

INSTITUTE OF HOTEL MANAGEMENT
CATERING TECHNOLOGY & APPLIED NUTRITION
Veer Savarkar Marg, Dadar west -400028

Tender No: **IHM/eTender/Empanelment of CA Firm/Mumbai/2023-24**
Dated: **11th April 2023**

NOTIFICATION

Expression of interest are invited from CAG Empanelled Chartered Accountant Firms/Companies for engagement as Statutory Auditors and Tax consultants of IHM Mumbai for the FY -23-24. Interested Firms/Companies are required to submit their credentials along with all supportive documents and quoted fees at the above address within 30 days from the date of publication of the advertisement.

Scope of Work:-

1. Conducting of Audit of the Financial Statements of the institute of Financial year 2023-24 and submission of the Auditors Report Quarterly.
2. Vouching and Bank Reconciliation are to be done on Quarterly basis.
3. Filing of Income tax return in form 10BB and submitting Audit Report u/s 10(23C). Any other necessary work relating to Income tax return including filing of revised returns and replies relating to any previous year.
4. Signing and Certifying all statements and financial data as and when required by the Institute for submission before any Ministry or Government of India and any other Government Authority.
5. As tax consultant apart from necessary consultation the Firm /Company shall be responsible for filing of all tax returns (Direct/ Indirect) and issuance of all related forms and certificates within stipulated time. The Firm/company should also file the revised returns and deal with tax related issues of any previous year if necessary.
 - The Company/Firm if wishes may visit to the Institute on any Working day after prior appointment with the Principal to ascertain the volume of the job.
 - Applications will not be accepted after expiry of the stipulated date as mentioned above.
 - The fees are to be quoted in INR inclusive of all statutory taxes.

SD/-
Principal
IHM Mumbai