

Date: 22/02/2021

IHMB/AS/958/20-21

Addresses as per list enclosed

Dear Sir,

This Institute is an autonomous body under the Ministry of Tourism, Government of India.

As per statutory requirements the accounts of the Institute are required to be audited every year and the annual statement of accounts comprising all Receipts and Payments account, Income and Expenditure account, Balance Sheet and schedules and common format of accounts thereto after being presented in the Annual General Meeting are to be sent to Ministry for Tabling in the Parliament. The source of income of the Institute is mainly fees from the students and Capital expenditure from Grant-in-aid provided by the Govt. of India. The total receipts during the year 2019-20 are around Rs.10 Crores and the expenditure around Rs. 9.00 Crores.

The statutory obligations of Auditors for the financial year 2020-21 onwards for a period of three years with following responsibilities:

- 1) Coverage of Audit shall be for the Executive Development Centre and Institute of Hotel Management Catering Technology and Applied Nutrition, Bangalore for the financial years 2020-21, 2021-22 and 2022-23.
- 2) Finalization of Books of Accounts in Tally ERP of the financial year in the format prescribed by CAG.
- 3) Conducting Audit as per guidelines issued by statutory body
- 4) Verification of transactions with the supporting documents
- 5) Submission of Audit Report with findings
- 6) Monthly visit to review within 5th of every month for verifications of GST Monthly / Quarterly / Annual Returns, verification of TDS Payments, TDS on GST etc.,
- 7) Filing of TDS Quarterly returns within due dates.
- 8) Filing of Income-tax Returns, obtaining 12A Exemptions etc., within due dates.

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- 9) Attending Scrutiny / inspection of Income-tax/GST/Professional Tax etc., Hearings of the concerned Departments need to be attended on the Institute behalf as and when called.
- 10) Assisting for statutory compliances, providing information for changing in TDS/Income-tax, GST tax rates as applicable at time to time.

In the light of the above, it is requested that you may kindly inform whether you will be agreeable to undertake above work for the financial year 2020-21 and further for a period of two financial years. In case you are agreeable, kindly intimate the professional charges / remuneration for the above work per annum.

Your quotation should be enclosed in sealed envelope "superscribed with our enquiry No. date and dates of opening" addressed to the Principal and send the same so as to reach on or before 3.00 p.m. on 15-03-2021 and it will be opened at 3.30 p.m. on the same day.

Thanking you,



Yours faithfully,

Ninogyan
Venkatoban
Principal
Principal
Institute of Hotel Management
Catering Technology and Applied Nutrition
& J.P. Campus. Bangalore-560 001.