circumstances.

4. CONFIDENTIAL:

The firm shall not disclose any information to any third party including their internal department.

5. Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of audit by issuing the Letter of Award (LOA).

A handwritten signature in blue ink, followed by the date "31.10.2022" written in black ink.

Principal cum Chief Superintendent,
Dhubri Medical College & Hospital,
Dhubri, Assam