



NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY

(Deemed to be University)

(An Autonomous Organisation Under Ministry of Culture, Government of India)

First Floor, National Museum Campus, Janpath, New Delhi-110011

Telephone: 011-23019327

Date: 31-03-2018

QUOTATION NOTICE

Sealed quotations are invited from Chartered Accountant firms having registration with the office of Comptroller and Auditor General of India to carry out the internal Audit and prepare the final accounts in accordance with prescribed format as issued by the office of C & AG for the year ending 31.03.2018 in the format as attached. The CA firm should have minimum 10 years experience in the field of audit, out of which 5 years in the audit of Accounts of Central Government Autonomous organizations following the common format of Balance sheet for its annual accounts. The CA firms should have turnover of Rs. 20.00 lakh or more per year for the last 3 financial year i.e. 2016-2017, 2015-16 & 2014-15. Self attested copies of Income Tax returns etc. may be submitted in support of turnover.

The fees may be quoted separately for each work or jointly for both the works and the Institute reserve the right to allot both the works to a single firm of Chartered Accountants or to different two firms. The last date for submission of sealed offers is **16-04-2018 at 04:00 PM**. The quotation may be addressed to the **Registrar, National Museum Institute of History of Art, Conservation & Museology, Janpath, New Delhi – 110011** quoting the "**Quotation for the Empanelment as Internal Auditor**" on the envelop.

The National Museum Institute of History of Art, Conservation and Museology reserves the right to cancel any or all the offers received without assigning any reason thereof.

(Dr Praduman K. Sharma)
Registrar

RATE QUOTE
(On the letter head of the CA firm)

1. Name of Chartered Accountant firm:

2. (a) Postal Address:
(b) E- mail:
(c) Phone/ Mobile No.:

3. (a) Total Experience (In Years):
(b) Audit experience of Central Govt. Autonomous Organisation (In years):
(Please Provide the details of assigned work) separate sheet may be used, if required.

4. Turn Over for last 3 years
2016-17 Rs.
2015-16 Rs.
2014-15 Rs.

5. Registration No. and date (with C & AG):

6. Charges / fees per annum.
(a) Internal Audit:
(b) Preparation of final Accounts:
(c) Total:

7. Any other information that may be relevant:

This is to certify that above information is correct according to our best of knowledge and belief.

Date

Signature

Membership No.
Seal of firm.