



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/6019547
Dated/दिनांक : 05-03-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	15-03-2025 13:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	15-03-2025 13:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	90 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Uttar Pradesh
Department Name/विभाग का नाम	Medical Education Department Uttar Pradesh
Organisation Name/संगठन का नाम	Sanjay Gandhi Post Graduate Institute Of Medical Sciences Lucknow
Office Name/कार्यालय का नाम	Sgpgims Raibareilly Road Lucknow
क्रेता ईमेल/Buyer Email	buyer8.sgpgimsl.up@gembuyer.in
Item Category/मद केटेगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	3 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	30 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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

Bid Details/बिड विवरण	
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (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
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	Yes
RA Qualification Rule	H1-Highest Priced Bid Elimination
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	6000000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	300000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	48

(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 :

Director, SGPGIMS

Sgpgims Raibareilly Road Lucknow, Medical Education Department Uttar Pradesh, Sanjay Gandhi Post Graduate Institute of Medical Sciences Lucknow ,
(Prof.r.k.dhiman)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	No
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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.

5. Reverse Auction would be conducted amongst all the technically qualified bidders except the Highest quoting bidder. The technically qualified Highest Quoting bidder will not be allowed to participate in RA. However, H-1 will also be allowed to participate in RA in following cases:

- i. If number of technically qualified bidders are only 2 or 3.
- ii. If Buyer has chosen to split the bid amongst N sellers, and H1 bid is coming within N.
- iii. In case Primary product of only one OEM is left in contention for participation in RA on elimination of H-1.
- iv. If L-1 is non-MSE and H-1 is eligible MSE and H-1 price is coming within price band of 15% of Non-MSE L-1
- v. If L-1 is non-MII and H-1 is eligible MII and H-1 price is coming within price band of 20% of Non-MII L-1

Excel Upload Required/एक्सेल में अपलोड किए जाने की आवश्यकता :

BOQ - [1741073417.xlsx](#)

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1741072775.pdf](#)

Manpower Hiring For Financial Services - Onsite; Chartered Accountant (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant
Certifications of Professional/Resources required	Empanelment of Chartered Accountant
Qualification of Professional/Resources required	CA
Total Experience of Professionals / Resources (In years)	5 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	Jamal Khalil	226014,SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL SCIENCES LUCKNOW 226014	1	<ul style="list-style-type: none">Number of Months : 36

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. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

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.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



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Sanjay Gandhi Post Graduate Institute of Medical Sciences

संजय गाँधी स्नातकोत्तर आर्युविज्ञान संस्थान, लखनऊ

Rae-Bareilly Road, Lucknow-226014 (INDIA)

GeM-BID NOTICE

‘PROFESSIONAL CHARTERED ACCOUNTANT (CA) SERVICE’

GeMbid in two parts (Technical Bid and Financial Bid) are invited by the Sanjay Gandhi Post Graduate Institute of Medical Sciences (hereinafter referred to as SGPGIMS) towards the **“Hiring of Professional Services of Chartered Accountant”** for Accounting, Compilation and Finalization of various accounts of the Institute.

Title of Bid	Hiring of Professional Services of Chartered Accountant
Bid Document Download/Sale End date	As per GeM
Bid Submission End Date	As per GeM
Date of downloading the Technical Bid from the website.	As per GeM
E.M.D	As per GeM
Performance Security Deposit	As per GeM Norms & GO
Estimated contract value/Minimum Professional Fee	60,00,000/- per annum inclusive of GST



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Rae-Bareilly Road, Lucknow-226014 (INDIA)

1. Background:-

Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow has been established under SGPGI Act 1983. It is an autonomous body substantially funded by Govt. of Uttar Pradesh and maintaining its accounts as per Indian Accounting Standards. The Institute is receiving Grant in Aid (Budget) from State Government under Plan & Non-plan Heads. The Institute also gets Grant from NHM, Centrally sponsored schemes as well as various Research Grants. The Institute also generates its revenue from hospital charges. Hospital Revolving Fund, Investigation Revolving Fund, Research Account, Academic Account, PED Account, Convener Auditorium & School of Telemedicine are functioning as separate unit which are being merged with main account. The Institute has a well-developed computerized Hospital Information System. The accounting is being maintained on Tally Software.

2. Scope of Work:-

The Chartered Accountant Firm/Chartered Accountant shall be responsible for total maintenance of computerized accounting on TALLY and doing all legal and statutory compliances of Income Tax and GST as applicable from time to time as detailed in the Scope of work. The Chartered Accountant Firm/Chartered Accountant may be asked to advice to the Institute along with C&AG, Income Tax Department, GST department, State Government etc. for all the accounting and financial queries that may be raised from time to time. Necessary inputs like vouchers, records, information, data etc. shall be timely provided by the Institute.

Scope and volume of work is being mentioned with each account separately. Prospective professional Chartered Accountants are advised to go through the scope and volume very carefully and may visit the concerned Nodal Officer of that A/c for further clarification. Offers are being invited for following Accounts:-

- 2(i)- Main Institute A/c
- 2(ii)- Hospital Revolving Fund (HRF A/c)
- 2(iii)- Investigation Revolving Fund (IRF A/c)
- 2(iv)- Research A/c.
- 2(v)- Academic A/c
- 2(vi)- Hospital (PED) A/c
- 2(vii)-Sports & Cultural A/c
- 2(viii)- School of Telemedicine and Biomedical A/c

2(i) – Main Institute A/c (Nodal-Finance Officer)-

- (i) Regular monitoring of the main account of the Institute (voucher posting for preparation of the Cash Book/ Ledger on TALLY) and reconciliation of bank account on daily basis.
- (ii) Preparation/ finalization of annual statement like Receipt & Payment account, Income & Expenditure account and Balance Sheet of main account of the Institute by incorporating the Balance Sheet of various subsidiary activities namely HRF, IRF, Research A/c,



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Academic A/c, PED A/c, Convener Auditorium A/c, School of Telemedicine A/c.

- (iii) Settlement/Adjustment of Entries standing in Bank reconciliation statement of main account.
- (iv) Reconciliation and filing of GST/Income Tax returns by due dates.
- (v) Filing of TCS returns by due date.
- (vi) Filing of Income Tax TDS returns.
- (vii) Reconciliation of E-TDS for issue of Form-16.
- (viii) Filing of Income Tax return as per balance sheet on yearly basis.
- (ix) Suggesting rectification of entries wherever asked for.
- (x) Drafting of replies for audit objections related to balance sheet.
- (xi) Opinion on various tax issues, as and when asked for.

2(ii)- Hospital Revolving Fund (HRF A/c):

(Nodal-Chairman HRF)

1. Accounts (HRF)

- To check all the payment vouchers of HRF.
- To check all receipts on the basis of bank deposits.
- To prepare the balance sheet of HRF at the closing of every financial year.
- To reconcile of account with suppliers statement and/ or claim, if any.
- To prepare a quarterly Income and expenditure account (cost and recoveries only) for miscellaneous items and to make suggestions for modifications required in miscellaneous charges.
- Any other important management report based on above.

2. General Audit

In order to ensure the above scope of work, the professional chartered accountant firm would carry out the necessary audit work at site and report to the Chairman (HRF)/Nodal Officer (HRF) from time to time. CA will deploy a proper team in order to ensure quality audit covering the whole scope of concurrent audit in true spirit.

3. **Preparation of TDS Certificates & TDS returns for Income Tax.**
4. **Preparation of GST TDS Certificate & returns.**
5. **Preparation of Monthly GST returns, annual GST returns.**
6. **Opinion on audit, accounts and tax matters, as and when asked for.**

Scope of current Audit (HRF)

1. Purchase(HRF)

Checking of all purchase records related to the procurement of goods & services in according with the policy & procedure of the Institute as amended from time to time.



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2. Stores(HRF):

- Physical verification of stock on the basis of ABC analysis-
=Extent to checking.
 - 100% in the case of A class items.
 - 50-70% in case of B class items.
 - Sample checking for rest of the items.
- To check record of stores pertaining to receipts & issues.
- To report about up keep of all records.
- To monitor and report expiry, short expiry through physical verification system.
- To report receipt of goods without supply order etc.
- To report recovery of expired/defective goods.
- To check procurement vis-à-vis reorder level, if any.
- To analyze the cost and recoveries of miscellaneous items.
- To make suggestion for proper recovery of miscellaneous items or charges.

2(iii)-Investigation Revolving Fund (IRF A/c)

(Nodal –Chairman IRF)

• **IRF Accounts:**

- To check of all the payment vouchers of IRF Cell.
- To check of all receipts on the basis of bank deposits.
- To prepare income and expenditure a/c, receipt & payment a/c and balance sheet of IRF Cell at the closing of every financial year.
- To prepare the Lab wise self-sustainability reports on the basis of available HIS reports.
- To reconcile the account with suppliers statement and/ or claim, if any.
- To help & assist in all financial matter & Regulations.
- GST Returns of Investigation Revolving Fund (IRF).
- To Suggest and guide to file all statutory returns from time to time.
- Preparation and generation of GST TDS Certificate and filling of TDS returns.
- To provide any other consultancy/opinion in connection with A/Cs, audit & taxation.
- To prepare income tax TDS returns and generate TDS certificates.

IRF Purchase: It includes checking of documents related to procurement & payments.

• **IRF Store:**

- Annual physical verification of lab consumables i.e. diagnostic kits & reagents, chemical, glassware & plastic-ware, medical x-ray films, blood bags etc.
- To check entire records of store related to receipts & issues and rejection of goods.



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- To check all the invoices of incoming goods and stock ledgers.
 - To report about up keep of the store records.
 - To report expiry, short expiry, receipt of goods without supply order etc.
 - To report the recovery of expired/ defective stock from paid stock.
- **General Audit:** In order to ensure the above scope of work, the professional Chartered Accountants would depute him-self and/or his team to carry out the necessary audit work at site and you will report to the Chairman, IRF from time to time. The Chartered Accountant is accountable for proper compliance of his observations on monthly basis to the extent possible.

To prepare the Management Information Report, if any.

2(iv)- Research A/c:

(Nodal – Faculty In-charge, Research)

1. At present there are over 250 extramural projects and over 100 intramural projects in running condition having annual turnover of Rs.10 Crores.
2. Utilization certificate will be required as per norms of funding agency annually/periodically as per requirement of concerned principal investigator of the extramural research scheme.
3. Annual consolidated scheme wise receipt payment, income expenditure and balance sheet after final audit of the schemes will have to be prepared by Chartered Accountant firm.
4. Preparation of monthly Bank Reconciliation statement.
5. Provide scheme wise income expenditure & unspent balance tallying the balance with contingent ledger of the project.
6. Any other statement required by the funding agency from time to time.
7. List of Capital expenditure (Assets Purchase).
8. Vouching and casting of ledger as per rule.
9. Online filling of income tax TDS returns and generation of TDS Certificates.
10. Preparation and filing of GST returns and GST TDS returns.

2(v)- Academic A/c:

(Nodal-Finance Officer)

1. At present Academic A/c is operated for the purpose of deposit of Exam fees (Sale of prospects) and Academic Fees (Annual fees from MD/DM/MCH/DCC/PHD/SR's and nursing college/CMT student etc.) and expenses related to examinations are incurred. Total turnover of this account is approx. Rs. 7.0 crore.
2. Preparation of Monthly Bank Reconciliation statement.
3. Annual Receipt payment, Income Expenditure and Balance Sheet of this account will have to be prepared by Chartered Accountants firm.
4. Any other statements required by the funding agency from time to time.
5. Details list of Capital expenditure (Assets Purchase).
6. Online filing of income tax TDS returns and generation of TDS certificates.



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7. Preparation and filing of GST returns and GST TDS returns.

2(vi)- Hospital (PED) A/c:

(Nodal-Chief Medical Superintendent)

A. To maintain in tally:

- (i) Preparation of day book and cash book.
- (ii) Entry of Receipt & Payment voucher.
- (iii) Daily PED discharge bill/OPD investigation.
- (iv) Daily PED OPD medicine vouchers (data collecting from HRF).
- (v) Cash deposit vouchers.
- (vi) Maintaining Swipe account.
- (vii) Maintaining time Bard Cheque details in BRS.
- (viii) Maintaining all other BPL/Ashadhya Rog/Acid Attack/RAN (UP& Central) patient's A/c to the extent it is not being prepared on HIS.

B. Report require:

- (i) Monthly expenditure statement as per TALLY.
- (ii) Monthly BRS of all accounts.
- (iii) Monthly BRS of swipe account.
- (iv) Annual compilation of income & expenditure account, receipt and payment account and balance sheet.

2(vii)- Sports & Cultural A/c:

(Nodal – Convener Auditorium)

1. Voucher Entry in TALLY.
2. Preparation of bank reconciliation statement
3. Annual compilation of income & expenditure account, receipt and payment account and balance sheet.
4. Online filing of income tax TDS returns and generation of TDS certificates.
5. Preparation and filing of GST returns and GST TDS returns.

2(viii)- School of Telemedicine and Biomedical A/c:

(Nodal- Nodal Officer, Telemedicine)

1. Voucher Entry in TALLY.
2. Preparation of bank reconciliation statement
3. Annual compilation of income & expenditure account, receipt and payment account and balance sheet.
4. Online filing of income tax TDS returns and generation of TDS certificates.



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5. Preparation and filing of GST returns and GST TDS returns.

3. Eligibility Criteria of Bidders-

- A) CA's should have status of a firm registered under Institute of Chartered Accountants of India.
- B) CA firm should be empaneled under RBI/CAG.
- C) Professional experience of Accounts maintaining computerized financial accounts (on TALLY software or any approved software), Auditing in Government medical colleges/Universities/Institutes for continuous period of last five financial years (ending F.Y. 2022-23) with a minimum 700 bedded hospital.
- D) The service provider should have minimum turnover of INR 50 Lacs or more Per Annum in any of two years out of five financial years i.e., 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23.
- E) Experience of generation of Income Tax certificates (Form-16/16A) of any Government/Semi Government/ autonomous/other organization.
- F) CA firm have to submit 03 years of Income Tax Returns.
- G) CA firm should be working & having its Branch office at Lucknow- duly notified /Registered with Competent authority.
- H) CA firm should have good knowledge of information technology and should have sufficient manpower of FCA/ACA/CA Intermediate/ PG/Graduate employees.
- I) Notarized affidavit/ Certificate issued by the Competent Authority regarding:-
 - 1. Non-blacklisting
 - 2. Debar
 - 3. No police case pending.

4. Period-

The contract will be initially for a period of 03 years. On successful completion of the term of 03 years, the contract term may at the sole discretion of the Institute be further extended for another term of 02 years with yearly renewals on the same terms and conditions.

If the performance of the Chartered Accountant Firm/Chartered Accountant is not found satisfactory as per Institute, the Institute has right to cancel or can refuse for the renewal/extension of the contract at any time.

Not with standing anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountants Firm/Chartered Accountant in the event their work is evaluated as unsatisfactory at any time during the period of contract.

In all circumstances and eventualities, whether arising out of expiry of the period of contract or its non-renewal or termination or withdrawal, the successful bidder shall have to continue the work till such time that a new or alternate arrangement is made by the Institute.

5. Payments-

- 1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be



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allowed during the contract period. The financial price quoted by the Chartered Accountant Firm/Chartered Accountant shall be final. No extra payment on account of any out of pocket expenses shall be paid.

2. Payment shall be released from the respective accounts against submission of monthly bill in duplicate by the Chartered Accountant Firm after verification by Nodal Officer related to concerned account.
3. Payment shall be subject to TDS deduction as applicable under as per Income Tax Rules.

6. TAXES AND DUTIES:-

- (a) Statutory levies like Turnover Tax, Income Tax deduction at source and other statutory levies, as applicable from time to time, will be deducted from the bills of the Successful Bidder.
- (b) GST and other taxes, as applicable from time to time, shall be paid extra.

7. Penalty Clause:

The Institute reserves the right to deduct amount from the bill raised by the Chartered Accountant Firm/Chartered Accountant as 0.50% per week subject to maximum 5% of total bill for unsatisfactory services or delay in providing of services.

8. Performance Security:

The successful bidder will be required to deposit as per GeM and GO no.57/18-2-2024-97(ल०उ०)/2016 dated 26.11.2024 as per clause no.43 towards Performance Security in the form of Bank Guarantee of any scheduled bank before execution of work. The Performance Security must be valid for 48 months from the date of execution of contract. In case of further extension of the contract, the Performance Security will also be renewed.

9. VALIDITY OF TENDER:

The initial validity of the offer made in bid document is 90 days from the date of opening of the technical bid. At the behest of the Institute the Successful Bidder shall increase the validity period of his offer subject to a maximum of another ninety days or as the case may be.

10. Submission And Evaluation of the Bid:

10.1 Submission of Bid:

1. Interested Chartered Accountant Firm/Chartered Accountant are requested to submit their bid online.
2. All the pages of the bid document including the annexure and copies of certificate should be signed and submitted by the authorized person of the Chartered Accountant Firm/Chartered Accountant, in the absence of which, the bid will be disqualified.
3. If the bid is not supported by the Essential Certificate or other documents for credentials as envisaged in the bid documents the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.



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4. The Bidder shall submit financial bid online as per Format given in Annexure-2
5. The documents relating to the Technical Evaluation and Financial Bid should be submitted online. The technical bid shall not contain any indication of the price offered for the job for which bid is given by the Chartered accountant Firm/Chartered Accountant. In case it is found that the Prequalification contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected. Delay in submission of the bid for any reason will not be entertained. Any tender received by the Institute after the deadline due date & time of closing of the bid shall be entertained at any manner.

11. Earnest Money Deposit:

Earnest Money be deposited as per GeM by way of NEFT/RTGS/FDR only in the name of Director, Sanjay Gandhi Post Graduate Institute of Medical Sciences, Raebareli Road, Lucknow. The EMD amount of Rs. 3,00,000.00 i.e. 5% of the Contract Value will be returned to the unsuccessful Chartered accountant Firm/Chartered Accountant after finalization of the bid, in respect of the successful bidder the EMD will be returned after execution of the agreement and depositing of performance security.

a. Evaluation of Tender:

i. Technical Evaluation:

The technical bid upload as per proforma given in the bid-document shall be evaluated on the basis of criteria as laid down in Para 3. Chartered accountant Firm/Chartered Accountant may therefore submit details of all such experiences/required information as they deem fit. Anything contained in this tender document, technical assessment shall be made at the sole discretion of the Evaluation committee of SGPGIMS and decision of the committee shall be final. It is also clarified that any special assignment of accounts other than maintenance of regular Accounts shall not be counted under this Merely implementation of the double entry system shall also not be construed as preparation for the purpose.

ii. Financial Evaluation:

The bid will be evaluated by the Committee notwithstanding anything contained in this tender document, if during the evaluation of financial bid, evaluation committee finds somehow that the financial bid quoted by the bidder(s) is frivolous then in such case, the evaluation committee shall have right to disqualify that particular bidder(s) without assigning any reason. Any such decision of the Institute shall be final and binding for all such bidders. In such case for the purpose of financial evaluation Institute shall have right to exclude such disqualified bidder(s) and evaluate remaining bids submitted by other bidder(s). Financial bids of all the Chartered Accountant Firm/Chartered Accountant, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical evaluation criteria. The financial bid of that



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Chartered Accountant Firm/Chartered Accountant who does not meet the pre-qualification criteria shall not be evaluated.

iii. **Award of Contract:**

After evaluation of Financial Bid and approval from competent authority, the L-1 Bidder shall be awarded the contract.

iv. **Formation of Contract and Start of work:**

The bidder who stood L-1 in financial bid shall made an agreement with the Institute on Rs.100/- non judicial Stamp Paper within 07 days of getting work order from the Institute. The successful bidder shall start the work within 03 days from signing of the contract.

- v. The courts at Lucknow shall have exclusive jurisdiction in all matters related to or arising out of this tender/contract/agreement.
- vi. Director of the Institute reserves the right to accept or reject any or all bids at any stage without assigning any reasons thereof.
- vii. If any question arises about any clause of the bid or decision of the evaluation committee, the matter be referred to Director of the Institute and his decision will be final and binding on all such bidders.

12. NOTICE PERIOD FOR ABANDONMENT OF CONTRACT:-

- (a) Neither party shall be entitled to withdraw from the contract during initial period of one year.
- (b) After expiry of the initial period of one year, either party shall be entitled to withdraw from the contract after serving three-month notice in writing to the other party in this behalf.
- (c) Notwithstanding any other provision contained herein, in all cases of withdrawal from contract or termination of contract under clause 10, the Service provider shall have to continue the work under the contract till an alternative arrangement is made by the Institute. In the event of failure to observe this condition, the entire Security Deposit and all other dues, lying with the Institute, would stand forfeited.

13. TERMINATION OF AGREEMENT:

After giving opportunity of being heard to the successful bidder, in a summary proceeding, the Institute may terminate the contract in the event of:-

- (a) Breach of any of the terms and conditions of this contract.
- (b) Any document or information uploaded by the successful bidder, either before the signing of the contract or during the subsistence thereof, being found to be forged, fabricated or materially incorrect.
- (c) The successful bidder submitting to the Institute materially false or incorrect reports.



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- (d) Interference, in any form, during any inspections by an inspector nominated by the Director.
- (e) The successful bidder fails to observe agreed service standards or fails to provide Services in conformity with Institute, instructions or procedures or protocol.
- (f) The presentations and declarations made by the successful bidder before entering into the contract with regards to its performance of Services, functions etc., are found to be false and misleading.
- (g) The successful bidder goes into liquidation or is wound up or dissolutions proceedings are initiated.
- (h) If liquidator or Receiver is appointed to take possession of undertaking, business or assets of successful bidder.

14. ASSIGNMENT:-

Successful Bidder shall have no right to assign, transfer or sublet the Contract arising out of this Tender.

15. GOVERNING LAW:-

All the laws of India shall apply to the contract arising out of bid. The Courts at Lucknow shall have exclusive jurisdiction in all matters arising out of the contract.

16. ACTS OF GOD & OTHERS:-

Neither party to the Agreement shall be responsible for any delay in performance of any terms and conditions herein to the extent delay is caused by act of God or any other cause beyond their reasonable control.

17. STAMP DUTY : Stamp duty leviable on agreement shall be borne by the successful bidder.

18. SETTLEMENT OF DISPUTE AND ARBITRATION:-

(a) All disputes or differences whatsoever arising between the parties, whether during the subsistence of the contract or at any time after the expiry thereof or relating to the meaning and operation or effect of this agreement or subject thereof or the breach thereof that cannot be settled by good faith and negotiations between the parties within 60 days of the commencement of negotiations shall be settled by mutually referring the dispute to a sole arbitrator under the provisions of the Arbitration and Conciliation Act, 1996 and the award passed by him shall be binding. The cost of arbitration shall be divided equally.

The seat of arbitration shall be Lucknow.

The language of the Arbitration shall be English.

The law governing this arbitration shall be The Arbitration and Conciliation Act, 1996 and other applicable laws.”



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19. NOTICE : Any notice or other information required under or in connection with this agreement to be given by either party to the other party, must be in writing and may be given by speed post, registered post, courier, facsimile transmission or email or comparable means of communication to the other party at the following address.

If to SERVICE PROVIDER: NAME: Designation	If to the INSTITUTE: NAME : Designation
Address: Tel : Fax : Email:	Address: Tel : Fax : Email:



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ACCEPTANCE

I-----son of -----resident of -----
-----who is Proprietor/Partner/Director/Chairman of M/s-----
-----have read and understood the contents of the foregoing sections with sound mind and
without any pressure from any quarter. If any document or information furnished with tender/bid is
found forged or fabricated at any time, the SGPGIMS has full right to forfeit my/our EMD and Security
Deposit and cancel the agreement.

I am putting my signature and seal of the organization, as token of acceptance to the above.

Signature.....

Name.....

Designation.....

Seal.....

Date.....

Place.....



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TECHNICAL BID

Sl.no	Particulars	Details	Page no.
1.	Name of Firm/ Partnership (Upload relevant document)		
2.	Name of Partner		
3.	Name and address of the person legally authorized to sign the agreement in case of partnership firm.		
4.	Permanent Address:		
5.	Telephone and mobile No. (Head and branch Office)		
6.	Local Address Email id:- Website:-		
7.	Name and mailing address of partners/ firm with their telephone and mobile nos.		
8.	Professional experience of Accounts maintaining computerized financial accounts (on TALLY software or any approved software), Auditing in Government medical colleges/Universities/Institutes for continuous period of last five financial years (ending F.Y. 2022-23) with a minimum 700 bedded hospital.		
9	Experience of generation of Income Tax certificates (Form-16/16A) of any Government/Semi Government/ autonomous/other organization.		
10	Latest Firm Registration Statement issued by the Institute of Chartered Accountants of India.		
11	CA firm should be working & having its Branchoffice at Lucknow- duly notified /Registered with Competent authorityas on 01/04/2023.		
12	CA firm should have good knowledge of information technology and should have sufficient manpower.		



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13	Registration certificate/letter issued by the Comptroller & Auditor General of India valid till date.		
14	Details of Earnest Money Deposit (EMD) UTR No. Date		
15	CA certificate in the format attached as Annexure no. I of technical bid.		
16	The service provider should have minimum turnover of INR 50 Lacs or more Per Annum in any of two years out of five financial years i.e., 2018-19, 2019-20 2020-21, 2021-22 and 2022-23[Annexure-I].		
17	An affidavit duly sworn before Notary that the firm has never been blacklisted [Annexure-II] in last preceding 5 years.		
18	An affidavit duly sworn before Notary that neither bidder nor the firm/ Partners/ proprietor/Director of the company has never been convicted or punished by any Hon'ble Court of Law nor any criminal prosecution, involving moral turpitude, in which a charge sheet is issued, is pending against any of them. [Annexure-III]		
19	Self-Declaration to the effect that the rates quoted in the bid is the lowest rates, or the highest rate (as the case may be), quoted to any Government Institute/Hospital (State/Central) in India. (Annexure-IV)		
20	An affidavit to the effect that bidder does not have any relation with the person authorized to evaluate technically or involved in finalizing the bid.(Annexure-V)		
21	Copy of resolutions is submitted for authorization of signatory to sign the bid along with name and designation.		
22	PAN No.....		
23	Registration Certificate of GST		
24	Registration Certificate of EPF, if applicable		
25	Registration Certificate of ESI, if applicable		
	List of hospitals where satisfactory services were		



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26	rendered, with complete address (upload copy).		
27	Bidders must upload the Acceptance in the format given in tender document		
28	Details required for refund of EMD: UTR No. Date Banker's name Branch name IFSC Bank Account no.		

Note: All the pages of bid document and its enclosures must be numbered and signed with stamp.

Signature of the Bidder

With address and seal



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Technical Evaluation Criteria for the participating CA Firms

Format for Technical Evaluation Criteria for the participating CA Firm

Only responsive bids shall be considered for technical evaluation. The participating CA Firms shall have to fulfill the technical evaluation criteria as per below given chart.

Sl No	Evaluation Criteria	Weightage	Weightage	Weightage	Max Score	Documents to be submitted
1.	The service provider should have minimum turnover of INR 50 Lacs or more Per Annum in any of two years out of five financial years i.e., 2018-19, 2019-20 2020-21, 2021-22 and 2022-23.	Rs.50 Lakhs to Rs.75 Lakhs (05)	> Rs.75 Lakhs to Rs.100 Lakhs (10)	>Rs. 100 Lakhs (15)	15	CA Certificate
2.	CA Firm in Practice. The experience will be considered from the date of registration of CA Firm with ICAI	Upto 10 Years (10)	11-20 Years (20)	> 20 Years (25)	25	Certified copy of CA Firm (Registration Certificate with ICAI)
3.	Professional experience of Accounts maintaining computerized financial accounts (on TALLY software or any approved software), Auditing in Government medical colleges/Universities/Institutes for continuous period of last five financial years (ending F.Y. 2022-23) with a minimum 700 bedded hospital/students/employees.	700-1000 Beds/employees/students (10)	1001-1300 Beds/employees/students (20)	>1300 more (30)	30	Certificate including satisfactory work certificate) from Medical College/University/ Institute
4.	Experience of generation of Income Tax certificates (Form-16/16A) of any Government/Semi Government/ autonomous/other organization.	500-600 Nos.(10)	601-750 Nos. (20)	>750 Nos. (30)	30	Certificate from any Government/Semi Government/ autonomous/other organization
	TOTAL				100	

Note: No scoring will be awarded in the absence of above mentioned certificates.

The bidder scoring 60 marks and above based on technical parameter detailed above shall be eligible for financial bid evaluation and non-responsive bidders will be awarded zero marks.



(Annexure – I of Technical Bid)

CERTIFICATE

This is to certify that the annual Turnover of M/s,PAN No.....,GST No.....,having its office at Is in the 'Professional services of Chartered Accountants' for the following financial years are as follows:-

<i>Financial Years</i>	<i>Turnover (in Rs.)</i>
2018-19	
2019-20	
2020-21	
2021-22	
2022-23	

Name, signature and seal of Chartered Accountant

Date.....

Place.....



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Affidavit

(on Rs 10.00 Non-judicial Stamp paper)
(Annexure – II of Technical Bid)

I, ----- s/o ----- resident of -----
Owner/Partner/Proprietor/Director/Chairman of M/s ----- having
its registered office at ----- do hereby solemnly affirm and declare
the following:

That our firm/organization/company/society namely M/S.....has never been
blacklisted by any department/organization/Institute/Govt. in the preceding five years.

Deponent

Verification

Verified at ----- on the ----- date ----- that the contents of the
above affidavit are true and correct to the best of my knowledge and belief.

Deponent



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(Annexure – III of Technical Bid)

Affidavit

(on Rs 10.00 Non-judicial Stamp paper)

I, ----- s/o ----- resident of -----
owner/Partner/Proprietor/Director/Chairman of M/s ----- having its
registered office at ----- do hereby solemnly affirm and declare that
neither bidder nor the firm/ Partners/ proprietor/Director of the company has ever been convicted or
punished by any Hon'ble Court of Law nor any criminal prosecution, involving moral turpitude, in
which a charge sheet is issued, is pending against any of them.

Deponent

Verification

Verified at ----- on the ----- date ----- that the contents of the
above affidavit are true and correct to the best of my knowledge and belief.

Deponent



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(Annexure IV of Technical Bid)

SELF DECLARATION FOR LOWEST RATE

(on Rs 10.00 Non-judicial Stamp paper)

I, (Name of the Signatory), (Designation of the Signatory) with M/s (Name of the Company), do hereby certify that the rates quoted in the Tender is the lowest rates, or the highest rate (as the case may be), quoted to any Government Institute/Hospital (State/Central) in India.

Authorized Signatory

Designation

Seal

Date:

Place:



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(Annexure-V of Technical Bid)

AFFIDAVIT

(Notarized)

(onRs 10.00 Non-judicial Stamp paper)

I, (Name of the Signatory), S/o (Father's Name), (Designation of the Signatory) with (Name of the Company), with its office at (Address of the Head office of the Company), do solemnly affirm and declare as under:-

The bidder does not have any relation with the person authorized to evaluate technically or involved in finalizing the bid.

Place:

Date:

Deponent

Verification:

Verified that the contents of the above affidavit of mine are true and correct to the best of my knowledge and no part of it is false and nothing has been concealed therein.

Verified at (Place), on this (Date) day of (Month) 2024.

Deponent



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FINANCIAL BID

Empanelment of Chartered Accountant

Sl. No.	Unit Name	Monthly/ Quarterly/Annual Charges	Professional Fees in INR (FIGURES)	Professional Annual Fees in INR (FIGURES)	Total Annual Fees in INR (WORDS)
1.	Institute's Main Accounts				
(i)	Preparation of Cashbook/Ledger &Compilation of main accounts on TALLY, preparation of BRS	Monthly			
(ii)	Preparation and filing of GST returns	Monthly			
(iii)	Preparation and Filing of Income Tax TDS returns	Quarterly			
(iv)	Filing of E-TDS of employees/ firms contractors (for2000 Nos)	Per return per quarter			
(v)	Compilation of balance sheet of the Institute incorporating Unit Balance sheets and filing of ITR for the Institute	Annual			
	Total				
2.	Hospital Accounts (PED)				
(i)	Preparation of TALLY Cashbook/Ledger and preparation of BRS	Monthly			
(ii)	Compilation of balance sheet of PED Cell	Annual			
	Total				
3.	Academic Account:				
(i)	Compilation of balance sheet of Academic Cell	Yearly			
(ii)	Preparation of BRS	Monthly			
	Total				
4.	Research Accounts :				



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(i)	Preparation and filing of Income Tax TDS returns	Quarterly			
(ii)	Preparation and filing of GST returns	Monthly			
(iii)	Preparation of BRS	Monthly			
(iv)	Compilation of balance sheet	Annual			
(v)	Issue of utilization certificates based on annual utilization amount				
a.	Up to Rs.5.00 lakhs	Per utilization certificate Sample Qty: 20 Nos.			
b.	Above Rs.5.00 lakhs to Rs.20.00 lakhs	Per utilization certificate Sample Qty: 20 Nos.			
c.	Above Rs.20.00 lakhs to Rs.50.00 lakhs	Per utilization certificate Sample Qty: 20 Nos.			
d.	Above Rs.50.00 lakhs	Per utilization certificate Sample Qty: 10 Nos.			
	Total				
5.	Hospital Revolving Fund				
(i)	Monthly auditing	Monthly			
(ii)	GST work of Hospital Revolving Fund	Monthly			
(iii)	E-TDS work of Hospital Revolving Fund	Monthly			
(iv)	Compilation of Balance sheet etc.	Annual			
	Total				



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संजय गाँधी स्नातकोत्तर आर्युविज्ञान संस्थान, लखनऊ

Rae-Bareli Raod, Lucknow-226014 (INDIA)

6.	Investigation Revolving Fund				
(i)	Monthly auditing	Monthly			
(ii)	GST work of Investigation Revolving Fund	Monthly			
(iii)	E-TDS work of Investigation Revolving Fund	Monthly			
(iv)	Compilation of Balance sheet etc.	Annual			
	Total				
7.	School of Telemedicine				
(i)	Preparation and filing of Income Tax TDS returns	Quarterly			
(ii)	Preparation and filing of GST returns	Monthly			
(iii)	Preparation of BRS	Monthly			
(iv)	Compilation of balance sheet	Annual			
	Total				
8.	Convenor SGPGI Auditorium Sports Complex				
(i)	Preparation and filing of Income Tax TDS returns	Quarterly			
(ii)	Preparation and filing of GST returns	Monthly			
(iii)	Preparation of BRS	Monthly			
(iv)	Compilation of balance sheet	Annual			
	TOTAL				

NOTE: -

- a. Quoted rate shall be inclusive of GST/Government levies as applicable



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- b. Above Financial sheet has to be enclosed in separate attachment window.
- c. Write amounts in words and figures (total amount of Financial Bid).
- d. L1 shall be decided on overall financial comparison.
- e. Quantity (QTY.) shown above is for the purpose of financial comparison only and may vary depending upon volume of work.

DATE

PLACE

(SIGNATURE OF THE AUTHORIZED SIGNATORY)

SEAL IF ANY