



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5490183
Dated/दिनांक : 09-10-2024

Bid Document/ बिड दस्तावेज़

| Bid Details/बिड विवरण | |
|--|--|
| Bid End Date/Time/बिड बंद होने की तारीख/समय | 30-10-2024 20:00:00 |
| Bid Opening Date/Time/बिड खुलने की तारीख/समय | 30-10-2024 20:30:00 |
| Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से) | 180 (Days) |
| Ministry/State Name/मंत्रालय/राज्य का नाम | Assam |
| Department Name/विभाग का नाम | Health And Family Welfare Department Assam |
| Organisation Name/संगठन का नाम | Nalbari Medical College And Hospital |
| Office Name/कार्यालय का नाम | Vill Dakhingaon Nalbari Ps Ghograpar 781350 |
| Item Category/मद केटेगरी | Financial Audit Services - Review of Financial Statements, GST and TDS Consultancy and Return filling and Hospital Management Services fund and Govt transactions and Professional taxes; CAG Empaneled Audit or CA Firm |
| Contract Period/अनुबंध अवधि | 2 Year(s) |
| Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) | 20 Lakh (s) |
| Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष | 5 Year (s) |
| Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है | Yes |
| MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट | No |
| Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट | No |
| Document required from seller/विक्रेता से मांगे गए दस्तावेज़ | Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),OEM Authorization Certificate,Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer |

| Bid Details/बिड विवरण | |
|--|-----------------------------|
| Do you want to show documents uploaded by bidders to all bidders participated in bid?/ | No |
| Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया | No |
| Type of Bid/बिड का प्रकार | Two Packet Bid |
| Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय | 2 Days |
| Estimated Bid Value/अनुमानित बिड मूल्य | 1200000 |
| Evaluation Method/मूल्यांकन पद्धति | Total value wise evaluation |
| Arbitration Clause | No |
| Mediation Clause | No |

EMD Detail/ईएमडी विवरण

| | |
|-----------------------------|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| EMD Amount/ईएमडी राशि | 50000 |

ePBG Detail/ईपीबीजी विवरण

| | |
|--|---------------------|
| Advisory Bank/एडवाइजरी बैंक | State Bank of India |
| ePBG Percentage(%) / ईपीबीजी प्रतिशत (%) | 0.01 |
| Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने). | 29 |

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित केटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज़ प्रस्तुत करने हैं। एमएसई केटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Principal cum Chief Superintendent
NALBARI MEDICAL COLLEGE AND HOSPITAL Vill Dakhingaon Nalbari PS Ghograpar 781350, Health and Family Welfare (MERD) Department Assam,
(Prof. Dr. Babul Kumar Bezbaruah)

MII Compliance/एमआईआई अनुपालन

| | |
|-------------------------------|-----|
| MII Compliance/एमआईआई अनुपालन | Yes |
|-------------------------------|-----|

MSE Purchase Preference/एमएसई खरीद वरीयता

| | |
|---|----|
| MSE Purchase Preference/एमएसई खरीद वरीयता | No |
|---|----|

1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:05

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:05

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:10

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification AS PER SCOPE OF WORK

Number of XX fulltime CA's required and YY professional audit staff:AS PER SCOPE OF WORK

Pre Bid Detail(s)

| Pre-Bid Date and Time | Pre-Bid Venue |
|-----------------------|---|
| 21-10-2024 12:00:00 | OFFCE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT, NMCH |

Financial Audit Services - Review Of Financial Statements, GST And TDS Consultancy And Return Filling And Hospital Management Services Fund And Govt Transactions And Professional Taxes; CAG Empaneled Audit Or CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

| Specification | Values |
|---|--|
| Core | |
| Scope of Work | Review of Financial Statements , GST and TDS Consultancy and Return filling and Hospital Management Services fund and Govt transactions and Professional taxes |
| Type of Financial Audit Partner | CAG Empaneled Audit or CA Firm |
| Type of Financial Audit | Internal Audit |
| Category of Work under Financial Audit | Audit of financial statements , Investigating fraud , Compliance with law & regulations , Risk Management , Bank Transactions |
| Type of Industries/Functions | Purchase & Procurement , Operational & Administrative , Payables , Receivables , Cash and Bank Balance |
| Frequency of Progress Report | Monthly |
| MIS Reporting for Financial Audit support | Yes |
| Frequency of MIS reporting | Monthly |
| State | NA |
| District | NA |
| Addon(s)/एडऑन | |
| Post Financial Audit Support | Yes |

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

| S.No./क्र. सं. | Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी | Address/पता | To be set as 1 | Additional Requirement/अतिरिक्त आवश्यकता |
|----------------|---|---|----------------|---|
| 1 | Diganta Das | 781350,Vill: Dakhingaon, Nalbari, PS: Ghograpar | 1 | <ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 3 |

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Generic

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. Payment

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. Forms of EMD and PBG

Bidders can also submit the EMD with Account Payee Demand Draft in favour of

HMS NALBARI MEDICAL COLLEGE AND HOSPITAL
payable at
STATE BANK OF INDIA NALBARI BRANCH

. Bidder has to upload scanned copy / proof of the DD along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date / Bid Opening date.

5. Forms of EMD and PBG

Bidders can also submit the EMD with Payment online through RTGS / internet banking in Beneficiary name

PRINCIPAL CUM CHIEF SUPERINTENDENT
Account No.
42073188111
IFSC Code
SBIN0001103
Bank Name
STATE BANK OF INDIA
Branch address
NALBARI BRANCH

. Bidder to indicate bid number and name of bidding entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer along with bid.

6. Forms of EMD and PBG

Successful Bidder can submit the Performance Security in the form of Account Payee Demand Draft also (besides PBG which is allowed as per GeM GTC). DD should be made in favour of

HMS NALBARI MEDICAL COLLEGE AND HOSPITAL
payable at
STATE BANK OF INDIA NALBARI BRANCH

. After award of contract, Successful Bidder can upload scanned copy of the DD in place of PBG and has to ensure delivery of hard copy to the original DD to the Buyer within 15 days of award of contract.

7. Buyer Added Bid Specific Scope Of Work(SOW)

Text Clause(s)

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8. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

9. Certificates

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

10. Buyer Added Bid Specific ATC

Buyer Added text based ATC clauses

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11. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

12. Service & Support

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

13. Service & Support

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

14. Service & Support

The Service Provider is required to have at least 10 % of the required manpower on service provider's payroll for at least one year. Necessary documents relating to such manpower will be uploaded by the bidder for verification of the buyer. Such manpower will be part of total manpower to be provided by the Service Provider in case he gets the contract against this bid.

15. Past Project Experience

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and

conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

**GOVT.OF ASSAM
OFFICE OF THE
PRINCIPAL-CUM-CHIEF SUPERINTENDENT
NALBARI MEDICAL COLLEGE & HOSPITAL,
NALBARI, ASSAM
DAKHINGAON-781350**

BID DOCUMENT

**BID FOR FINANCIAL AUDIT SERVICES FOR FINANCIAL
YEARS 2024-25 & 25-26
IN
NALBARI MEDICAL COLLEGE & HOSPITAL, NALBARI,
ASSAM**

SCOPE OF WORK/ TERMS & CONDITIONS

1) COVERING LETTER:

Format of letter to be given by bidder for applying for Financial audit services which include GST, Hospital Management Services & Govt Transaction, Professional Tax, TDS Consultancy, Return filling etc for the FY 2024-25, 25-26 in Nalbari Medical College & Hospital, Nalbari, Assam

To,

The Principal-cum-Chief Superintendent,
Nalbari Medical College and Hospital,
Nalbari, Assam

Sub: Financial audit services which include GST, Hospital Management Services & Govt Transactions, Professional Tax, TDS Consultancy, Return filling etc for the FY 2024-25, 25-26 in Nalbari Medical College & Hospital, Nalbari, Assam

Dear Sir,

This is with reference to your Bid document No :....., I have examined the bid document and understood its contents. I hereby submit my Bid for Request for **Financial audit services** for GST, Hospital Management Services & Govt Transaction, Professional Tax, TDS Consultancy, Return filling certificate for the FY 2024-25 & subsequently 25-26 in Nalbari Medical College & Hospital, Nalbari, 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 bid document and the document accompanying such bid for qualification of the Bidders for the above subject Engagement and I/we certify that all information provided in the bid and in Annexure is true and correct; nothing has been misrepresented and omitted or 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, 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 bid document and have no reservations to the bid 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, 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 bid 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 bid document.

Yours faithfully,

Place:

-

Date:-

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

2. GENERAL PARTICULARS OF BIDDER

- a. Name of the Bidder/Chartered Accountant Firm/Agency-
- b. Full Address with contact number, website, e-mail, etc.
- c. Income Tax PAN no of the firm:(attach copy)
- d. GST No of the Firm:(attach copy)
- e. Firm's Registration No with ICAI:(attach copy)
- f. Empanelment no with C&AG : (attach copy)
- g. Constitution of The Firm/Agency (attach Copy)
 - a. Indian Companies Act1956.
 - b. Indian Partnership Act 1932. (Please give names of partners)
 - c. Any other Act, if not the owners.
- h. Any relevant additional information in relation to above

Place

Date:-

(Authorized Signatory)

Signature of Bidder

(Office Seal)

3. ELIGIBILITY CRITERIA:

A. Bidder Eligibility Criteria:

- a. The BIDDER should be in continuous practice of doing TDS, GST and allied works for a period of 5 years or more.
- b. The Bidder should have experience of TDS salary return filing of a government Dept./ Institution/Govt. Medical College etc.
- c. The average annual turnover of the Bidder shall not be less than Rs. 20 Lakh in the last three financial year i.e. 2021-22;2022-23;2023-24
- d. A notarized affidavit regarding the bidder/firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization.
- e. The bidder should have valid PAN and GST number.
- f. The bidder shall be a firm of C&A.G. empanelled Chartered Accountant.
- g. Affidavit regarding agreement of all terms and conditions of the bidder (duly signed by the Notary public).

It is essential that, all the above criteria prescribed in this bid is fulfilled 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 concurrency of the agreement.

4. SUBMISSION OF BID

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

B). The Bid shall include:

- i. Forwarding letter by the Bidder
- ii. All Required documents.

C). Expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of BID submission till final compliance, shall be borne by the bidder.

5. GENERAL TERMS AND CONDITIONS:-

- a. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
- b. The Institute will, finally, contact only those Bidders meeting the requirements including the rates as per GeM portal.
- c. The decision of acceptance of the quotation will lie with the competent authority of Nalbari 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.
- d. 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.
- e. At any stage during finalization of bidding 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.
- f. 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.

- g. 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.
- h. 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.
- i. The agency shall not sublet the work or part of the work.
- j. 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.
- k. Payment shall be made as subject to availability of fund/Govt.Budget.
- l. 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.
- m. The bid document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
- n. The Bidder must quote the rates in **figures as well as in words correctly** in the Financial Bid.

5.Liquidated damages clause

1. The Bidder 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, Nalbari Medical College & Hospital, Nalbari, 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, Nalbari Medical College & Hospital, Nalbari shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

(Authorized Signatory)
Signature of Bidder

(Office Seal)

6. 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 form16 ,statutory forms for all the employees of Nalbari Medical College & Hospital, Nalbari | | |
| 1.4 | Generation of form 16A for all non-salary expenses of Nalbari Medical College & Hospital, Nalbari | | |
| 1.5 | Financial Audit of Hospital Management Society (HMS) for quarterly submission of Internal Audit report | | |
| 1.6 | TDS returns are to be file on quarterly basis within the due date as applicable or notified. | | |
| 1.7 | Filing of GST ,TDS returns on a quarterly basis by due date & Professional tax (P.T) on monthly basis | | |
| 1.8 | Generation of required certificate of GST deduction. | | |
| 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 GST provision. | | |
| 2.0 | 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/ P.T. provision. | | |
| 2.1 | The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction, | | |
| 2.2 | Any late fee arising out of untimely filing of TDS returns will not be borne by Nalbari Medical College & Hospital, Nalbari if the details for filing the returns have been provided on time. | | |
| 2.3 | Any late fee arising out of untimely filing of GST returns will not be borne by Nalbari Medical College & Hospital, Nalbari if the details for filing the returns have been provided on time. | | |
| 2.4 | All traveling expenses, local transportation and boarding and lodging will not be provided by Nalbari Medical College & Hospital, Nalbari | | |
| 2.5 | Any rules & regulations ae per norms | | |

(Authorized Signatory)
Signature of Bidder

(Office Seal)

7. FINANCIAL BID

Request for Financial Audit Services including GST, TDS Consultancy, Hospital Management Services, Professional Taxes, Return Filing along with return certificate for the FY 2024-25, 25-26 in Nalbari Medical College & Hospital, Nalbari

| SL No. | Description of Work | Amount (Rs) Inclusive of GST | |
|--------|--|------------------------------|---------|
| | | In Figure | In Word |
| A. | Financial Audit Services including HMS & Govt transactions, GST, TDS, Professional Tax, Consultancy and Return filing etc. | | |
| | | | |

Signature_____

Name of Bidder_____

Official Seal _____

8. 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 Nalbari Medical College & Hospital, Nalbari if we are appointed for Financial audit services including Hospital Management Services, GST, TDS Consultancy, Professional tax, Return Filing along with return certificate for the FY 2024-25, 25-26 in Nalbari Medical College & Hospital, Nalbari, Assam

b. We also agree to continue with our services to the Nalbari Medical College & Hospital, Nalbari, Assam in the subsequent 3 months as per item category and as per applicable rules and regulations.

Place:

Signature_____

Date:

Name of Bidder _____

Official Seal

ANNEXURE-I
NON BLACKLISTING DECLARATION
TO WHOM SO EVER IT MAY CONCERN

I/ we/our organization, M/s _____

Hereby undertake and declare that neither me our organization including our Partners/Shareholders/Directors were ever blacklisted/ prosecuted by any government department/statutory body/ public sector undertaking in any State or by any court of Law.

Signature of the Bidder with date & Seal

ANNEXURE-II

Certificate Regarding Annual Turn Over of Bidder during

The last three financial Years

I/ We, M/s _____ the bidder for the tender of Chartered Accountant firm for for ' TDS, GST Consultancy, Return Filling for the financial year 2024-25 & 2025-26' is hereby confirm that the average annual turnover of the firm/company during the last three financial/assessment years, I.e 2021-22 , 2022-23 & 2023-24 is Rs. 20 (twenty) lakh or more. The financial/assessment year-wise break-up is given below :

| Serial No | Financial /Assessment Year | Annual Turnover for the Year |
|-----------|----------------------------|------------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

Signature of the Bidder with date & Seal

Certificate by Chartered Accountant

I/ we _____

Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s _____

Are true and found correct as per their Books of Accounts and other related records.

Signature & Seal of the Chartered Accountant