



STATE INSTITUTE OF HOTEL MANAGEMENT

TITILAGARH ROAD, BALANGIR

Letter No. **61** /SIHM/2026-27/Quotation Call Notice

Date: 12.05.2026

QUOTATION CALL NOTICE FOR HIRING OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT (Part-A) AND QUARTERLY AUDIT (Part-B) OF ACCOUNTS OF SIHM, BALANGIR.

Separate sealed quotations/proposals are invited from CAG empanelled Chartered Accountant Firms for conducting the **Statutory Audit (Part-A)** and **Quarterly Audit (Part-B)** of accounts of State Institute of Hotel Management, Balangir for the financial year 2026–27.

The engagement shall initially be for a period of one year, which may be extended for a further period of two years subject to satisfactory performance of the auditor and approval of the competent authority, on the same terms and conditions.

The Statutory Audit shall be conducted at SIHM, Balangir and shall be completed by the end of May every year. The Quarterly Audit shall be conducted on a quarterly basis as per the schedule fixed by the Institute.

Interested CA Firms can download details from www.sihmbalangir.org. Complete Quotation as per the prescribed format [**Annexure-I, Annexure-II for Statutory Audit (Part-A) and Annexure-I, Annexure-III For Quarterly Audit (Part-B)**] along with requisite self attested documents shall be submitted separately through Speed Post/Registered Post/Courier/by hand in separate sealed envelopes superscribed as:

“Submission of Quotation for Statutory Audit of SIHM, Balangir Accounts for the F/Y 2026-27”
and

“Submission of Quotation for Quarterly Audit of SIHM, Balangir Accounts for the F/Y 2026-27”

The sealed quotations should be addressed to: **The Principal, State Institute Of Hotel Management, Titilagarh Road, Balangir-767001**. The last date of receipt of quotation is **01.06.2026** up to **2.00 PM**. Sealed quotations will be opened on **01.06.2026** at **3.00 PM** in presence of the undersigned or his authorized officer and the committee members in SIHM, Balangir. Any quotations that are submitted after the specified deadline (both date and time) will not be considered or accepted. The authority reserves the right to cancel the quotations call notice process without assigning any reason thereof.

Critical Dates Sheet:

Quotation Publish Date	12 th May, 2026.
Quotation Submission End Date/Time	1st June, 2026 at 2.00 PM
Quotation Opening Date/Time	1st June, 2026 at 3.00 PM

IMPORTANT NOTE:

If the date, up to which the quotation is open for acceptance, is declared to be a closed/Holiday/Sunday, the quotation shall be deemed to remain open for acceptance till next following working day, till the same time and at the same venue.

Sd/-
Principal/Secretary
SIHM, Balangir

DETAILS OF TERMS & CONDITIONS:

WHO CAN APPLY:

Firm of chartered accountants, which is either a proprietorship, a partnership firm, or a limited liability partnership (LLP) firm holding a certificate of practice issued by the Institute of Chartered Accountants of India.

TECHNICAL ELIGIBILITY CRITERIA:

1. The Audit firm should have their Head/Branch office in the state of Odisha.
2. The firm must be empanelled with Comptroller & Auditor General of India (CA&G) and must have experience of at least 10 years statutory audit of central / state public sector undertakings (PSU) duly appointed by CA & G, Banking Companies and Insurance Companies.
3. The firm must have the experience of having done statutory/internal/verification audit of at least one PSU, Autonomous body & Society for more than 3 years.

DISQUALIFICATION CONDITIONS:

- Firms, who have been blacklisted or otherwise debarred by any department of central or state government or any other public sector undertaking will be ineligible during the period of such blacklisting on or a period of 5 years from the date of blacklist or debarment whichever is later.
- If any of the partners of the partnership /LLP firm have been, at any time, convicted by a court of an offence and sentenced to imprisonment for a period of three years or more, such will be ineligible.
- While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in capacity whatsoever (even as a proprietor, partner in another firm, or as a director of a company etc.) will render the quotation disqualified.
- A Hindu Undivided Family (either as a proprietor or partner of a firm) shall not be entitled to apply any quotation submitted in the capacity of the Hindu Undivided Family (either as a proprietor or partner of a firm) shall be summarily rejected.
- The firm cannot sublet the work to any third party and if the same is noticed, the contract will automatically stand cancelled.

