

**Bihar Museum Society, Patna**  
**Department of Art, culture & Youth**  
Bailey Road, Patna, 800001, Bihar

**Notice Inviting Quotation**

Bihar Museum Society, Patna invites sealed quotations from reputed Chartered Accountant Firms for Statutory Audit of Bihar Museum Society for the Financial Year 2018-19 and 2019-20.

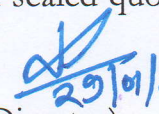
Bihar Museum Society is an autonomous organization under the department of Art, Culture & Youth, Govt. of Bihar, registered under Societies registration act 21, 1860. Annual Grant receipt for 2018-19 is Rs. 9.56 Crore and for 2019-20 is Rs. 8.50 Crore.

**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.
- Verification of fixed asset and reconciliation of physical verification report with the Fixed Assets Register.
- 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 ICWA.
- The firm should have experience of Audit for more than five years.
- The firm should have experience of conducting audit of Museum/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, Bihar Museum, Bailey Road, Patna-800001, Bihar and reached by 2:00 PM on or before 07.02.2020.
- The quotation will be opened on same day at 3.30 PM in the chamber of Director, Bihar Museum, Bailey Road, Patna
- Your authorized representative may present during the opening of sealed quotation received from different parties.

  
29/01/2020  
(Director)  
Bihar Museum