बिड संख्या/Bid Number: GEM/2026/B/8107710
दिनांक /Dated: 16-10-2026

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	06-11-2026 15:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	07-11-2026 15:00:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Assam
विभाग का नाम/Department Name	Health And Family Welfare Department Assam
संगठन का नाम/Organisation Name	Gauhati Medical College And Hospital
कार्यालय का नाम/Office Name	Gmc Hospital Rd Bhangagarh Guwahati 781032
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :superintendent-gmch@gov.in Buyer Email id: buycon6.gmch.as@gembuyer.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report, as per SOW; CA Firm, CAG Empaneled Audit or CA Firm, Audit Firm
अनुबंध अवधि /Contract Period	2 Year(s) 1 Day(s)
पिछले 3 वित्तीय वर्षों का बिडर का न्यूनतम औसत वार्षिक वित्तीय टर्नओवर/Minimum Average Annual Turnover of the bidder (For the last 3 Financial Years)	12 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
टर्नओवर पात्रता मानदंड/Turnover eligibility criteria	To be verified by the buyer at the time of technical evaluation
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No

बिड विवरण/Bid Details	
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	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
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेज़ों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	300000
Payment Timelines	Payments shall be made to the Seller within **45** days of issue of service delivery acceptance certificate (SDAC) and on-line submission of bills (This is in supersession of 10 days time as provided in clause 12 of GeM GTC)
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India

ईपीबीजी प्रतिशत (%)/ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

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

लाभार्थी /Beneficiary :

Superintendent
GMC Hospital Rd Bhangagarh Guwahati 781032, Health and Family Welfare Department Assam, Gauhati Medical College and Hospital,
(Superintendent Cum Member Secretary, Hms, Gmch)

बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes

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.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

This Bid is based on Quality & Cost Based Selection (QCBS) . The parameter wise qualification requirement is as under:-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Years of Establishment of the Audit Firm	10	3	View File
No. of Qualified Chartered Accountants employed	15	5	View File
Experience of the Firm working in Govt Institute	15	3	View File
Experience of the Firm as Internal Auditor	20	5	View File
Turn over of the Internal Audit clients during F.Y 2023 24 2024 25 2025 26	20	6	View File
GST TDS, TDS return service per client	10	3	View File
Procedures Followed (Work Plan) (to be uploaded along with the technical bids)	10	5	View File

Buyer Defined Total Qualifying Marks for Technical Qualification: 30

QCBS Weightage(Technical:Financial):60:40

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
23-10-2026 12:00:00	Office of The Superintendent, GMCH, Guwahati - 32

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report, As Per SOW; CA Firm, CAG Empaneled Audit Or CA Firm, Audit Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report , as per SOW
Type of Financial Audit Partner	CA Firm , CAG Empaneled Audit or CA Firm , Audit Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Bank Transactions , Audit of financial statements
Type of Industries/Functions	Cash and Bank Balance , Receivables , Payables
Frequency of Progress Report	As per SOW
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per SOW

विवरण/ Specification	मूल्य/ Values
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Lipseeta Deka	781032,GMC Hospital Rd, Bhangagarh, Guwahati, Assam 781032	Project / Lumpsum Based	• Number of Months for which Post Audit Support is required : 24

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

1. **Generic**

   OPTION CLAUSE 25% : 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, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.
   For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

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. **Generic**

   1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
   2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.

3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

4. **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.

5. **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.

6. **Forms of EMD and PBG**

   Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

   Superintendent cum Member Secretary, HMS, GMCH
   A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

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

   File Attachment Click here to view the file.

8. **Buyer Added Bid Specific ATC**

   Buyer Added text based ATC clauses

   Bidder is to submit and **Self undertaking for payment of Statutory Taxes** in the format given as Anne xure A

   .

9. **Buyer Added Bid Specific ATC**

   Buyer uploaded ATC document Click here to view the file.

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be determined and redressed by the concerned Buyer Organisation only.
8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. 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.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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. 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 shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (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. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the सामान्य नियम और शर्तें/General Terms and Conditions, 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

GOVT.OFASSAM
OFFICE OF THE
SUPERINTENDENT CUM MEMBER SECRETARY,
GAUHATI MEDICAL COLLEGE & HOSPITAL,
GUWAHATI – 781032, ASSAM

BID DOCUMENT

BID FOR FINANCIAL AUDIT SERVICES FOR FINANCIAL YEARS 2025-26 & 2026-27

IN

GAUHATI MEDICAL COLLEGE & HOSPITAL, GUWAHATI, 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 Fund & Govt. Transaction, Professional Tax, TDS Consultancy, Return filling etc. for the FY 2025-26 & 2026-27 in Gauhati Medical College & Hospital, Guwahati, Assam

To,

The Superintendent cum Member Secretary, Gauhati
Medical College and Hospital, Guwahati, Assam

Sub: Financial audit services which include GST, Hospital Management Services fund & Govt. Transactions, Professional Tax, TDS Consultancy, Return filling etc. for the FY 2025-26 & 2026-27 in Gauhati Medical College & Hospital, Guwahati, 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 Fund & Govt Transaction, Professional Tax, TDS Consultancy, Return filling certificate for the FY 2025-26 & subsequently 2026-27 in Gauhati Medical College & Hospital, Guwahati, 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 complying 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 with date)

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, Professional tax etc. 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. 2023-24; 2024-25; 2025-26

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 bid will lie with the competent authority of Gauhati Medical College & Hospital, Guwahati, who does not bind himself to accept the lowest bid and who reserves the right to himself to reject or partially accept any or all bid 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 from 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 Superintendent cum Member Secretary, Gauhati Medical College & Hospital, Guwahati,, Assam reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Superintendent cum Member Secretary, Gauhati Medical College & Hospital, Guwahati, 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 Gauhati Medical College & Hospital, Guwahati		
1.4	Generation of form 16A for all non-salary expenses of Gauhati Medical College & Hospital, Guwahati		
1.5	Financial Audit of Hospital Management Society (HMS) for quarterly submission of Internal Audit report		
1.6	TDS returns are to be filed on monthly basis within the due date as applicable or notified.		
1.7	Filing of GST TDS, IT TDS returns on a monthly 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 require to visit for a minimum of 2 days during the month and assist the office in statutory compliance.		
2.0	Submission of UCs as and when required		
2.1	MIS quarterly report to be submitted		
2.2	Internal Financial Control review and reporting		
2.3	Checking of PMJAY Accounts on quarterly basis		
2.4	The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction,		
2.5	Any late fee arising out of untimely filing of TDS returns will not be borne by Gauhati Medical College & Hospital, Guwahati if the details for filing the returns have been provided on time.		
2.6	Any late fee arising out of untimely filing of GST returns will not be borne by Gauhati Medical College & Hospital, Guwahati if the details for filing the returns have been provided on time.		
2.7	All traveling expenses, local transportation and boarding and lodging will not be provided by Gauhati Medical College & Hospital, Guwahati		
2.8	Any rules & regulations as per norms		

(**Authorized Signatory)**
Signature of Bidder

(Office Seal)

7. FINANCIAL BID

Request for Financial Audit Services including GST, TDS Consultancy, Hospital Management Services Fund, Professional Taxes, Return Filing along with return certificate for the FY 2026-27, 2027-28 in Gauhati Medical College & Hospital, Guwahati

SL No.	Description of Work	Amount (Rs) Inclusive of GST	
		In Figure	In Word
A.	Financial Audit Services including HMS Fund & 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 Gauhati Medical College & Hospital, Guwahati if we are appointed for Financial audit services including Hospital Management Services Fund, GST, TDS Consultancy, Professional tax, Return Filing along with return certificate for the FY 2024-25, 25-26 i**n** Gauhati Medical College & Hospital, Guwahati, Assam

b. We also agree to continue with our services to the Gauhati Medical College & Hospital, Guwahati, 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 2023-24; 2024-25 & 2025-26 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

Quality And Cost Based Selection (QCBS) Criteria

SL. NO	PARTICULARS	POINTS TO BE ALLOCATED	Maximum marks	Qualifying Marks	Page nos. of Relevant attached documents
1.	Years of Establishment of the Audit Firm	10 years 1 point for each year (Cut off date shall be 30/09/2024)	10	3	
2	No. of Qualified Chartered Accountants employed	05 points for each partner.	15	5	
3.	Experience of the Firm working in Govt Institute	3 points per year of Audit (fraction to be ignored)	15	3	
4.	Experience of the Firm as Internal Auditor	Mini-ratna and above 5 points(five) per audit and other PSU 2 points per audit	20	5	
5.	Turn over of the Internal Audit clients during F.Y 2023-24; 2024-25; 2025-26	1) More than Rs 50 cr & upto 100 cr per client per year (2points) 2) More than Rs 100 cr & upto Rs 200 cr per client per year (4 points) 3) More than Rs 200 cr per client per year (6 points)	20	6	
6.	GST TDS/TDS return service per client	1 point year wise	10	3	
7.	Procedures Followed (Work Plan) (to be uploaded along with the technical bids)		10	5	
	TOTAL MARKS		**100**	**30**	

Annexure – A

Self–Undertaking for Payment of Statutory Taxes

(For New Tender Submission)

To,
The Procuring Entity,
[Name of Department/Organization]

[Address]

Subject: Self–Undertaking regarding payment of statutory taxes before applying for tender

Tender/Bid Reference No & Date: _____

1. I/We have duly paid and cleared all statutory taxes, cess, dues, and levies payable to Local Authorities, Panchayats, Municipalities, State Government, and the Central Government up to the date of this tender submission and undertake to promptly discharge any such dues that may arise during the tenure of the contract.
2. I/We shall be solely responsible for payment of all applicable taxes, including GST, duties, license fees, cess, and any other statutory liabilities arising in connection with the performance of the contract.
3. I/We undertake to immediately inform the Procuring Entity of any statutory revision, demand, or default and shall bear complete responsibility for settlement of such dues, keeping the Procuring Entity fully indemnified against any liability in this regard.
4. I/We hereby confirm that all notices, demands, or proceedings issued by any Tax Authority up to the date of this submission have been duly complied with and settled. Any outstanding demand has been disclosed to the Procuring Entity, and I/We undertake to settle the same before award of contract, keeping the Procuring Entity indemnified against any liability.
5. In case of any reduction in the rate or amount of GST, taxes, duties, or levies after the Notification of Award, the corresponding benefit shall be duly passed on to the Procuring Entity without delay.
6. This undertaking shall remain valid and binding for the entire duration of the tender evaluation and, if awarded, for the full tenure of the contract including any extensions, until its closure.
7. I/We understand that at any stage if it is found that any statement or document submitted is false/forged/invalid, the Procuring Entity has discretion to terminate the contract and proceed with alternate arrangements as per the tender's risk purchase clause if any.

I/We declare that the above statements are true to the best of my/our knowledge and belief.

Authorized Signatory
Name: _____
Designation: _____
Firm/Company Name: _____
Date: _____
Place: _____

Company Seal: