



- : GOVERNMENT OF ASSAM : -

OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT  
DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI, ASSAM, PIN - 783325  
Jhagarpar, Dhubri – 783325 (Assam), eMail : [dhubrimch@gmail.com](mailto:dhubrimch@gmail.com)

# **E-BIDDING DOCUMENT FOR THE WORK OF**

**ENGAGEMENT OF CHARTERED ACCOUNTANT/COST ACCOUNTANT  
FIRM FOR (P.TAX, GST, EPF,TDS CONSULTANCY, RETURNFILING AND  
INTERNAL AUDIT FOR  
DHUBRI MEDICAL COLLEGE & HOSPITAL**

**Bid Reference :187/DMCH/Engagement of CA/2026-27/0175 Dated-  
29/06/2026**



**-:GOVERNMENT OF ASSAM: -**  
**OFFICE OF THE PRINCIPAL CUM CHIEF**  
**SUPERINTENDENT DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI, ASSAM**  
**, PIN- 783325**

**eMail: dhubrimch@gmail.com**

**No. 187/DMCH/Engagement of CA/2026-27/0175**

**Dated: 29/06/2026**

**NOTICE INVITING E-TENDER**

E-Tenders is invited for Dhubri Medical College & Hospital from experienced Chartered Accountants or Cost Accountants for the **Engagement of Chartered Accountant /Cost Accountant Firm for P.Tax, GST, EPF, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital** with an estimated amount of **INR Rs.1,50,000/-** including taxes p.a.

1. The Contractors / Bidders must be registered with the E-tendering system provider for participating in the bidding processes. The Bidding document may be downloaded through the [assametenders.gov.in](http://assametenders.gov.in) by using their own user ID.
  2. Online submission of Technical & Financial Bid is mandatory. Manual submission (without online submission) of bid will be considered as nonresponsive. Bidders are to submit the required papers for technical bid by scanning and uploading the same before the expiry of date.
- Tender Processing Fee **Rs.500/-**
  - An amount of INR **Rs.1500/-** is to be submitted as EMD/Bid security.
  - The last date of submission of tender document is **10/07/2026 upto 11:00 AM**
  - The bid will be opened on **10/07/2026 upto 12:00 Noon** in the address- O/O. Principal cum Chief Superintendent, Administrative Block, Dhubri Medical College & Hospital
  - The Tender Inviting Authority reserves the right to accept or reject any bid/tender and to cancel/annul the bidding process and reject all bids at any time prior to contract award.

Sd/-  
Principal cum Chief Superintendent  
Dhubri Medical College & Hospital  
Dhubri (Assam)

**Memo No. 187/DMCH/Engagement of CA/2026-27/0175-A**

**Dated: 29/06/2026**

**Copy for information:**

1. E-copy to WhatsApp group of Tender & Purchase Committee.
2. E-copy to Website, Dhubri Medical College & Hospital.
3. Notice Board
4. Office File

Sd/-  
Principal cum Chief Superintendent  
Dhubri Medical College & Hospital  
Dhubri (Assam)



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**OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT**  
**DHUBRIMEDICALCOLLEGE&HOSPITAL,DHUBRI,ASSAM,PIN- 783325**  
**eMail:dhubrimch@gmail.com**

**INVITATION FOR BID**

The Principal cum Chief Superintendent, Dhubri Medical College & Hospital invites Tender from eligible contractors/firms/suppliers for the following works.

No.	Name of Work	Min. Value of Work (Rs. in Lakhs)	EMD (In Rs.)	Tender Processing Fee (Rs.)
1	Engagement of Chartered Accountant /Cost Accountant Firm for P.Tax, GST, EPF, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital	Rs.1,50,000/- per year	Rs.1500/- (Exemption as per Govt. Rule)	Rs.500/-

The tenders can be seen in the website <http://assamtenders.gov.in>

**Tender Time Schedule**

No.	Item	Date & Time
1	Bid Start Date	29/06/2026 from 05:00 PM
2	Bid Submission End Date	10/07/2026 up to 11:00 AM
3	Bid Opening Date	10/07/2026 at 12:00 Noon

**Note: In the event of any Bandh or Holiday, the bid submission end date and Bid opening date and time shall be the next working day without change of scheduled time as mentioned above.**

**Sd/-**  
Principal cum Chief Superintendent  
Dhubri Medical College & Hospital  
Dhubri (Assam)

**Abbreviation under in this Tender Document**

	<b>DSC</b>	<b>Digital Signature Certificate</b>
	<b>CA</b>	<b>Certifying Authorities</b>
	<b>DMCH</b>	<b>Dhubri Medical College &amp; Hospital</b>
	<b>HMS</b>	<b>Hospital Management Society</b>
	<b>SBMOPS</b>	<b>State Bank Multi Option Payment System</b>
	<b>SBI</b>	<b>State Bank of India</b>
	<b>FDR</b>	<b>Fixed deposit Receipt</b>
	<b>NEFT</b>	<b>National Electronic Funds Transfer</b>
	<b>RTGS</b>	<b>Real Time Gross Settlement</b>
	<b>EMD</b>	<b>Earnest Money Deposit</b>
	<b>GSTN</b>	<b>Goods and Services Tax</b>
	<b>PAN</b>	<b>Permanent Account Number</b>
	<b>BOQ</b>	<b>Bill of Quantities</b>
	<b>TIA</b>	<b>Tender Inviting Authority</b>
	<b>RP A/C</b>	<b>Receipt &amp; Payment Account</b>
	<b>I&amp;E A/C</b>	<b>Income &amp; Expenditure Account</b>

**Note : Authority/ Tenderer/ TIA is referred to The Principal cum Chief Superintendent, Dhubri Medical College & Hospital**

### **Instructions, Terms & Conditions**

<b>Instruction to bidder</b>	<ol style="list-style-type: none"><li>1. Bidders must be registered with the E-tendering system provider</li><li>2. The bid should be submitted online in <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a>. The bidder would be required to register in the web-site. For submission of the bids, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities (CA).</li><li>3. Both Technical Bid and Price Bid should be uploaded in the official website <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>.</li><li>4. The electronic bidding system provides for online clarification on the provisions of the bidding document. A prospective bidder requiring any clarification may notify by email at <a href="mailto:dhubrimch@gmail.com">dhubrimch@gmail.com</a> to the authority inviting the bid. The authority inviting bid will respond to any request(s) for clarification received within 2 (two) days from the date of opening of bid.</li><li>5. Before the deadline for submission of bids, the Tenderer may modify the bidding documents by issuing online corrigendum. The corrigendum will appear on the website <a href="https://assamtenders.gov.in">https://assamtenders.gov.in</a> under "Latest Corrigendum".</li><li>6. Any addendum thus issued shall be part of the bidding documents and deemed to have been communicated to all the bidders who have moved this tender to their "My Tenders" area. In case of any addendum/corrigendum, the system will automatically send e-mails to all bidders who have downloaded the bidding document.</li><li>7. To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Tenderer may extend, as necessary, the deadline for submission of bids.</li><li>8. The Tenderer may, at its discretion, extend the deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the Purchaser and Bidders remain same for the extended period also.</li><li>9. During evaluation of bids, the Tenderer may, at its discretion, ask the Bidder for clarification related to the information and documents submitted in the bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered, or permitted.</li><li>10. The Method of selection of the firm shall be on the basis of lowest offer (L1).</li><li>11. Each bidder shall submit only one proposal in response to this tender document. Any firm submitting more than one bid in response to this tender document shall be disqualified from the bidding process.</li></ol>
<b>Preparation of Bids</b>	<ol style="list-style-type: none"><li>1. All the interested bidders are requested to read the bid document carefully before submission of their bid.</li><li>2. The bid prepared by the Bidder, as well as all documents attached to the bid by the bidder and all correspondences relating to the bid exchanged by the Bidder and the Tenderer shall be written in English language. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for the purposes of interpretation of the Bid, the translation shall govern.</li></ol>
<b>Scope of Work</b>	<p>a. <i>The CA firm will be responsible for preparing of e-TDS on monthly/quarterly basis and ITR and to express professional opinion on the true and fair view of</i></p>

	<p><i>the operations of IT/GST as per provision of rules for Income Tax, GST related services.</i></p> <p><i>b. Preparation of Auditors report in respect of Projects, if necessary.</i></p> <p><i>c. Preparation/Checking of expenditure certificate, SOE, UC.</i></p> <p><i>d. Internal Audit of Books of accounts of the institute and submission of audit report.</i></p> <p><i>e. Verifying the Accounts of Registration &amp; Billing counters.</i></p> <p><i>f. Reconciliation of Books of Accounts on Monthly Basis.</i></p> <p><i>g. Checking of assets registers.</i></p> <p><i>h. The checking and verification of fees / incomes/ receipts on test check basis and the review of the reconciliation of fees/income /receipts to ensure that no revenue leakage exists on quarterly basis.</i></p> <p><i>i. Verification of utilization certificate of the institute.</i></p> <p><i>j. Facilitating and supervising in payment of any other Govt. Taxes or Fees i.e. P.Tax, FR, etc.</i></p> <p><i>k. EPF return submission of monthly basis.</i></p> <p><i>l. Preparation of Final Account (RP A/C, I&amp;E A/C, Trial Balance &amp; Balance Sheet).</i></p> <p><i>m. Assisting in addressing the concerns of the Statutory Audit and C&amp;AG from time to time and implementing audit recommendations.</i></p> <p><i>n. Preparation of BRS.</i></p> <p><i>o. To solve any previous pending issues.</i></p> <p><i>p. Reporting of any earlier audit objection in the previous years.</i></p> <p><i>q. The firm must perform all the major auditing works on site at Dhubri Medical College &amp; Hospital. Further they are to be conveniently available for the assignments for consultations/discussions as and when required by DMC&amp;H Authority. The Tenderer is required to provide the details of Head office address, contact details like Land line no. / Mobile no. and Email address etc.</i></p> <p><i>r. It is mandatory for the successful bidder to visit the institution (DMCH) whenever it is required by the TIA.</i></p>
<b>Minimum Bid value</b>	Rs.1,50,000/- (Rupees One lakhs fifty thousand). Bidders quoted below the minimum bid value shall be rejected.
<b>Bid Validity Period</b>	The bid shall remain valid for a minimum period of 90 days from the date of opening of the Technical Bid, any bid with a shorter bid validity shall be liable for rejection.
<b>Eligibility of Bidder</b>	<ul style="list-style-type: none"> <li>❖ The Firm should be registered with The Institute of Chartered Accountants of India (ICAI) . The Firm should have been operational for at least 3 years.</li> <li>❖ Proprietor's/Partners <ul style="list-style-type: none"> <li>a. Proprietor/Partners must be in practice for at least for 3 years.</li> <li>b. Proprietor/Partner must be FCA/FCMA in practice.</li> <li>c. Proprietor/Partner should be well versed with direct tax/indirect tax laws.</li> </ul> </li> <li>❖ The firm should have at least 2 full time FCA /FCMA partners in full time practice.</li> <li>❖ The annual turnover of last three financial years should not be less than Rs.10 Lakh.</li> <li>❖ Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection. The firm must be registered with the GST Department in Assam.</li> <li>❖ The firm must possess a valid Trade License issued in Assam.</li> <li>❖ The Firm Should be empaneled with the Comptroller &amp; Auditor General with major audit.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ The Firm must have at least audited one Medical College and Hospital in Assam in the last three years or is currently undergoing audit.</li> <li>❖ Experience in Audit in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body./ Medical college and Hospital (In Last 5 Years and Current Financial Year)</li> <li>❖ The bidder must quote at least the minimum prescribed tender fee; any bid quoting below the minimum fee shall be liable for disqualification.</li> </ul>
<b>Period of Contract</b>	The annual rate contract is for a period of one (01) year i.e. for the FY 2026-27
<b>Cost of Bidding</b>	The bidder shall bear all costs associated with the preparation and submission of his Bid, and the Tender Inviting Authority will in no case responsible or liable for re-imbusement of such expenses regardless of the contract or outcome of the bidding process.
<b>Earnest Money Deposit/ Bid Security</b>	<p>Rs.1500/- (<i>Rupees One thousand five hundred</i>) will be required to be tendered by the bidder.</p> <p>1. The bidder shall furnish, as part of his Bid, a Bid security in the amount as shown above for this particular work. Bid Security may be deposited through Internet Banking of State Bank of India (SBI) or any other Banks listed at State Bank Multi Option Payment System (SBMOPS) on <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>. In case of non-availability of Net Banking facility, bidders may submit Bid Security using NEFT/RTGS option from any Bank against system generated prefilled challan.</p> <p>Payment Procedure for Bid Security:</p> <p>a) Bidder shall login to <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a> using his/her login ID and password.</p> <p>b) At the time of Bid submission process bidder shall initiate payment of pre-defined Bid Security/EMD for that tender by selecting “Pay Online” option, and choose payment option as SBI bank.</p> <p>c) After accepting Terms and Conditions, system will redirect to State Bank Multi Option Payment System (SBMOPS) to choose mode of online payment from either of the following payment mode:</p> <p><b>Option 1:</b> Internet Banking from State Bank of India (SBI) or any other Banks listed at SBMOPS on <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>;</p> <p><b>Option 2:</b> NEFT/RTGS in case of offline payment from any Bank.</p> <p>d) <b>Option 1:</b> Internet Banking from any Banks listed at (SBMOPS);</p> <p><b>Step I:</b> After selecting the desired bank for online fund transfer under Net Banking section at SBMOPS on e-procurement portal, bidder shall be redirected to the login page of the selected bank to complete the payment procedure.</p> <p><b>Step II:</b> Bidder shall receive a confirmation message regarding success/failure of the transaction.</p> <p><b>Step III:</b> If the transaction is successful, system will allow that bidder to submit his/her bid.</p> <p><b>Step IV:</b> If the transaction is failure, the bidder shall have to try again for payment from Step I.</p> <p>e) <b>Option 2:</b> NEFT/RTGS in case of offline payment from any bank;</p> <p><b>Step I:</b> After selecting the NEFT/RTGS option under Other Payment Mode section at SBMOPS on e-procurement portal, the bidder shall get NEFT/RTGS form with beneficiary details.</p> <p><b>Step II:</b> Bidder has to transfer of fund according to the information available in the system generated NEFT/RTGS form under his/her login against any particular tender. Transfer of fund to any other account details will not be considered.</p> <p><b>Step III:</b> Once payment is made, the bidder should go back to e-procurement portal <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>, after sufficient time (generally 4 hours after actual transaction) to reflect the NEFT/RTGS information from the issuer bank to e-procurement portal, in order to verify the payment made and complete the bidding</p>

	<p>process.</p> <p><b>Step IV:</b> If verification is successful, the system will provide confirmation and allow to submit the bid.</p> <p><b>Step V:</b> If the payment verification is successful even after sufficient time has elapsed it indicates that the transaction has failed in which case the amount will be returned to the source account from where it was debited.</p> <ol style="list-style-type: none"> <li>2. Any Bid Security/EMD with less validity than as mentioned in the above will be treated as not acceptable and Bid of such bidder will be rejected.</li> <li>3. Any Bid not accompanied by an acceptable Bid Security and not secured shall be rejected by the Employer as non-responsive.</li> <li>4. The bid security of unsuccessful bidders will be released as per O.M. No. FEB.269/2017/27 dtd.21.08.2019 of Finance (Establishment-B) Department, Govt. of Assam.</li> <li>5. The bid security of the successful bidder will be discharged as per norms and no claim for interest on the security deposit/ bid security will be entertained.</li> </ol>
<b>Forfeited of EMD/Bid Security</b>	<p><i>The bid Security shall be forfeited in following circumstances:</i></p> <ul style="list-style-type: none"> <li>❖ <i>If the Bidder withdraws the Bid after Bid opening during the period of Bid validity.</i></li> <li>❖ <i>In the case of a successful Bidder, if the Bidder fails within the specified time limit to</i> <ol style="list-style-type: none"> <li>a. <i>Sign the Agreement; or</i></li> <li>b. <i>Furnish the required Performance Security</i></li> </ol> </li> </ul>
<b>Tender Processing Fee</b>	<p><i>Tender Processing Fee of <b>Rs.500/-</b> (Rupees Five hundred) Cost of bid document (Tender Processing Fees)/ Bid security may be deposited through Internet Banking of State Bank of India (SBI) or any other Banks listed at State Bank Multi Option Payment System (SBMOPS) on <a href="http://assamtenders.gov.in">http://assamtenders.gov.in</a>. In case of non-availability of Net Banking facility, bidders may submit Tender processing fees and Bid Security using NEFT/RTGS option from any Bank against system generated pre-filled challan.</i></p>
<b>Performance Security Deposit</b>	<p>Within 7 days of receipt of the Letter of Acceptance, the successful Bidder shall have to furnish the Performance Security for an amount equivalent to 2% on estimated work value in any of the form given below:</p> <ol style="list-style-type: none"> <li>a. Bank Guarantee (Wherever applicable, optional) from any Nationalized/Schedule Bank/Foreign Bank recognized by Reserve Bank of India or</li> <li>b. Fixed deposit Receipt (FDR) issued by any Nationalized/Schedule Bank, duly pledged in favour of “HMS of Dhubri Medical College &amp; Hospital” for period of 30 months.</li> <li>c. Failure of the successful Bidder to comply with the above shall constitute sufficient ground for cancellation of the award and forfeiture of the Bid Security.</li> </ol>
<b>Format and Signing of Bid</b>	<ol style="list-style-type: none"> <li>i. The Bidder shall submit both technical and financial bids through on-line. One hard copy of technical bid along with supporting documents as per <b>Annexure-I</b> and clearly marked “<b>HARD COPY of Technical bid</b>” is required to submit in the office of Tender Inviting Authority. In the event of discrepancy between on line &amp; manual technical bid, the bid will be cancelled.</li> <li>ii. The bidder should invariably submit a index/content of document submitted mentioning the sequence of document along with the hard copy of Technical document/Bid.</li> <li>iii. The hard copy of technical Bid (supporting documents self-attested) shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, All pages of the bid where entries or amendments have been made shall initiated by the person or persons signing the bid.</li> <li>iv. The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder,</li> </ol>

	in which case such corrections shall be initiated by the person or persons signing the bid.
<b>Submission of Bid</b>	<p><b>Submission of bid (Online mode/Off line mode)</b></p> <p>i. Only on-line bids will be accepted. Both technical &amp; financial bids will have to upload through online. However one hard copy of technical bid (supporting documents duly self-attested to be submitted in the office of the Principal cum Chief Superintendent, Dhubri Medical College &amp; Hospital for verification &amp; checking authenticity of documents during evaluation.</p> <p>A. <b>On-line:</b> Technical Bid with scanned copies of Bid security, cost of document and other supporting document Annexure-I. The Scan copies need to be in colour pdf format only and original document need to be scanned only.</p> <p>The bidder should invariably submit a index/content of document submitted mentioning the sequence of document along with the hard copy of Technical document/Bid.</p> <p>Any online document, after downloading, if found not readable / illegible will not be considered for evaluation &amp; summarily rejected.</p> <p><b><u>Financial Bid (BOQ) to be submitted online only. If Financial Bid submitted off-line/hard copy, the bid will be rejected/ cancelled.</u></b></p> <p>B. <b>Off- line:</b> Tender Processing Fee Receipt (Copy), Bid Security (Copy), one hard copy of technical bid (supporting documents only etc. self-attested) as per Annexure-I is to be submitted in the office of Principal cum Chief Superintendent, Dhubri Medical College &amp; Hospital for verification &amp; checking authenticity of documents during evaluation.</p> <p>C. In case of discrepancy between the bid documents submitted offline (physically) and online, the e-furnished documents received with the online bids shall be considered final.</p> <p>D. Documents not submitted by the bidder will lead to the disqualification of the bids.</p>
<b>Sealing and Marking of Bids for offline submission</b>	<p>I. The Bidder shall seal the qualification document/tender document in one envelope duly marking the envelope as “Bid/Tender Documents” mentioning the name of the work/NIT along with Bidders name and address. This main envelop should contain two separate envelops marked as follows:  <b>Technical Bid:</b> should contain all supporting tender documents as per Annexure-I (The tender document envelop should invariably contain an index of document mentioning the sequence of document submitted as hard copy )  <b>Tender fee &amp; Bid Security:</b> should contain the Tender processing fee and Bid security</p> <p>II. Interested bidders must obtain digital certificate with E-Tendering service Provider before the participation to bid.</p>
<b>Deadline for Submission of the Bids</b>	<p>I. Bids must be received by the TIA at the address specified above and not later than the date of closing of bid. In the event of the specified date for the submission of bids declared a holiday for the TIA (Tender Inviting Authority), the Bids will be received up to the appointed time on the next working day.</p> <p>II. The TIA (Tender Inviting Authority) may extend the deadline for submission of the bids by issuing an amendment, in which case all rights and obligations of the TIA and the bidders previously subject to the original deadline will then be subject to the new deadline.</p>

<b>Late Bids</b>	Any Technical Bid received by the TIA after the deadline will be returned unopened to the bidder.
<b>Withdrawal of Bids</b>	Bidders may withdraw their bids before the deadline/Closing of Bid.
<b>Bid Opening</b>	<ol style="list-style-type: none"> <li>I. The Tender Inviting Authority will open all the Bids received (except those received late) after the closure of the bid.</li> <li>II. Once the technical bids are securitized, the successful bidders will be intimated via email/SMS/Whatsapp.(The TIA will not be responsible for any delay or non-received of email/sms by the bidder/bidders).</li> <li>III. The TIA shall prepare minutes of the Bid opening,</li> <li>IV. As Process of Bid Evaluation is a tedious and responsible job and requires evaluation/verification of large numbers of documents (technical/financial/supporting documents of the bidders), hence the process of complete bid evaluation may take time for errorless evaluation.</li> </ol>
<b>Confidential</b>	The firm shall not disclose any information to any third party including their internal department.
<b>Clarification of Financial Bids</b>	<ol style="list-style-type: none"> <li>I. To assist in the examination, evaluation and comparison of Bids, the Tender Inviting Authority may, at his discretion, ask any Bidder for clarification of his Bid, including breakdown of unit rates. The request for clarification and the response shall be in writing or email, but no change in the price of substance of the Bid shall be sought, offered or permitted except as required to confirm the correction of arithmetic errors discovered by the Tender Inviting Authority in the evaluation of the Bids.</li> <li>II. No Bidder shall contact the Tender Inviting Authority on any matter relating to his bid from the time of the bid opening to the time of the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Tender Inviting Authority, it should be do so in writing.</li> <li>III. Any effort by the Bidder to influence the Tender Inviting Authority in the Bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.</li> </ol>
<b>Examination of Bids and Determination of Responsiveness</b>	<ol style="list-style-type: none"> <li>I. During the detailed evaluation of "Technical Bids", the Tender Inviting Authority will determine whether each Bid (a) meets the eligibility criteria, (b) has been properly signed; (c) is accompanied by the required securities and (d) substantially responsive to the requirement of the Bidding documents. During the detailed evaluation of the "Financial Bid", the responsiveness of the bids will be further determined with respect to the remaining bid conditions i.e., priced Bill of Quantities, Technical specifications</li> <li>II. A substantially responsive "Financial Bid" is one which conforms to all the terms, conditions, and specifications of the Bidding documents, without material deviation or reservation. A material deviation is one (a) which affects in any substantial way the scope, quality, or performance of the works; (b) which limits in any substantial way, in consistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids.</li> <li>III. If a "Financial Bid" is not substantially responsive, it will be rejected by the Tender Inviting Authority, and may not subsequently be made responsive by</li> </ol>

	correction or withdrawal of the non-conforming deviation or reservation.
<b>Evaluation and Comparison of Financial Bids</b>	<ol style="list-style-type: none"> <li>I. The Tender Inviting Authority will evaluate and compare only the Bids determined to be substantially responsive.</li> <li>II. While evaluating the financial bids the amounts quoted by bidders shall be considered up to 2(two) decimal places only and the figures beyond 2(two) decimal places will be ignored.</li> <li>III. The Tender Inviting Authority reserves the right to fix the lowest workable rate that may be allowed for awarding work/contract. The decision of the Tender Inviting Authority what so ever in this regard shall be final and binding upon each bidder. Every bidder shall carefully pursue this clause and bid his tender accordingly. If the tendered submits his bid it will be presumed that he has submitted this bid on agreeing with this clause along with all clauses of the bid document.</li> </ol>
<b>Technical Bid Documents</b>	<p>The following documents are required to be furnish by bidder for Technical Bid-Annexure-I</p> <ul style="list-style-type: none"> <li>❖ PAN</li> <li>❖ Certificate of registration with The Institute of Chartered Accountants of India (ICAI).</li> <li>❖ The Firm should have been operational for at least 3 years. ITR of last three years to be submit.</li> <li>❖ The firm should have at least 2 full time FCA /FCMA partners in full time practice.</li> <li>❖ Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.</li> <li>❖ The firm must be registered with the GST Department in Assam.</li> <li>❖ The firm must possess a valid Trade License issued in Assam.</li> <li>❖ The Firm Should be empaneled with the Comptroller &amp; Auditor General with major audit. Certificate of empaneled to be submit.</li> <li>❖ The Firm must be at least one Medical College and Hospital in Assam has been audited in the last five years or is currently undergoing audit.</li> <li>❖ Experience in Audit in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body./ Medical college and Hospital (In Last 3 Years and Current Financial Year)</li> </ul>
<b>Documents for Financial Bid/ Price Bid</b>	<p>Financial Bid to be submitted through on-line only</p> <ol style="list-style-type: none"> <li>1. The Bidder should quote rates as per BOQ.</li> <li>2. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees.</li> </ol> <p>All payments shall be made in Indian Rupees.</p>
<b>Payment provision</b>	<p>The payment shall be made against the service provided by firm from the date of commencement of service subjected to the following terms and conditions.</p> <ol style="list-style-type: none"> <li>a. The payment during the entire contract period shall be made in accordance with the Financial bid submitted by the selected firm and accepted by DMC&amp;H.</li> <li>b. TDS under Income Tax will be deducted at applicable rates.</li> <li>c. The firm will raise the bills after completion of satisfactory services.</li> <li>d. The quoted fee should be inclusive of Professional Fee, Travelling, Fooding&amp; Lodging</li> </ol>

	<p>etc.</p> <p>e. No payment for unsatisfactory or incomplete work.</p>
<b>Amendment of Bidding Documents</b>	<p>I. Before the deadline for submission of bids, the Tender Inviting Authority may modify the bidding documents by issuing addenda/corrigendum.</p> <p>II. Any addendum / corrigendum thus issued shall be part of the bidding documents and will be available in the website (<a href="http://www.assamtenders.gov.in">www.assamtenders.gov.in</a>)</p> <p>III. To give prospective bidders reasonable time in which to take an addendum in to account in preparing their bids, the Tender Inviting Authority may, at his description, extend as necessary the deadline for submission of bids.</p>
<b>Award of Contract</b>	<p>I. In the event that two or more bidders are found to be L1 (Lowest Evaluated Bidder) after the opening of the Financial Bid, the work shall be awarded to the bidder having the highest Average Annual Turnover during the last three financial years.</p> <p>II. Award of contract is subject to approval of the recommendation of tender committee by Tender Inviting Authority.</p> <p>I. Tender Inviting Authority will award the contract to the bidder whose Bid has been determined as substantially responsive.</p>
<b>Right to accept any Bid and to reject any of all Bids</b>	<p>I. The Tender Inviting Authority reserves the right to accept or reject any Bid, and to cancel the Bidding process and reject all Bids, at any time prior to the award of Contract.</p> <p>II. The acceptance and rejection of tenders/bids is left entirely to the discretion of the Tender Inviting Authority viz The Principal cum Chief Superintendent, Dhubri Medical College &amp; Hospital/Tender Committee, Dhubri Medical College &amp; Hospital, as applicable.</p> <p>III. Even though a bidder meets all qualifying criteria and successfully comes out in technical bid evaluation and also appears to be lowest (L1) bidder while framing the comparative statement, he or they (in case of Firm) are subject to be disqualified if the bidder or any of its partners (of a Firm)</p> <ol style="list-style-type: none"> <li>1. Makes misleading or false representations in the forms, statements/declaration and attachments submitted with the bid.</li> <li>2. Records of poor performance during last three years, as on the date of bid such as abandoning the works, rescinding the contract for reasons attributable to the non-performance of the contractor/ bidder, inordinate delay in completion, consistence history of litigation/ arbitration award against the bidder or any of its constituents or financial failure due to bankruptcy etc.</li> </ol>
<b>Notification of Award and Signing of Agreement</b>	<p>I. The Bidder whose Bid has been accepted will be notified of the award by the TIA.</p> <p>II. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security.</p> <p>III. The Agreement will incorporate all Agreement between the Tender Inviting Authority and the successful Bidder. The successful bidders will furnish performance security and sign the agreement within 7(Seven) days following the notification of award.</p>
<b>Corrupt or Fraudulent Practices</b>	<p>The Tender Inviting Authority will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question. In such cases, the Tender Inviting Authority will</p>

	declare the bid form ineligible and initiate action to debar the said contractor either indefinitely or for a stated period of time, for consideration of award of contract.
<b>Dispute</b>	<ol style="list-style-type: none"> <li>1. If the contractor not satisfied with the Decision of Tender Inviting Authority, he should first approach the Dispute review Committee, before approaching any Court of Law.</li> <li>2. The Dispute Review Committee shall be constituted by the Tender Inviting Authority with three members, one from Tender Inviting Authority, One from Contractor and the other to be nominated jointly by the above two members to give a decision within 14 days of receipt of a notification of a dispute.</li> </ol>
<b>Surrender</b>	<p>The contractor may surrender the contract by giving one month notice in writing, provided:-</p> <ol style="list-style-type: none"> <li>(i) The contract has been in force for at least four months i.e. no surrender notice is permissible during the initial four months of the contract period.</li> <li>(ii) The surrender notices shall not be valid unless upto dated dues, including those for the notice period, are paid upon the date of surrender notice;</li> <li>(iii) In case the contractor wants to withdraw the surrender notice, he/she may do so by giving a request in writing, provided the request has been received before commencement of the process for re-tender of the contract and upto date dues including interest, if any, as may be decided by DMCH towards the same have been duly deposited in the Authority.</li> </ol>
<b>Termination of Contract</b>	The DMCH authority reserves the right to terminate the contract for breach of any of the terms and conditions of allotment, after providing due opportunity of hearing to the contractor. Notice period one month.
<b>Other Conditions</b>	<ol style="list-style-type: none"> <li>1. The TIA reserves the right to impose any other condition for regulating the contract in the public interest.</li> <li>2. While submitting the tender documents, it should be signed on each page.</li> <li>3. The TIA reserves the right to reject any or all the tenders/bid without assigning any reason.</li> <li>4. All disputes are subject to the jurisdiction of courts in Dhubri.</li> </ol>

## Annexure – I

**Technical Bid**  
**(In the letter head of the firm)**

Sl.No.	Particulars	
<b>Part – I : Bidder Information</b>		
1	Name of Firm/Company/Individual	
2	Official Address With Contact No.	
3	Address for communication with Mobile No.	
<b>Part- II : Documents submitted</b>		
4	Copy of Earnest Money Deposit of Rs.1500/- (Rupees One thousand five hundred) or Relevant document for seeking exemption.	
5	Copy of Non- Refundable Tender Processing Fee of Rs.500/- (Rupees Five hundred)	
6	PAN	Enclosed at Page :
7	Certificate of registration with The Institute of Chartered Accountants of India (ICAI) .	Enclosed at Page :
8	ITR of last three years to be submit	Enclosed at Page :
9	The firm should have at least 2 full time FCA /FCMA partners in full time practice. Name and Certificate to be submit.	Enclosed at Page :
10	Declaration of Authorized Representative and Non-Blacklist Declaration shall be submitted on a non-judicial stamp paper of denomination not less than ₹100/-, duly signed and notarized, as part of the Technical Bid. Submission of the Declaration of Authorized Representative and Non-Blacklist Declaration is mandatory; failing which, or if not submitted before the tender deadline, the tender shall be liable to rejection.	Enclosed at Page :
11	GST Registration Certificate	Enclosed at Page :
12	Trade License	Enclosed at Page :
13	Certificate of empanelled with CAG	Enclosed at Page :
14	Experience in Audit in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body./ Medical college and Hospital (In Last 3 Years and Current Financial Year). The Firm must have audited least one Medical College and Hospital in Assam in the 3years or is currently undergoing audit.	Enclosed at Page :

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM WITH SEAL :

**Annexure – II**

**UNDERTAKING BY BIDDER  
(In the letter head of the firm)**

To,  
The Principal Cum Chief Superintendent  
Dhubri Medical College & Hospital  
Dhubri-Assam

Tender No.....  
For .....

Sir,

- 1) I, Sri..... on behalf of M/s.....  
having registered office at ....., do hereby declared that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance from the date of award of contract to us.
- 2) We agree to the conditions of the tender under which the Earnest Money Deposit and Security Deposit shall be forfeited.
- 3) The Tender Inviting Authority has the right to accept or reject any or all the tenders without assigning any reason.
- 4) We understand all the terms & conditions of the contract and bind myself/ourselves to abide by them.
- 5) We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :  
NAME & DESIGNATION :  
DATE :  
NAME & ADDRESS OF THE FIRM WITH SEAL :

**Annexure – III**

**ANNUAL TURNOVER STATEMENT OF THE BIDDER**

The Annual Turnover of ..... for the past three years are given below and certified that the statement are true and correct.

Sl. No.	Financial Year	Turnover in Lakhs
1	2023-24	
2	2024-25	
3	2025-26	

Seal & Signature of Chartered  
Accountant/Auditor  
Date :