NEGOTIATION:

- State Institute of Hotel Management may conduct any negotiation on the price quoted by any of the quotationer at any stage of quotation.

PAYMENT SCHEDULE:

- Payment shall be released after satisfactory completion of Audit and Acceptance of Report.
- Payment shall be released by the Institute which shall not be more than 15 days of date of submission of bills by the auditor.
- The bill shall be submitted on after the Audit.
- Payment shall be made by way of RTGS/NEFT or cheque in INR for which necessary bank details shall be provided by the quotationer.
- Statutory deductions, as applicable, will be made by the Institute from the bills.

SUBMISSION OF REPORT:

- The Audit Report will be submitted to the Principal, the Head of the Institute who have been delegated with the power to accept the Audit Reports of the firms of Chartered Accountants of the Institute.
- The Principal of the institute would take a view on satisfactory completion of the assignment by the firm or otherwise any omission/deficiency noticed in the Report, has to be made good by the firm at their own cost.
- A flash Report on detection of any serious irregularity shall also be submitted to the above referred authority immediately on detection, without waiting for the audit to be over.
- To submit the Audit report along with the audited financial statements.
- The audit report for the statutory audit shall be submitted by 30th May of each audit year.
- The audit report for the quarterly audit shall be submitted by the end of the following quarter for each quarter of the audit.

DEPLOYMENT OF OFFICIALS FOR AUDIT:

- The Audit firm has to deploy at least one qualified Chartered Accountant/Partner and sufficient Assistants for carrying out the audit assignment.
- At least one partner of the firm has to visit the office being audited, once during the course of the Audit.
- The staff deployed would preferably remain unchanged till the Audit of the institute is completed and discussions with the management are over.
- The Audit firm can visit the office of the Institute with prior intimation to expedite the audit work whenever they feel necessary.

OTHER TERMS & CONDITIONS:

- The offer shall be valid only after obtaining final approval from the Executive Committee and the Board of Governors of SIHM, Balangir.
- The Quotation will be automatically closed after the date and time as mentioned above.
- **The Statutory Audit and Quarterly Audit shall preferably be awarded to separate Chartered Accountant Firms to maintain transparency, independence, and effective internal financial control.**
- **In case the same firm emerges as the lowest bidder (L-1) for both the Statutory Audit and Quarterly Audit assignments, the Institute reserves the right to allot only one assignment to that firm.**
- **In such a situation, the remaining assignment may be offered to the next eligible lowest bidder (L-2) for that particular category, subject to fulfillment of all eligibility criteria.**
- The decision of the Institute in this regard shall be final and binding on all quotationers.
- Incomplete offers not conforming strictly to the prescribed quotation forms and terms, conditions, and instructions shall not be considered and shall be summarily rejected.
- The quotation cannot be modified, corrected, or provided with any further documents after submitting the quotation unless permitted by the principal of the institute.
- SIHM will open all quotations received through this advertisement on the specified date and time.
- Quotationers are at liberty to be present personally or through their authorized representative at the SIHM office at the time of the opening of the quotation.
- In the event that the specified date of quotation opening is declared a holiday for SIHM, the quotation will be opened on the next working day at the same time for opening as indicated in the quotation.
- A quotation determined as not responsive will be rejected by the SIHM and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- The eligible quotationer would be required to show the supporting documents, in original or self-attested by an authorized signatory, on the date to be notified to enable the institute to physically verify the authenticity of the documents. (If required).
- The job will be awarded to the successful bidder through the issue of an acceptance letter by post, email or by hand.
- If any of the attached documents are found to be forged or fabricated at any stage, before or after the award of the contract and/or the expiration of the contract, the institute has the right to cancel the quotation.
- The quotationer should fill the quotation form and attached all required documents with seal and signature (all pages).

- The principal of the institute is the final authority for finalizing the selection of the audit firm, which will depend not only on the quoted price but also on the experience and number of partners of the audit firm, etc.

IMPORTANT NOTES:

- The undersigned reserves the right to cancel or reject the quotation at any point in time without assigning any reasons thereof.
- The offers submitted would be governed by all the terms and conditions laid down in the quotation and the terms and conditions indicated herein.
- The appointment may be terminated by the institute by giving one calendar month's notice without assigning any reason before the completion of the term and without any compensation.
- The quotationers shall bear all costs associated with the preparation and submission of their quotation, and the Institute will in no case be responsible or liable for these costs.
- Any bribe, commission, or advantage offered or promised by or on behalf of the firms to any officer or official of the Institute shall (in addition to any criminal liability which the firm might incur) debar his quotation from being considered. Canvassing on the part of, or on behalf of, the firm will also make his quotation liable to rejection.
- The auditor or firm shall not sublet, transfer, or assign the job or any part thereof.
- If the firm fails to execute the assignments or any part thereof within the period fixed for such execution or at any time repudiates the contract before the expiry of such period on the ground of dissolution or insolvency of the firm or any partner or commits any breach of the contract not herein specifically provided for, the institute may, without prejudice to the right to recover damages for breach of the contract, terminate the contract or a portion thereof and, if so desired, award the contract at the risk and cost of the firm or organisation.
- The contract will be governed by the laws of Odisha for the time being in force. Any disputes arising out of this contract will be dealt with in the court of competent jurisdiction in Balangir.

Sd/-
Principal/Secretary
SIHM, Balangir

**FORMAT FOR APPLYING QUOTATION FOR HIRING OF CA FIRM FOR STATUOTARY AUDIT OF
ACCOUNTNS OF SIHM,BALANGIR.**

SL NO	PARTICULARS	DETAILS
1.	Name of the Chartered Accountant Firm:	
2.	Address of the Chartered Accountant Firm:	
3.	Contact Number of the Chartered Accountant Firm:	
4.	Email ID & Phone No. of the chartered Accountant Firm:	
5.	Online Acknowledgement No. of the Chartered Accountant Firm:	
6.	CAG Empanelled Number of the Chartered Accountant Firm:	

“Certified that the information submitted above is true to the best of my knowledge and brief and I/we agreed with your all terms and conditions as mentioned in quotation papers”.

Signature of the authorized Signatory/All Partners

(On the firms letterhead)

FINANCIAL PROPOSAL

**To
The Principal
State Institute of Hotel Management
Titilagarh Road
Balangir-767001 (Odisha)**

Sub: Submission of Proposal for Statutory Audit of SIHM, Balangir.

Sir

1. Having carefully examining the entire Quotation and having obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
2. Our Professional Fees for the aforesaid assignment (Statutory Audit) shall be Rs..... (Rupees.....)
3. The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The Goods and Service Tax and other Taxes if any shall be claimed separately as per the prevailing rates.
4. I/We agree to abide by this financial proposal.

Yours faithfully,

Signature of the authorized Signatory/All Partners

(On the firms letterhead)

FINANCIAL PROPOSAL

**To
The Principal
State Institute of Hotel Management
Titilagarh Road
Balangir-767001 (Odisha)**

Sub: Submission of Proposal for Quarterly Audit of SIHM, Balangir.

Sir

1. Having carefully examining the entire Quotation and having obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
2. Our Professional Fees for the aforesaid assignment (Quarterly Audit) shall be Rs..... (Rupees.....)
3. The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The Goods and Service Tax and other Taxes if any shall be claimed separately as per the prevailing rates.
4. I/We agree to abide by this financial proposal.

Yours faithfully,

Signature of the authorized Signatory/All Partners