



MAHAMANA PANDIT MADAN MOHAN MALAVIYA CANCER CENTRE

&

HOMI BHABHA CANCER HOSPITAL,

VARANASI

Units of

(TATA MEMORIAL CENTRE)

Notice Inviting Tender

Tenders invited for hiring of CA firm for Bank Reconciliation (For the Period From 1st April 2018 to 31st March 2024) for HBCH & MPMCC, Varanasi

Tender No.	:	HBCH/MPMCC/OT/38/KG
Date of Publication	:	07.06.2024
Pre-Bid Meeting	:	18.06.2024 (Tuesday) at conference Room MPMCC, Varanasi -221005 from 11:00 Hrs.
Last Date of Submission	:	28.06.2024 (Friday) up to 13:00 Hrs.
Opening of Technical Bid	:	28.06.2024 (Friday) from 14:30 Hrs.



Tender No. HBCH/MPMMCC/OT/38/KG

Date: 07.06.2024

TENDERS INVITED FOR CONTRACT FOR OUTSOURCING OF CA FIRM FOR BANK RECONCILIATION (FOR THE PERIOD FROM 1ST APRIL 2018 TO 31ST MARCH 2024) FOR HBCH & MPMMCC, VARANASI

- 1. Introduction:** Mahamana Pandit Madanmohan Maliviya Cancer Centre (MPMMCC) & Homi Bhabha Cancer Hospital are Units of TMC, Mumbai are the two state-of-art Cancer Care Hospitals under aegis of Department of Atomic Energy, Govt. of India. MPMMCC & HBCH Both are 350 & 175 bedded hospitals respectively. The Hospitals are providing patient care services in the form of Emergency Services, outdoor & indoor patients, OT's, various diagnostic & laboratory Services. The intended to outsourcing of CA firm for Bank Reconciliation (For the Period From 1st April 2018 to 31st March 2024) for HBCH & MPMMCC, Varanasi.
2. Sealed Tenders are invited by the, **Mahamana Pandit Madanmohan Maliviya Cancer Centre, Sundar Bagiya, Near Nariya Gate, Varanasi (U.P.) – 221005 Ph. 0542 2575035, 2575032**, for outsourcing of CA firm for Preparation & Submission of Balance Sheets for HBCH & MPMMCC, Varanasi in **Two Bid System (Part-I Technical bid and Part-II- Financial/Price bid)**.

SCOPE OF WORK: The CA Firm should

1.	Verify the Cashbook and Bank book of HBCH and MPMMCC from 2018 onwards.
2.	Access the software system, receipt management system, fetch relevant reports/ ledger details, prepare MS-Excel data etc. (TMH Experts will impart knowledge to access the software through remote access and other support will be provided by the Varanasi Accounts team)
3.	Bank Reconciliation of Both hospitals such as HBCH and MPMMCC of the following banks (for the period 1 st April 2018- 31 st March 2024): A. Central Bank of India [Main Cash Book] B. HDFC Bank [Cash Collection] C. ICICI Bank [Payment Gateway] D. HDFC Bank of Muzaffarpur
4.	Certify all bank reconciliation completed of both units' year-wise and submit to DCA, Varanasi and JCFA, TMC and IFA, TMC
5.	Verify the Bank FD of different Banks and make appropriate entries in books of account with the appropriate ledger.
6.	Identify and clear all open items of Reconciliation (debit/ credit) with the help of Bank Passbook
7.	Post correction entries of all open items/entries identified in bank reconciliation in the 2024-25 cash book.
8.	Submit the final report with certification that "All entries are verified and now posted correctly in Cash Book" for all the mentioned Bank Accounts.
9.	This work assignment should be completed within 3 months and the CA firm should depute at least 1 CA who will be well versed in the submission of the Balance Sheet of a registered Society and a Grant in Aid institute of Government of India and complete the work within the time frame
10.	The firm should submit all the relevant documents, working softcopies/computer files/ folders etc. after completion of the said work to the DCA of the unit.
11.	The Firm should have 10 years of experience since the date of Registration of the firm.

***Note: The firm has the liberty to visit our institute before bidding to understand the work, software system, know-how of the Organization etc.**



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DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA / परमाणु ऊर्जा विभाग, भारत सरकार
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3. The Director, HBCH/MPMMCC at his discretion may curtail or enhance the scope of work of the subject contract with proportionate adjustment of Security deposit paid by the contractor on the similar lines and Rate contract will be amended accordingly.
4. Tenderers are required to sign the Terms & Conditions of the tender and submit along with the tender.
5. Tender for the outsourcing of CA firm for Bank Reconciliation (For the Period From 1st April 2018 to 31st March 2024) for Homi Bhabha Cancer Hospital and Mahamana Pandit Madanmohan Malviya Cancer Centre, Sundar Bagiya, Near Nariya Gate & BHU Campus, Varanasi (U.P.) - 221005, should be submitted in two parts, in two sealed envelopes duly super-scribed as **“TENDER FOR OUTSOURCING OF CA FIRM FOR BANK RECONCILIATION (FOR THE PERIOD FROM 1ST APRIL 2018 TO 31ST MARCH 2024)”** Due Date needs to be mentioned on both Part – I- **Technical** / Part – II **Financial/Price**.
6. Tender documents containing all details can be downloaded from the website: www.tmc.gov.in, <https://mpmmcc.tmc.gov.in> OR can be obtained from 07.06.2024 to 28.06.2024 from the office of the Purchase Officer, Administrative Block, 1th floor, MPMCC VARANASI on all working days from Monday to Saturday except holidays between 10 am & 4.30 pm
7. **Pre-bid meeting against tender for hiring of CA will be held on 18.06.2024 at 11:00 AM in the Conference Room, Administrative Block, 1st floor, MPMCC VARANASI.**
8. **Interested bidders are requested to attend the Pre-bid meeting with the members of the committee on 18.06.2024 at 11:00 AM in the Conference Room, Administrative Block, 1st floor, Mahamana Pandit Madanmohan Maliviya Cancer Centre, Sundar Bagiya, Near Nariya Gate, Varanasi (U.P.) – 221005. Interested bidders are requested to inform about their attendance for pre bid meeting with the office of Purchase Officer, HBCH/MPMMCC, Varanasi on email Id: purchase@mpmmcc.tmc.gov.in**
9. **The tenderer if wishes can visit the site and acquaint himself with the work conditions before quoting the price or before submitting the tender.**
10. The Tenderer should visit the site at his own cost and expenses and get acquainted with the work load involved, facilities and other details. HBCH/MPMMCC will not be responsible for any misunderstanding developed later on.
11. **OFFERS/BIDS** shall be submitted in sealed envelope on or before **28.06.2024**, upto 13:00 hrs in O2 bids system & Part I -**Technical Bid** will be opened on **28.06.2024 at 14:30 Hrs.** onwards in front of those Tenderers who wish to be present.
 - Part - I containing technical bids in complete details, requisite & other relevant documents
 - Part - II containing price bid.Sealed Envelopes of Both Part – I and Part – II tenders are to be sealed in separate envelop of suitable size and addressed to the Director, Mahamana Pandit Madanmohan Malviya Cancer Centre, Sundar Bagiya, Near Nariya Gate & BHU Campus, Varanasi (U.P.) - 221005 should reach Purchase Department, MPMCC on or before **28.06.2024 up to 01:00 PM.**
Please ensure for submission of the tender/s within stipulated dated & time, late bids will be rejected.
12. Time and date of opening of Part II- Price Bid will be intimated only to the tenderers who are qualified after evaluation of Part I- (Technical Bid) i.e. Part II of the tenders will be opened on a date to be intimated later, only if Part I of the bid is technically accepted.
13. **Bid Security Declaration:** The tenderer has to submit the “Bid Security Declaration” as per ANNEXURE ‘B’ attached in the tender document.
14. Vendors shall quote firm offers. Conditional offers shall not be considered.
15. Tenderer must fulfill the vendor capability proforma giving all the requisite details, submit all required documents mentioned and return back duly signed.



16. If at any later date, it is found that the documents and certificates submitted by the firm are forged or have been manipulated, the work order issued to the firm shall be cancelled and appropriate/legal action will be initiated as per merit of the case.
17. The firm should not be blacklisted in any of the Organization in any of the previous years. No criminal cases filed on firm/bidder regarding related to financial work etc.

18. Eligibility criteria for Technical Selection:

- The bidder should have **registration as CA Firm** and Firm should have minimum 10 years of experience since the date of Registration of the firm.

Note:

The firm have to submit the copies of work order or purchase order or contract or agreement alongwith experience certificates or performance certificate or work completion certificate on the letter head of the served institution/organisation clearly indicating the serving dates (DD/MM/YYYY) (From – To). This would be required for assessment of experience.

19. The Director, (HBCH/MPMMCC) reserves right to:

- Reject any or all of the tenders without assigning any reason at any stage.
- At his sole discretion reject all or any of the tenders without assigning any reason for the same. The contractors must fill in the tenders strictly in conformity with the instructions given with the schedule, failing which, their tenders are liable to be rejected.
- May terminate the contract/short close of work order without assigning any reason with prior notice to the firm.
- Rejection of offer if found incomplete with regard to the required information regarding scope of work.
- Reviews of the services performed by the firm and ask for any clarification and changes/modifications to the services performed by the contractor. Such changes shall be mutually discussed and agreed upon between HBCH/MPMMCC and contractor and the same shall be incorporated by the contractor in the work without any dilution of the responsibility of the contractor.
- The Contract shall be initially for **given scope of work**. HBCH/MPMMCC reserves the right to extend the Contract against additional similar work requirement subject to satisfactory performance of the Contractor as may be mutually agreed to.
- To verify any of the work experience /performance/ submitted documents as mentioned by the firm where he carries similar scope of services in the Tender for assessments before technically accepting tenderers technical quote.

20. INSTRUCTIONS FOR SUBMISSION OF TENDER

The following documents duly stamped & verified shall be the submitted along with Technical Bid for qualifying criteria for Technical Scrutiny –

1	“Bid Security Declaration” as per ANNEXURE ‘B’ attached in the tender document.
2	Copy of Certificate of Registration as CA firm
3	Copy of GST Registration Certificate, duly signed & stamped, clearly mentioning the GSTIN number. (In case of GST Exemption/GST Composite Scheme- documentary proof should be submitted)
4	Copy of PAN, duly signed & stamped.
5	Min 10 years’ relevant experience in reputed institutions/ organizations (copies of work orders/Purchase orders/Contracts/Agreements and performance/ work completion/Experience certificates must be enclosed)
6	Tender Acceptance Letter in the format enclosed at Annexure-D



- I. Tenderer shall offer their quotations in two bid system i.e. part I (Technical Bid) & Part II (Price Bid) the prescribed tender forms & the values to be quoted in figures as well as in words. Erasures or corrections in figures without Tenderer's initials will render the tender liable for rejection. Amount in tenders expressed **in words** will be treated as correct even if the figures are incorrect or overwritten. Financial bid submitted with the technical bid will be rejected.
 - II. No price information to be furnished in the Technical bid.
21. Tenders should be submitted in Purchase Department or put in drop box available at Purchase Department/Security. Tenders submitted in other places in time but not reached Purchase Department before schedule time will not be accepted.

Any tender received after closing date & time is liable to be rejected without assigning any reason.

22. If a firm quote 'NIL' charges/consideration, the bid shall be treated as unresponsive and will not be considered. Compliance report on technical bids be clear. If tenderer not quoted or put dash (-) or 'NA' then it will be presumed that quoted price includes those item cost.
23. Firm must fulfill the vendor capability proforma giving all the requisite details, submit all required documents mentioned and return back duly signed.
24. The tenderer is requested to fill in the rates duly typewritten against price schedule. The rates shall be inclusive of all expenses/ taxes etc., (but excluding GST). GST will be extra and as per rules. Only one rate should be filled in against each work. The Rates should be legibly written. Erasures and correction in figures without the Bidder's initials will tend the Tender, liable for rejection.
25. Every Tender must remain open for acceptance for **180 days** from the date of opening of the Tender.

26. COMPENSATION FOR SUBMISSION OF TENDER

1. The Tenderer shall not be entitled to claim any costs, charges, expenses for the incidental to or in connection with the preparation and submission of his tender under any circumstances, including if the invitation to tender is cancelled by HBCH & MPMCC.
2. The successful Tenderer shall submit before entering into the contract the name, permanent and present address, age, qualification, experience and two passport size photographs of all concerned employees.

27. SECURITY DEPOSIT (Performance Security):

The security deposit will be @3% of work order value and the Contractor shall be required to deposit in form of Unconditional Bank guarantee or FDR The Performance Security is accepted in the form of Demand Draft / Unconditional Bank guarantee or FDR issued by any Nationalized/ Scheduled Bank situated at Varanasi. The Security Deposit shall be released only after one month from the date of expiry of the contract after deducting outstanding dues, if any subject to satisfactory of work. HBCH & MPMCC. Reserves the right to recover any statutory dues or other dues such as Security Deposit of the Contractor

28. TERMS OF PAYMENT

CA Firm will deploy one qualified CA with 2-3 Interns who will learn the process, and as per the predefined scope complete this task within 3 months. The system and other requirements like computer, space and query resolution will be done from our end.

The firm will charge a one-time fee for this work and payment will be made within 30 days of completion of work against submission of work completion certificate.



29. **LIQUIDATED DAMAGES/PENALTIES.**

If the Contractor fails in the due performance of his contract within the time fixed by the HBCH/MPMMCC, the Centre can impose /levy liquidated damages/penalties at the rate of 0.5% per week subjected to maximum 10% of bill amount, this will be recovered from the bills:

30. **CANCELLATION OF CONTRACT**

Director, MPMCC/HBCH reserves the right to cancel/shortclose the contract or any part thereof by giving prior notice and shall be entitled to rescind the contract wholly or in part by a written letter to the Contractor if:

- The Contractor does not adhere to any terms and conditions of the contract including general and special terms and conditions and the conditions imposed from time to time.
- The quality of service/work is poor / unsatisfactorily or not in conformity with the requirement.
- The contractor or his employees indulges in any corrupt practices and the Hospital premises are misused.
- Notwithstanding anything contained above, MPMCC/HBCH reserves the right to cancel the contract and forthwith forfeit Security Deposit and get the job done by a third party in part or in full at the risk and cost of the contractor. MPMCC/HBCH also retains the option of debarring the contractor from participating in future tenders for a specific period. Payment for the work completed at the time of termination of the contract shall be made as per the terms of the contract.
- Upon receipt of said cancellation notice, the Contractor shall discontinue all work on the contract and matters concerned with it.

31. **TERMINATION OF CONTRACT FOR CONVENIENCE:**

Director, HBCH/MPMMCC may also by a written notice sent to the Contractor, terminate the contract, in whole or in part, at any time for their convenience. The notice of termination shall specify that termination is for HBCH / MPMCC convenience, the extent to which performance of work under the contract is terminated and date upon which such termination becomes effective. The works that are complete, at the time of receipt of notice of termination shall be taken over by HBCH /MPMMCC or its authorized agency at the contract terms and prices.

For the balance work HBCH/MPMMCC may opt:

To have any portion completed at the contract terms and conditions.

To cancel the remaining work and pay to the contractor an agreed amount for material brought to work site for execution of work.

32. **FORCE MAJEURE**

The force majeure conditions are as under:

“Neither the Contractor nor HBCH shall be considered in default in performance of their contract, as long as such performance is prevented or delayed because of legal strikes, war, hostilities revolution, civil commotion, epidemics, accidents, fire, cyclone, flood, or because of any Law & Order proclamation, regulation or ordinance of Government or sub-division thereof or because of any Act of God, provided it shall promptly in any case not later than 14 days of happening of the event, notify the other, the details of the Force Majeure and influence on its activities under the contract. The proof of existence of force majeure shall be provided by the party claiming it, to the satisfaction of the other party”.

33. **SUBLETTING OF CONTRACT**

The contractor **shall not sublet /subcontract the job or part of it to any other agency without the written permission of Director**, HBCH/MPMMCC. In case the same is not followed and the work is sub-let, the contract will be cancelled.

In case Director, HBCH/MPMMCC permits against written request & justified requirement by the contractor for employ sub-contractor, if found competent and in the interest of the work, it shall not imply any limitation of contractor's liability to fulfill the work order.

34. **Arbitration**

If any difference arises concerning this agreement, its interpretation on payment to the made there under, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the Director, HBCH / MPMCC, Varanasi to settle the dispute by Sole Arbitrator. Sole arbitrator will be



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appointed by the Director, HBCH / MPMCC, Varanasi. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1996 and the rule framed there under and in force shall be applicable to such proceedings.

35. **Governing Law:** The Law in force in India, from time to time shall only have application, and the courts in Varanasi shall have exclusive Jurisdiction to adjudicate the disputes/differences arising out of this contract.

36. **JURISDICTION OF COURT**

No compensation will be entertained for the liabilities arising out of any provisions of any Act, Laws, Rules and Legislation, in force from time to time. In case HBCH & MPMCC has to pay any charges for non-compliance of any Act, Enactment, Laws, Rules and Legislation enforcement from time to time, by the contractor, the same shall be recovered from the contractor.

HBCH / MPMCC reserves the right to accept or reject any or all tenders without assigning any reason whatsoever thereof, HBCH / MPMCC reserves the right to cancel the contract even after acceptance without assigning any reason whatsoever thereof. HBCH / MPMCC is not bound to accept the lowest tender.

**Purchase Officer
HBCH & MPMCC**

Tenderer's Name, Signature & Address with seal



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ANNEXURE 'B'

Bid Security Declaration

(On Letter Head of the Tenderer)

Tender No. HBCH/MPMMCC/OT/38/KG

We hereby declare and accept that if we withdraw or modify our bid during the period of validity, or if we are awarded the contract and we fail to sign the contract, or fail to submit the performance security before the deadline defined in the NIT, we agree for suspension for a period of TWO years from participating in GeM and in any tender of your Institute which shall be binding on us and we shall not appeal against the same.

Date:

Sign of Authorised Signatory

Name:

Designation:

Seal:



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Annexure B2

Details of the Vendor for Company: M/s. _____

Vendor Capability Proforma

Vendor Name:	
Address (Reg) Office:	
Address Factory:	
Telephone No:	Fax No:
Email :	
Contact Person Name :	
Designation:	
Mobile No:	
Types of establishment : Manufacturer/Distributor/Dealer/Trader/Agent	
Constitution of company : Proprietary/Partnership/Limited/Other	
Year of Establishment :	
Items/Services proposed to be supplied to the hospital :	
Name and address of Bankers & Account No. :	
Credit limit:	
PAN No:	
Sales Tax registration No.	
FDA license No. (if required)	
Factory Act License/SSI Registration/Shops and establishment license No.:	



Commercial Information

Are you in Rate Contract with DGS & D Railway/MCGB/BPT/ Any other hospital:-		
Principal customers Name and address	Product supplied	Value in Rs. Lacs/ year

Other information

Please enclosed the following:
1 Balance sheet and P&L A/c for last three years
2 Latest Income Tax clearance Certificate
3 Copy of Sales Tax Licence if required
4 Copy of FDA License if required
5 Factories ACT License/SSI Registration/Shops And establishment License

Signature of the Vendor:

Date:

For TMH office use only

Inspection carried out by :
Inspection date:
Vendor Code:
Signature of inspector:
Approved / Rejected by:

Officer In-charge



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Annexure B3

APPLICATION FORM FOR DEPOSITING PAYMENT AGAINST BILL IN BANK ACCOUNT BY NEFT

1. NAME OF THE VENDOR :

2. ADDRESS, TELEPHONE NO.

MAIL ID :

3. PARTICULARS OF BANK A/C :

4. BANK NAME :

5. BRANCH NAME :

**17 9 -DIGIT CODE NO OF THE
BANK AND BRANCH**

APPEARING ON THE MICR

CHEQUE ISSUED BY THE BANK :

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7. NEFT / IFSC CODE :

8. ACCOUNT TYPE

(S.B.A/C – CURRENT A/C –

OR CASH CREDIT) :



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Annexure : D

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To, _____

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: - _____

I/We have read the General and Special Terms and Conditions of the contract given above. I/We agree to abide by them.

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely: _____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc..), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

Signature of the bidder and seal

Name of authorized person

& Address for correspondence

Tel/ Mobile No.



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Annexure-I

TECHNICAL BID (Audit Experience/ Capability Criteria)

1. Name of Firm: _____
2. Address: _____
3. Name of responsible person, contact no. _____
and details who will coordinate for audit: _____
4. Whether your firm is empanelled
with CAG for the year 2023-24: _____
5. Empanelment no. _____
6. STABILITY OF FIRM :
 - i) Age in years _____
 - ii) No. of Branches _____
 - iii) Date of Registration of Firm and Firm Registration No. _____
7. MANPOWER
 - i) No. of Partners. _____
 - ii) No. of Qualified Chartered Accountants & ISA qualified CA

 - iii) No. of Article/ Audit Clerks. _____
8. Major Audit Experience

Date:

Signature

with Stamp of CA Firm

- *Please do not quote the prices in the technical Bid and in case the price is quoted in the Technical Bid the said offer will be summarily rejected.*



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& HOMI BHABHA CANCER HOSPITAL
महामना पंडित मदन मोहन मालवीय कैंसर सेंटर एवं होमी भाभा कैंसर अस्पताल
(Units of TATA MEMORIAL CENTRE / टाटा स्मारक केंद्र की इकाईयां)
DEPT. OF ATOMIC ENERGY, GOVT. OF INDIA / परमाणु ऊर्जा विभाग, भारत सरकार
VARANASI, UTTAR PRADESH - 221005 / वाराणसी, उत्तर प्रदेश - २२१००५



* *Separate Envelope*

FINANCIAL BID
(Professional Fees)

The Firm may quote their professional fees in the following format:

1. Name of the Firm: _____
2. Headquarters Location: _____
3. Professional Fees:

Sr. No.	Particulars	Amount (in Rs)
1)	Fees for Assignment of Work as specified in Scope for Bank Reconciliation (For the Period From 1st April 2018 to 31st March 2024)	
	Add: GST @_____	
	TOTAL	

4. GST Reg No. _____
5. PAN No. _____

Date:

Authorized Signatory
with Stamp of CA Firm