

ROGI KALYAN SAMITI OF ATAL INSTITUTE OF MEDICAL SUPER
SPECIALITIES SHIMLA-171012, HIMACHAL PRADESH

Website: <http://www.aimsschamiana.edu.in/>

e-mail: ms-aimss@hp.gov.in Tel. No: 0177-350-1601, 1603

NOTICE INVITING TENDER (NIT)

Tender Ref. Number: **HFW-A(AIMSS)(RKS)1-2/21-4484** Dated: **04 OCT 2023**

Offline tender are invited from interested Chartered Accountants having experience in preparing/ internal auditing of Accounts of Government Organizations/Societies to provide the services to Rogi Kalyan Samiti of Atal Institute of Medical Super Specialities Shimla. Prescribed tender form can be downloaded from website <http://www.aimsschamiana.edu.in/> on or before last date and time for submission of tender.

Date & Time of publication:	4 th October, 2023.
Last date and time for submission of offline tender:	25 th October, 2023 at 1:00 PM.
Date & Time for opening of Eligibility Bid:	25 th October, 2023 at 2:00 PM.
Cost of the tender document:	2,000/- (Rupees Two Thousand only)
Earnest Money Deposit (EMD):	50,000/- (Rupees Fifty Thousand Only)

All subsequent corrigendum, modifications and clarifications in respect of this tender will be published only on aforesaid websites. The bidders are advised to visit the aforesaid website regularly regarding corrigendum, modifications and clarifications in respect of this tender. The undersigned reserves the right to reject any or all the tender offers without assigning any reason.



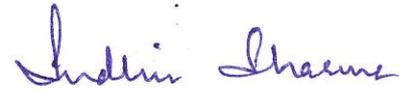
Member Secretary of RKS,
Atal Institute of Medical Super Specialities,
Shimla-171012

Dated: **04 OCT 2023**

Endst. No :

Copy is forwarded for information and further necessary action to:-

1. The Director, Public Information and Relation Department, HP. Shimla with the request to publish this notice in the leading local newspapers of English and Hindi.
2. The Computer Operator, AIMSS Shimla with the direction to upload the same on website of AIMSS Shimla immediately.
3. Notice Board AIMSS Shimla.



Member Secretary of RKS,
Atal Institute of Medical Super Specialities,
Shimla-171012

1. Key Events and Dates:

S.No.	Particular	Details
1.	Name of Client	Rogi Kalyan Samiti of Atal Institute of Medical Super Specialities, Shimla-12 at Chamiana.
2.	Name of the Engagement	Tender for hiring Chartered Accountant on retainership/outsourc basis.
3.	Cost of tender document	Rs. 2,000/- to be paid through DD and shall be non-refundable.
4.	Earnest Money Deposit (EMD)	Rs.50,000/- (Rupees fifty thousand only) to be paid in the form of FDR of any nationalized bank duly pledged in favour of Sr. Medical Superintendent-cum-Member Secretary, RKS AIMSS Shimla.
5.	Period of validity of tender document and rates quoted therein.	180 days from the date of issuance of this tender.
6.	Date of opening of Financial proposal	To be intimated later.
7.	E-mail Address	The Bidder requiring any clarification to the tender shall contact the O/o Medical Superintendent-cum-Member Secretary RKS, AIMSS Shimla through email ms-aimss@hp.gov.in
8.	Address where tender documents are required to be deposited before due date.	O/o Medical Superintendent-cum-Member Secretary, Room No 735, 7 th Floor, Atal Institute of Medical Super Specialties Shimla-171012.

2. INSTRUCTIONS TO BIDDERS

- 4.1. In order to be considered, the bidders should submit their tenders conforming to the following instructions:
- Non-refundable tender cost:** At the time of submission of the tender, Bidders are required to pay 'tender document fee' as mentioned in tender document, in the form of a Demand Draft only drawn in favour of Sr. Medical Superintendent AIMSS Shimla RKS payable at Shimla which is non-refundable. If the tender Document is downloaded from the website, this fee shall have to be deposited along with the tender as a separate bank draft in original.
 - Earnest Money Deposit (EMD):** The Bidder shall furnish EMD as mentioned in tender document in the form of FDR from nationalized bank drawn in the favour Sr. Medical Superintendent AIMSS Shimla RKS payable at Shimla. Any tender, submitted without EMD (in original) or with the lesser amount shall be rejected being non-responsive. No interest shall be payable on the sum deposited as EMD. No Bank Guarantee shall be accepted in lieu of the EMD.
 - Refund of EMD:** The EMD of the unsuccessful Bidders (Bidders who fail to qualify in the tender evaluation process) shall be returned after completion of the tender process. The EMD of the successful Bidders shall be returned on signing the contract and receipt of Performance Security.
 - Forfeiture of EMD:** The EMD shall be forfeited, if the Bidder withdraws or

modifies/alters the tender after the opening of tender and during the validity period or if the Bidder tries to influence the evaluation process. *The EMD shall also be forfeited if the Bidder quotes zero or incredibly low rates compared to the industry prevalent rates.*

- e) **Performance Security:** The tenderer who has been awarded the contract shall have to submit performance security at the rate of 10% of the total awarded value/quoted rate.
- f) During tender evaluation process, Medical Superintendent-cum-Member Secretary, RKS AIMSS Shimla-12 may at his discretion, seek clarifications from the bidders on their tender and the bidders are required to respond within the time frame prescribed by Medical Superintendent-cum-Member Secretary/Tender Committee, RKS AIMSS Shimla-12.
- g) At any time prior to the prescribed last date for receipt of tender, Medical Superintendent-cum-Member Secretary, RKS AIMSS Shimla-12 reserves the right to modify the tender. The amendments and modifications to the tender shall be notified on AIMSS website <http://www.aimsschamiana.edu.in/> which shall be binding on the bidders. Bidders are requested to frequently visit the website for updates.
- h) The tender prepared by the bidders and all correspondence and documents relating to the tender exchanged between the Medical Superintendent, AIMSS Shimla and the bidders shall be in English language.
- i) An authorized representative of the bidder will have to sign and stamp all pages of the proposal and the tender. Where an assigned Authorized Representative has signed the tender, a Certificate of Authority/PoA for that authorized representative should be submitted. All pages of the bid should be initialed and stamped by the Authorized Representative of the bidder.
- j) Commercials in any form or by any reason before the opening the Bids should not be revealed, failing which such bids are liable to be rejected.
- k) Any type of the cost/fee related to this tender shall be borne by the bidder.
- l) The tenderer shall not engage any sub-contractor or transfer the contract to any other person in any manner.
- m) Late and delayed tenders shall not be accepted.
- n) Bidder submitting a tender would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
- o) Any act on the part of the bidder to influence anybody in the client location/Department is liable to rejection of his tender.
- p) The Medical Superintendent-cum-Member Secretary, RKS AIMSS Shimla-12 reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
- q) Bid submitted must be unconditional and no communication will be made till the finalization.



3. Rogi Kalyan Samiti of Atal Institute of Medical Super Specialities Shimla through its Member Secretary of Executive Committee, constituted by the State Government under Health and Family Welfare Department intends to engage experienced reputed Chartered Accountant firm (Partnership or proprietorship) on retainership/outsourced basis for Audit of Accounts & other related Tax Compliance work so that financial statements of RKS depicts true & clear picture and all compliances under the Tax laws could be made within the allotted time frame.

RKS AIMSS invites bids in two parts (Technical and Financial) from interested Chartered Accountants having experience in preparing/ internal auditing of Accounts of Government Organizations/Societies, to provide the services as per the scope of Work stated below:-

Scope of Work:

- Conducting internal audit of books of accounts and ancillary records and submit report thereof.
- Provide services related to income Tax matters including filing of e-TDS Returns and ITR.
- Verification of the correctness of Trial Balance and compiling the Grouping statements and scheduling to the Annual Accounts and finalization of the same.
- Representing the Samiti before income tax department for notices etc. (if any)

The CA (partnership or proprietorship) should have a registered office in Himachal Pradesh at Shimla and empanelled with CAG of India and will be required to attend the meeting at the Office of the Samiti as and when required. Generally no outstation travel will be involved and the services may be rendered from office of Chartered Accountant as per the level of intervention involved. However, if need be, the CA (partnership or proprietorship) may have to represent the Samiti before relevant authorities in case of Income Tax related matters. Detailed Activities with respect to services mentioned in Scope of Work are as under:-

A. *Internal Audit of the books of accounts and ancillary records of the Samiti by a Chartered Accountant. The internal audit will be carried out on continuous basis which inter-alia will include examination of:*

- a. Bank reconciliation statements
- b. Scrutiny of Ledgers
- c. Yearly Receipt & Payment, Income & Expenditure and Balance Sheet
- d. Fixed Asset Register and depreciation
- e. Compliance of Statutory obligations
- f. Checking of payments as per the delegation
- g. Providing suggestions of improvement of the existing system of internal control.

B. *Scope of work related to Income Tax related matters will include the following services:*

- a. Preparation and filling of annual e-TDS Returns and the Annual ITR of the Samiti.
- b. Preparation and filing of correction/revised IT Returns wherever found necessary.
- c. Preparation of replies/ filing appeals with income tax department with respect to Notices/orders received by the Samiti.

- d. To represent the Samiti before the relevant authority w.r.t. the notices/ orders received by the Samiti.
 - e. Consultation and advisory services for saving taxes.
- C. *Annual Accounts related work-Verification of all the accounting statements/schedules will include:-***
- a. Verification of the correctness of the Trial Balance including the verification of opening Ledger balances and suggesting reversal/year end entries wherever necessary.
 - b. Compilation of the Grouping statements/schedules to the Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts and finalization of the Annual Accounts.
 - c. Any other work needed for Accounts Finalization.

ADDITIONAL RESPONSIBILITIES

- D. *The function of internal audit should include a critical review of the systems, procedures and operations as a whole rather than merely of accounting work. In general, the Internal Auditor is expected to render valuable assistance in the following fields:-***
- a. To ensure that all the expenses incurred by the Samiti relates to the legitimate operations of the organization, which are in its best interests and are in accordance with the budget provisions.
 - b. To verify the accuracy and propriety of the transactions. To ascertain the extent of compliance with the prescribed policies, plans, rules, regulations, systems and procedures.
 - c. To review and make appraisal of the soundness, adequacy and application of accounting, financial and operating controls and suggest improvements therein.
 - d. To review sanctions issued by the Management of the Samiti at various levels.
 - e. To scrutinize contracts and purchase orders. To detect cases of fraud, negligence and thefts by the employees of the Samiti as well as by third parties and to suggest ways and mean for its prevention.
 - f. To verify that sanctions for expenditure are accorded by the Competent Authorities in consultation with their associated finance.
 - g. To examine the prescribed books of accounts along with subsidiary records to ensure that these are maintained properly.
 - h. To review all statutory obligations compliances such as Service Tax, VAT, GST, EPF, ESI etc.
 - i. In general, the Internal Audit must, ensure that all the transactions are in conformity with the various policies/provisions of the necessary legal issues, rules and regulations.
- E. *The scope of audit will include examination of all transactions with reference to the original documents/vouchers/books/files etc. and reporting on the deficiencies, noticed. The same transactions have to be examined from the angle of propriety. While conducting audit, the Auditor will look into the following special points:***
- j. Whether the transactions are with reference to the approved policies and recommendations.
 - k. Whether the prescribed procedures are followed
 - l. All cases, where the associated finance was over-ruled may be examined in
- 

depth to find out and report the extent of irregularity/impropriety committed, if any.

m. Whether the delegated powers have been exceeded.

4. TIME PERIOD OF ENGAGEMENT:

The selected Chartered Accountant will be required to provide the above mentioned services initially for the Financial Year 2022-2023 (A.Y. 2023-24). The work relating to audit of account and preparation of Receipt & Payment, Income & Expenditure A/c and Balance Sheet etc. is required to be completed before the due dates respectively. The assignment may be continued for another period of one year or so as per the requirement of the Samiti or as per the decision of Executive Committee of RKS AIMSS, on satisfactory performance, on mutually agreed terms.

Notwithstanding anything contained here-in-above, the Samiti, however, reserves the right to discontinue the services of the Chartered Accountant at any time during the period by serving one month's notice.

5. PRE-QUALIFICATION CRITERIA:

The bids of only those bidders will be considered, which satisfy the following eligibility criteria:

1. The Chartered Accountants (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICAI).
2. The Firm should be empanelled with CAG of India for conducting the Audit.
3. The Firm (partnership or proprietorship) should have been in operation for 3 years after its registration and at least 3 year experience of Internal Auditing, Preparation/Verification of Annual Accounts of Government Organizations/ Societies/ Autonomous Bodies, Filing of E-TDS Returns of Income Tax and Concurrent Pre-Auditing of payments as per scope of work.
4. The Average Gross Professional Fee received/earned by the Firm in the last 3 financial years must be equal to or more than Rupees Ten Lakh (Rs.10 Lakh) per annum.
5. The proprietor or partners of the firm or any CA or CMA employed/ associated with the firm should not have been debarred or cautioned by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last three years.

6. PAYMENT TERMS:

The payment against the services provided by the firm is subject to the following terms and conditions:

The price quoted by the Firm (partnership or proprietorship), should be valid for the entire contract period. Payment shall be made at agreed rates against periodical invoices as mentioned below. No price variation would be allowed during the contract period.



7. SUBMISSION AND EVALUATION OF THE TENDER

Submission of tender:-

Interested firms meeting all the pre-qualification criteria as mentioned in above may submit their offer in the prescribed Annexures of this tender.

- Annexure 1-5 duly filled Prequalification-cum-Technical Bid along with all supporting documents duly signed with Seal of the authorized Partner/ Proprietor of the Firm should be submitted in one sealed envelope superscribed as- **'PRE-QUALIFICATION AND TECHNICAL BID'**
- Annexure-6 duly filled Financial Bid should be submitted in a separate sealed cover superscribed as **"FINANCIAL BID"**
- The above two envelopes containing Annexure 1-5 and Annexure-6 should be placed in one Covering Envelope and sealed super scribed as **"Tender for Chartered Accountant firm on retainer ship/outsourced basis for RKS of AIMSS Shimla"**.
- The technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- The Tender should reach the following address latest by **25th October, 2023, 1:00 PM** :

Medical Superintendent-cum-Member Secretary,
Room No.735, 7th Floor,
Rogi Kalyan Samiti of Atal Institute of Medical Super
Specialities, Shimla-171012 (HP)

- The Samiti reserves the right to accept or reject any, or all the offers received or cancel the bidding process at any time prior to award of contract, without assigning any reason.
- **Annexures 1,2, 5 & 6** are compulsory for submission. However Annexures 3 & 4 have to be submitted only if applicable.

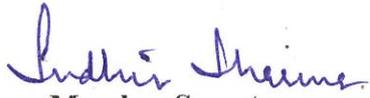
8. EVALUATION OF TECHNICAL AND FINANCIAL BIDS AND WORK AWARD THEREOF:-

Technical and financial bids, as above, received by RKS AIMSS Shimla and those meeting the prequalification criteria, would be taken up for evaluation as per the technical and financial bid evaluation criteria. L1 criteria would be implemented for the selection process as under:-

1. The tender will be awarded to the firm of lowest (L1) 'Total Weightage' after necessary deliberations.
2. Financial Bids of only those Applicants, who clear/fulfill Technical evaluation stage, will be evaluated.
3. Rate quoted must be inclusive for carrying out all activities as detailed in the scope of work and will be deemed to include all incidental charges, supervision, transport, contractor's profit and establishment/overheads, all risks and other obligations set out or implied in the contract, complete as required.
4. Rate quoted must be including GST. However rate of GST shall be as applicable on the date of billing.

5. Anything that would be required to complete the above scope of work will be borne by the bidder.

Note: There are two components in the Financial bid (A&B). The payment for component B shall only be applicable if work under the same component be carried out on actual basis otherwise annual fee shall be paid for Component-A only. .


Member Secretary,
Executive Committee RKS,
AIMSS Shimla-171012


Chairman, 4/10
Executive Committee RKS,
AIMSS Shimla-171012

ANNEXURE-1

PER-QUALIFICATION -CUM-TECHNICAL BID

S.No.	Criteria	Compliance (Y/N)	Proof attached
1.	The Chartered Accountant Firm (partnership or proprietorship) should be registered with The Institute of Chartered Accountants of India (ICA).		Registration Certificate.
2.	The Firm should be empanelled with CAG of India for audit		Empanelment Certificate
3.	The proprietor of partners of the firm or any CA employed/associated with the firm should have not been debarred or cautioned by Institute of Chartered Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last three years.		Self-Declaration.

Details of CA Firm's Professional Income [Gross Professional Fees received/ earned]

Particular	Financial Year 2019-20	Financial Year 2020-21	Financial Year 2021-2022	Average Annual
Gross Professional Fees received/ Earned *				

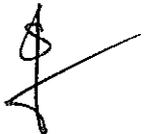
*** Furnish the Audited Accounts of the Firm and copy of the Acknowledgement of Annual Income Tax Return for all the 3 (three) years.**

SEAL:

Signature

Date:

Name and Designation



ANNEXURE-2

Details of CA Firm's Experience of Similar Services during the last 3 (three) years]

S.No.	Name of the Assignment	Start Date and End Date	Name of the Client	Nature of the Assignments	Details of Supporting Documents attached
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the information provide above. Please attach additional sheets, if required.

SEAL:

Signature

Date:

Name and Designation:



ANNEXURE: 3
(If Applicable)

Details of CA Firm's Experience of providing Services as per Scope of Work for Societies during the last 3 years.

S.No.	Name of the Assignment	Name of the Samiti	Nature of the Assignments as per the scope of Work of this tender	Nature of the Supporting Documents provided
1.				
2.				

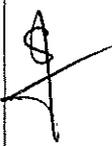
Furnish the copy of the documentary evidence in support of the Information provide above. Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:



ANNEXURE-4
(Applicable in case of partnership)
Details of CA Firm's Partners

S. No.	Name of the member	Designation	MembershipNo.	Status (FCA/ACA)
1.				
2.				
3.				
4.				
5.				

Furnish the copy of the documentary evidence in support of the information provided above.

SEAL:

Signature:

Date:

Name and Designation:



ANNEXURE-5
NON BLACKLISTING CERTIFICATE
[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / University / Institute on any account and proprietor or partners of the firm or any CA or CMA employed/ associated with the firm has/have not been debarred or cautioned by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India/Central or State Public Sector Enterprise/Government (Central/State) during the last three years.

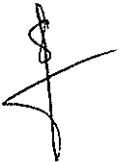
I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be blacklisted and RKS AIMSS Shimla, may impose any penal action as per the rules.

SEAL:

Signature:

Date:

Name and Designation:



ANNEXURE-6

FINANCIAL BID
(To be filled in by bidder)

S.No.	Head	Weightage %	Amt. Per Annum inclusive of all taxes Rs. P.	Total Weightage
1.	A. Conducting internal audit of books of accounts and ancillary records and submit report on yearly basis (As mentioned in detailed Scope of Work). <ul style="list-style-type: none">• Preparation & Verification of the correctness of Trial Balance and compiling the Grouping statements and Schedules to the Annual Accounts and finalization of the same.• Additional Responsibilities as indicated in Scope of Work.• Providing services related to Income Tax matters Including deposit of income tax, filling of e-TDS Returns, and ITR as mentioned in detailed Scope of Work.	90%		
2	B. Filing of replies/appeal and representing the Samiti before the relevant authority w.r.t. the Income Tax notices/orders received by the Samiti (which may involve out station travel).	10%		
Total Weightage (1+2)				

Note:-

1. The tender will be awarded to the firm of lowest (L1) 'Total Weightage' after necessary deliberations.
2. Financial Bids of only those Applicants, who clear/fulfill Technical evaluation stage, will be evaluated.
3. Rate quoted must be inclusive for carrying out all activities as detailed in the scope of work and will be deemed to include all incidental charges, supervision, transport, contractor's profit and establishment/overheads, all risks and other obligations set out or implied in the contract, complete as required.
4. Rate quoted must be including GST. However rate of GST shall be as applicable on the date of billing.
5. Anything that would be required to complete the above scope of work will be borne by the bidder.

SEAL:

Signature:

Date:

Name and Designation: