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GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU

TENDER DOCUMENT

**REQUEST FOR PROPOSAL OF CHARTERED ACCOUNTANT
FIRM FOR (GST, TDS CONSULTANCY RETURN FILING
[GROUP-A], STATUTORY AUDIT AND TALLY ACCOUNTING
OF BOOKS OF ACCOUNTS [GROUP-B]) FOR
DIPHU MEDICAL COLLEGE & HOSPITAL, DIPHU, ASSAM**

FILE NO: SMED/DMCH/CA Tender/130/2022/27963

Date: 04/11/2022

TWO BID SYSTEMS

Issue of NIT	04/11/2022
Date and Time of Start of Bid Submission	12.00 Noon of 05/11/2022
Date and Time of End of Bid Submission	12.00 Noon of 11/11/2022
Date and Time of Opening of Technical Bid	2.30 P.M. of 11/11/2022
Date and Time of Opening of Financial Bid	Shall be communicated only to the technically qualified bidders subsequently

Tender document sale/ downloaded from institute's website www.dmcassam.inEmail: principaldiphu@gmail.com



GOVERNMENT OF ASSAM
OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
DIPHU MEDICAL COLLEGE & HOSPITAL

(Under Society for Medical Education, Diphu)
Tele No:-0361-299916, e-mail : principaldiphu@gmail.com

No. SMED/DMCH/CA Tender/130/2022/27963

Date : 04/11/2022

NOTICE INVITATION FOR TENDER

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five paisa) only in two bid system (Technical & Financial) are invited from experienced Chartered Accountant firm for “**TDS, GST Consultancy, Return Filing, statutory audit and tally accounting of accounting of books of accounts**” for Diphu Medical College & Hospital, Diphu, Assam. The bidders are requested to submit the tender in separate sheet with seal and signature. The tender documents along with the specification may be downloaded from the office website of DMC&H (www.dmcassam.in) and deposit the payment of Rs. 2000/- as tender fee (non-refundable) and EMD of Rs. 5,000/- in the form of demand draft in favour of Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu along with the tender documents submit on or before 11/11/2022, 1.00 P.M. The tender will be opened on same date at 2.30 P.M. in the presence of tenderer or their authorized representatives. The tender are to be submitted to the office of the Principal cum Chief Superintendent, Diphu Medical College & Hospital, Diphu on all the working days during office hours.

Sd/-

Principal-cum-Chief Superintendent
Diphu Medical College & Hospital, Diphu, Assam

Date : 04/11/2022

No. SMED/DMCH/CA Tender/130/2022/

Copy to: -

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22.
2. The DIPRO, Assam. He is requested to publish this tender notice atleast two of the leading newspaper of Assam.
3. The Superintendent, DMC&H, Diphu.
4. The Dy. Superintendent, DMC&H, Diphu.
5. Notice Board, DM&CH, Diphu.
6. Office copy.

Sd/-

Principal-cum-Chief Superintendent
Diphu Medical College & Hospital, Diphu, Assam

2. COVERING LETTER :

Format of letter to be given for applying for request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing, statutory audit and tally accounting of books of accounts of Diphu Medical College & Hospital, Diphu, Assam

To,

The Principal-cum-Chief Superintendent,
Diphu Medical College & Hospital, Diphu.

Sub: Request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing, statutory audit and tally accounting books of books of accounts Diphu Medical College & Hospital, Diphu, Assam.

Dear Sir,

This is with reference to your Tender number NIT No: DMCH/CA Tender/130/2022/27963 Dated:04-11-2022, I have examined the tender document and understood its contents. I hereby submit my Bid for Request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing, statutory audit and tally accounting of accounting of books of accounts of Diphu Medical College & Hospital, Diphu, Assam.

1. The Bid is unconditional for the said Tender.
2. It is acknowledged that the authority will be relying on the information provided in the Tender and the document accompanying such tender for qualification of the Bidders for the above subject Engagement and we certify that all information provided in the Tender and in Annexure is true and correct; nothing has been misrepresented and omitted which tenders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
3. This statement is made for the express purpose of the above mentioned subject.
4. We shall make available to the Authority and additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

6. It is declared that:
 - (a) We have examined the Tender document and have no reservations to the Tender document.
 - (b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, Fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or state.
7. It is understood that the institute may cancel the Bidding process at any time without incurring any liability to the institute and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
8. It is understood that the institute can use any evaluation scheme/ evaluation metrics/ weight age or take the help of any consultant, as required in selecting the successful agency/Agencies and we agree to abide by it.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
10. It is further certified that no investigation by any regulatory agency is pending against us.
11. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
12. We hereby irrevocably any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection/bidding process itself, in respect of the above mentioned services and the terms and implementation thereof.
13. We agree to undertake to abide by all terms and conditions of the Tender document.
14. We agree to undertake to be liable for all the obligations of the Tenderer under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the Tender Document.

Yours faithfully,

Place :-

Date:-

**(Signature, name and designation of the
Tendered/Authorized Signatory)
(Office Seal)**

3. PARTICULARS OF TENDER

1.	Tender No.	DMCH/ CA Tender /130/2022/27963 Dtd: 04/11/2022
2.	Particulars of the work	GST, TDS Consultancy, Return filing statutory audit and tally accounting of books of accounts of Diphu Medical College & Hospital, Diphu.
3.	Contract Period	One year and can be continued/ renewed for further One year on mutual consent of both parties subject to satisfaction of the authority of DMC&H, Diphu.
4.	Processing Charge/ Tender Fees	Demand Draft of Rs. 2000/- (Rupees Two Thousand only) in favour of “ Principal cum Chief Superintendent, Diphu Medical College & Hospital”
5.	EMD	Rs. 5000/- (Rupees Five thousand only) through Demand Draft in favour of “Principal cum Chief Superintendent, Diphu Medical College & Hospital”
6.	Date & time of Start of Bid Submission	12.00 Noon from 05/11/2022
7.	Last Date & time of Submission of Bid (By Hand in drop Box/Post)	Last date of submission of the filled tender document : 12.00 noon up to 11/11/2022
8.	Period of Validity of tender	12 Months from the date of closing the bid.
9.	Date & Time of Opening of Tender	2.30 PM at 11/11/2022
10.	Place of opening of Tender	Office of the Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu.

4. GENERAL PARTICULARS OF TENDER

Part-I

1. Name of the Chartered Accountant Firm /Agency-
2. Full Address with contact number, website, e-mail, etc.
3. Income Tax PAN no of the firm : (attach copy)
4. GST No of the Firm : (attach copy)
5. Firm's Registration No with ICAI : (attach copy)
6. Empanelment no with C & AG (if any) : (attach copy)

7. Constitution of The Firm /Agency(attach Copy)
 - a. Indian Companies Act 1956.
 - b. Indian Partnership Act 1932. (Please give names of partners)
 - c. Any other Act, if not the owners.

Part-II

1. Name and address of the Firm's representative who would be present at the time of opening of tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents.

Place:-

Date:-

**(Authorized Signatory)
Signature of Tenderer**

(Office Seal)

5. ELIGIBILITY CRITERIA:

A. Firm Eligibility Criteria:

- a. The Firm should have at least 3 years of experience in auditing of Govt. Organization account, i.e. DRDA, Govt. Medical College etc.
- b. The firm should be in continuous practice of doing TDS, GST and allied works for a period of 5 years or more.
- c. The Firm should have experience of TDS salary return filing of a government institution, i.e. DRDA, Govt. Medical College etc.
- d. The annual turnover of the Tenderer shall not be less than Rs. 8 Lakh in any of the last three financial year i.e. 2019-20,2020-21, 2021-22.
- e. A notarized affidavit regarding the firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization.
- f. The Tenderer should have valid PAN and GST number.
- g. The Tenderer shall be a firm of C & A.G. empanelled Chartered Accountant.
- h. The tenderer should submit a notarized undertaking regarding agreement of all terms and condition of tender.

It is essential that, all the above criteria prescribed in A is fulfilled in order to be eligible for appointment.

The eligibility criteria shall have to be met at the time of evaluation and the firm shall continue to meet the criteria throughout the currency of the agreement.

6. SUBMISSION OF TENDER

SEALING AND MARKING OF TENDER

a. The Tender must be complete in all aspect and should contain requisite certificate, informative literature etc.

b. Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then to be sealed in one separate envelop clearly superscripting on the envelop, “ **Request for Proposal of Chartered Accountant firm for GST, TDS Consultancy, return filing and statutory audit and tally accounting of books of accounts of Diphu Medical College& Hospital, Diphu**” The Bid shall include:

- i. Forwarding letter by the Tenderer
- ii. All Required documents.
- iii. Processing fees (non-refundable) through Demand Draft
(Should be enclosed with technical Bid)
- iv. EMD through Demand Draft (should be enclosed with technical Bid)
- v. Technical Bid.
- vi. Financial Bid.
- vii. Tender should be addressed to :-

**The Principal-cum-Chief Superintendent,
Diphu Medical College & Hospital, Diphu, Assam**

The Tender should be submitted/dropped in the TENDER BOX kept at the office of the Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu, Assam by 12.00 PM on 11/11/2022

EXPENSES OF AGREEMENT:

All the expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of Tender submission till final compliance, shall be borne by the Tenderer.

DEADLINE FOR SUBMISSION OF BIDS:

TENDER must be received by the Office of the Principal –cum-chief Superintendent, Diphu Medical College & Hospital, Diphu. Assam at the date, time and address specified in the TENDER notice/TENDER document.

LATE BIDS

Any Tender received after the deadline for submission of TENDER prescribed by of Diphu Medical College & Hospital, Diphu shall be rejected without any further correspondence to the Tenderer.

7. GENERAL TERMS AND CONDITIONS:-

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of Diphu Medical College & Hospital, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charge consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of the institute is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
7. This notice inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The successful Bidder on acceptance of his bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forms the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the assignment.
9. The agency shall not sublet the work or part of the work.
- 10. The minimum fees for the engagement for return filing and consultant visiting fees is fixed at Rupees One lakh per Annum.**
11. Payment for the service will be made only after successful completion of work and submission of related returns etc. TDS will be deducted as per rules.
12. Payment shall be made as subject to availability of fund/Govt. Budget.

13. The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
14. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
15. The Bidder must quote the rates in **figures as well as in words correctly** in the Financial Bid.
16. The EMD deposited by successful bidder will be adjusted towards security deposited.

Liquidated damages clause

1. The Agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
2. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the institute.
3. The Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu, Assam reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

**(Authorized Signatory)
Signature of Tenderer**

(Office Seal)

8. TENDER OPENING

A. OPENING OF TENDER (Financial Bid)

Financial Bid(Tenders) of the Tenderers who technically qualify shall be opened in the presence of designated Authority and Tenderers who wish to present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.

B. CLARIFICATION OF TENDER.

To assist in the examination, evaluation and comparison of TENDER, Principal, Diphu medical College & Hospital, Diphu may at its discretion ask the Tenderer for a clarification on the Tender which is submitted by him. The request for clarification and the response shall be in writing.

C. BID EVALUATION :

- a. The entire bid process will be of two tiers as follows

Tier 1:- Technical evaluation.

- b. Tier-2 :- Financial Bids- Technically qualified bids will be taken for financial bid evaluation.

9. AWARD OF CONTRACT

The Tenderer should be pass in all items of “Eligibility Criteria” Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

- i. Principal- cum –Chief Superintendent of Diphu Medical College & Hospital, Diphu reserves the right of negotiation with eligible tenderer before finalization of the TENDER and/or contract.
- ii. Principal- cum –Chief Superintendent of Diphu Medical College & Hospital, Diphu reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

10. NOTIFICATION OF AWARD:

Prior to the expiration of the period of TENDER validity, the institute will inform the Tenderer by registered letter or by phone or by e-mail that the Bid has been accepted and the work has been awarded.

11. TECHNICAL BID :

PART -A

Terms & conditions of the assignment will be as under :			
Note :1	We agree to this- write 'Y' for Yes for 'N' for No in the first cell	1	2
Note:2	We have the competency- write Y (for Yes) or N (for No) in the second cell		
(A)	SALIENT POINTS OF THE ASSIGNMENT		
1.1	TDS form 24Q to be filed on a quarterly basis		
1.2	TDS form 26Q to be filed on a quarterly basis		
1.3	Generation of form 16, statutory forms for all the employees of Diphu Medical College & Hospital, Diphu.		
1.4	Generation of form 16A for all non-salary expenses of Diphu Medical College & Hospital, Diphu.		
1.5	TDS returns are to be file on quarterly basis within the due date which is 31 st July for 1 st quarter		
1.6	Filing of GST TDS returns on a monthly basis by due date		
1.7	Generation of required certificate of GST deduction.		
1.8	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of GST provision.		
1.9	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of TDS provision.		
2.0	The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction,		
2.1	Any late fee arising out of untimely filing of TDS returns will not be borne by Diphu Medical College & Hospital if the details for filing the returns have been provided on time.		
2.2	Any late fee arising out of untimely filing of GST returns will not be borne by Diphu Medical College & Hospital if the details for filing the returns have been provided on time.		
2.3	All traveling expenses, local transportation and boarding and lodging will not be provided by Diphu Medical College & Hospital, Diphu.		

(Authorized Signatory)
Signature of Tenderer

(Office Seal)

Group-B

General terms and conditions for CA firm to preparing annual accounts, bank reconciliation and internal audit work of the Diphu Medical College & Hospital, Diphu.

- i) Preparation of annual accounts statement for the financial year 2018-19, 2019-20, 2020-21 and 2021-22 of the institute.
- ii) Bank reconciliation statement preparation.
- iii) Internal audit work of 5 nos of account.
- iv) The auditors should intimate their acceptance of the works assigned to them, within a week of receipt of the appointment letter from the institute.
- v) The firm has to give declaration that no partner/CA employee of the firm of the auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India.
- vi) The firm has to give a declaration/undertaking that the audit team shall consist of two or more persons –of which one should necessarily be a partner of the firm. The audit would not be done by a person who is neither a partner nor an employee of the CA firm to which the audit has been allotted.
- vii) Empanelment with the institute does not automatically guarantee assignment of audit.
- viii) The firm, which fulfills the empanelment criteria, would be short-listed. The decision of institute regarding the selection, constitution and size of the panel would be final.
- ix) In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of the institute immediately.
- x) In case of violation of any of the above conditions and for any other reason deemed appropriate by the institute, the firm would be liable to be removed from the panel of the institute and the decision of the institute in this regard would be final.
- xi) After the completion of the work the firm would be required to submit the reports in Hard(two copies) and soft copies (in pen drive).
- xii) The report not submitted in accordance with the terms and conditions shall not be accepted by the institute.

12. FINANCIAL BID

Request for proposal of Chartered Accountant firm for GST, TDS Consultancy and Return filing of F.A.A. Medical College & Hospital, Diphu.

SL No.	Description of Work	Amount (Rs) Inclusive of GST	
		In Figure	In Worrdd
A.	GST, TDS Consultancy and Return filing.		
B.	Professional fee charged for Statutory audit and tally accounting of accounting of books of accounts including a. preparation of annual accounts of the institute b. Bank reconciliation c. Internal Audit work		

NB : Financial Bid shall be submitted as per prescribed format in separated envelope.

Signature _____

Name of Tenderer _____

Official Seal _____

13. Letter of Consent/ Undertaking

a. We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by the DMC& H, Diphu if we are appointed for **GST TDS Consultancy, return filing, statutory audit and tally accounting of accounting of books of accounts.**

b. We also agree to continue with our services to the Diphu Medical College & Hospital, Diphu in the subsequent two financial years if the Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu extends our services for the same.

c. There will be no Enhancement of fee for the firm.

Place :

Signature _____

Date :

Name of Tenderer _____

Official Seal _____

END OF THE DOCUMENT
