



GOVERNMENT OF ASSAM  
OFFICE OF THE  
PRINCIPAL CUM CHIEF SUPERINTENDENT  
DHUBRI MEDICAL COLLEGE & HOSPITAL, DHUBRI (ASSAM)

No. DMC&H/Accounts/CA/2022-23/210 Dated : 26/04/2023  
**TENDER DOCUMENT**

**FOR  
ENGAGEMENT OF CHARTERED ACCOUNTANT/COST  
ACCOUNTANT FIRM FOR (P.TAX, GST, TDS  
CONSULTANCY, RETURN FILING AND INTERNAL AUDIT)  
FOR  
DHUBRI MEDICAL COLLEGE &  
HOSPITAL, R.K. MISSION ROAD,  
JHAGRARPAR, PIN-783325**

**TWO BID SYSTEMS**

<b>Date and Time of Start of Bid Submission</b>	26/04/2023 at 12:00 Noon
<b>Date and Time of End of Bid Submission</b>	10/05/2023 upto 4:00 PM
<b>Date and Time of Opening of Technical Bid</b>	11/05/2023 at 2:PM Noon
<b>Date and Time of Opening of Price Bid</b>	Will be intimated to the shortlisted Tenderers by phone or email.

**Tender document downloaded from institute's website**

**<http://dhubrimedicalcollege.in/>**

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

## NOTICE INVITING BIDS

Sealed tenders affixing court fee stamp of Rs. 8.50 (Rupees Eight and paisa Fifty) only in two bid systems (Technical & Financial) are invited from experienced Chartered Accountants and Cost Accountants for P.Tax, TDS, GST consultancy, return filing and Internal Auditing for Dhubri Medical College and Hospital, Dhubri-Assam.

For details related to the minimum eligibility criteria, application forms, terms and conditions etc., please visit our official website: [\*\*http://dhubrimedicalcollege.in\*\*](http://dhubrimedicalcollege.in). Tender document is to be submitted duly signed in ink on each page and official seal stamped.

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

## **2. COVERING LETTER:**

**Format of letter to be given for applying for Engagement of Chartered Accountant /Cost Accountant Firm for GST, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital, Dhubri-Assam**

**To**

**The Principal cum Chief Superintendent,  
Dhubri Medical College &  
Hospital,**

**Sub : Engagement of Chartered Accountant/ Cost Accountant Firm for GST, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College &Hospital, Dhubri-Assam**

Dear Sir,

This is with reference to your Tender number **DMC&H/Accounts/CA/2022-23/210 Dated : 26/04/2022**. I have examined the tender document and understood its contents. I hereby submit my Bid for **Engagement of Chartered Accountant/ Cost Accountant Firm for P.Tax, GST, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital, Dhubri-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 Tender and the documents accompanying such Tender for qualification of the Bidders for the above subject Engagement, and we certify that all information provided in the Tender and in Annexure is true and correct; nothing has been misrepresented and omitted which renders such 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 any 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 Tender document and have no reservations to the Tender 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 applicant 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/weightage or take the help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
10. It is further certified that no investigation by any regulatory agency is pending against us.
11. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
12. We hereby irrevocably any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, 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 the terms and conditions of the TENDER 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 TENDER document.

Place:- .....

Date:- .....

**Yours faithfully,**

(Signature, name and designation of the Tenderer/Authorized Signatory)

(Office Seal)

### 3. PARTICULARS OF TENDER

1.	TENDER No.	:	<b>DMC&amp;H/Accounts/CA/2022-23/210 Dt-26/04/2023</b>
2.	Particulars of the work	:	Engagement of a Gempanelled Chartered Accountant/ Cost Accountant Firm for P.Tax, GST, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital, R.K. Mission Road, Jhagarpar, Pin-783325 Dhubri-Assam
3.	Contract period	:	(1) One Year and can be continued / renewed for further (1) Year on mutual consent of both parties subject to satisfaction of the authority of Dhubri Medical College & Hospital, Dhubri
4.	Processing charges/Tender Fees	:	Rs.500/- (Rupees five hundred only) (Through Demand Draft in favor of "HMS of Dhubri Medical College & Hospital" payable at Dhubri).
5.	EMD	:	Rs. 5000/- (Rupees five thousand only) (Through Demand Draft in favor of "HMS of Dhubri Medical College & Hospital" payable at Dhubri).
6.	Date & Time from tender document Download through the official website:	:	<b><u><a href="http://dhubrimedicalcollege.in">http://dhubrimedicalcollege.in</a></u></b> 25.04.2023 from 12:00 Noon
7.	Date & time of start of bid submission	:	10.5.2023 upto 4:00 PM
8.	Period of validity of Tender	:	365 days from the date of closing the Bid
9.	Date & time of opening of Tender	:	11.5.2023 at 1:00 PM
10.	Place of opening of tender	:	Office of The Principal cum Chief Superintendent, Dhubri Medical College & Hospital

**3. GENERAL PARTICULARS OF TENDERER Part-I**

1. Name of the Chartered Accountant Firm/Agency–
2. Full Address with contact numbers, website, e-mail etc.
3. Constitution of the Firm/Agency (attach copy)
  - a. Indian Companies Act 1956.
  - b. Indian Partnership Act 1932. (Please give names of partners)
  - c. Any other Act, if not the Owners.
4. Permanent Income Tax Account Number (PAN) of the Firm with circle/ward and Goods & Services Tax Registration Certificate (Attested photocopy to be attached).

**Part –II**

1. Name and address of Firm's representative who would be present at the time of opening of Tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents.
3. Agency Registration- Registration No. and other details.

Date:.....

Place:.....

Authorized  
Signatory (Signature of  
Tenderer) Official seal

## 5. ELIGIBILITY CRITERIA:

### A. Firm Eligibility Criteria:

- a. The Tenderer shall be a firm of Chartered Accountant or Cost Accountant.
- b. The firm should have at least 2 years of existence.
- c. The firm should be in continuous practice of doing TDS, GST and allied works for a period of 3 years or more.
- d. The firm should have at least 1 full time FCA /FCMA partners in full time practice. Proprietor's / Partners' eligibility criteria are given in part B of this section.
- e. The AVERAGE aggregate annual turnover of the Tenderer shall not be less than Rs. 10 Lakhs for at least three financial years.
- f. The firm must perform all the major auditing works on site at Dhubri Medical College & Hospital. Further they are to be conveniently available for the assignments for consultations/discussions as and when required by DMC&H Authority. For this purpose it is desirable to have its officer's as representatives at Dhubri. The Tenderer is required to provide the details of Head office address, contact details like Land line no. / Mobile no. and Email address etc.
- g. The firm should not have been blacklisted/debarred anytime from participation in a tender floated by any Govt. or Govt. Agencies or Govt. Funded Institutes or PSU.
- h. The firm/proprietor/partner associated should not be penalized for any disciplinary proceedings and no disciplinary proceedings should be pending against them as on the date of application.
- i. The tenderer should have valid PAN

### B. Proprietor's/Partners Eligibility Criteria:

- a. Proprietor/Partners must be in practice for at least for 3 years.
- b. Proprietor/Partner must be FCA/FCMA in practice.
- c. Proprietor/Partner should be well versed with direct tax/indirect tax laws.

It is essential that, all the above criteria prescribed in A & B are fulfilled in order 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 currency of the agreement.

## 6. SUBMISSION OF TENDER

### 6.1 SEALING AND MARKING OF TENDER:

The Tender must be complete in all aspects and should contain requisite certificate, in formative literature etc.

Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then to be sealed in one separate envelope clearly superscripting on the envelope, **"Tender for Engagement of Chartered Accountant/ Cost Accountant Firm for P.Tax, GST, TDS Consultancy, Return Filing and Internal Auditing of Dhubri Medical College & Hospital. The Bid shall include:**

- a) Forwarding letter by the Tenderer
- b) All required documents

Processing charge (non-refundable) through Demand Draft in favour of "HMS of Dhubri Medical College & Hospital" (Should be enclosed with technical Bid)

- c) EMD through Demand Draft in favour of "HMS of Dhubri Medical College & Hospital" (Should be enclosed with Technical bid).
- d) Technical Bid
- e) Financial Bid

**TENDER should be addressed to:-**

**The Principal cum Chief  
Superintendent, Dhubri  
Medical College & Hospital,  
R.K. Mission Road, Jhagarpara, Dhubri-783325 (Assam)**

The TENDER should be submitted/dropped in the TENDER BOX kept at the office of the Principal, Dhubri Medical College, & Hospital.

#### **6.2 EXPENSES OF AGREEMENT:**

All the expenses towards completing of the Agreement, including cost of Stamp Paper or any other expenditure incurred in the process of TENDER submission till final compliance shall be borne by the Tenderer.

#### **6.3 DEADLINE FOR SUBMISSION OF BIDS:**

TENDER must be received by the Office of The Principal, Dhubri Medical College, & Hospital Dhubri, Assam at the date, time and address specified in the TENDER notice/TENDER document.

#### **6.4 LATE BIDS:**

Any TENDER received after the deadline for submission of TENDER prescribed by Dhubri Medical College & Hospital, Dhubri- Assam shall be rejected without any further correspondence to the Tenderer.

### **7. GENERAL TERMS AND CONDITIONS:-**

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of **Dhubri Medical College & Hospital**, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charges consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender 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.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bid submitted by the Tenderer who resorts to canvassing will be summarily rejected.
7. This Notice Inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. 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 forming 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.



9. The agency shall not sublet the work or part of the work.
10. The maximum fees for the engagement taking into account the number of entries for return filing and consultant visiting fees is fixed at Rupees Fifteen thousand per month inclusive of government taxes.
11. Payment for the services will be made only after successful completion of work and submission of related return etc. TDS will be deducted as per rules.
12. 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.
13. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
14. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid.

**Liquidated damages clause**

1. The agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
2. Any misconduct/misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the Institute.
3. The Principal cum Chief Superintendent, Dhubri Medical College, & Hospital, Dhubri-Assam reserves the right to reject any or all Tenders in whole or in part without assigning any reason thereof. The decision of the Principal cum Chief Superintendent, Dhubri Medical College & Hospital, shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

**(Signature of Tenderer)  
Official seal**

## **8. TENDER OPENING**

### **A. OPENING OF TENDER (Financial Bid):**

Financial Bid (Tenders) of the Tenderers who technically qualify shall be opened in the presence of designated Authority and Tenderers who wish to be present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.

### **B. CLARIFICATION OF TENDER:**

To assist in the examination, evaluation and comparison of TENDER, Principal cum Chief Superintendent, Dhubri Medical College & Hospital, Dhubri may at its discretion ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing.

### **C. Bid Evaluation:**

- a) The entire bid process will be of two tiers as follows

Tier 1 – Technical evaluation. The total mark for technical bid is 70 marks. Technical bid score shall be calculated in the following manner:

Weighted technical score =  $\text{Technical Bid Score} \times 70/100$

Tier 2 – Financial bids – the financial bid score will be computed as below

Normalize Financial Bid Score =  $(\text{Lowest tender price} \times 30) / (\text{Tender price quoted by individual tenderer})$

The lowest tender prices shall be subjected to the minimum fees as provided in the tender document.

## **9. AWARD OF CONTRACT**

The Tenderer should pass in all items of “Eligibility Criteria”. Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

A. Principal cum Chief Superintendent of Dhubri Medical College & Hospital, reserves the right of negotiation with the eligible Tenderer before finalization of the TENDER and/or contract.

B. Principal cum Chief Superintendent Dhubri Medical College, & Hospital, reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

## **10. SCOPE OF THE WORK:**

- a). To ensure accuracy and timelines in maintenances of Book of accounts (i.e. Manual), Cashbook, Tally records and other subsidiary books of the institute.
- b). Preparation and verification of Receipt and Payment Account, Income and Expenditure Account, Trial Balance and Balance Sheet and Bank reconciliation statement with cash books and bank pass books for all bank accounts for the FY 2023-24
- c). Audit of Books of account of the institute for the financial year.
- d). To verify and submit list of Fixed Assets procured by the institute.
- e). Verification of utilization certificate of the institute.
- f) Review and reporting of action taken report on previous audit report of comments, observations thereon.
- g). To verify whether Depreciation on fixed assets are charged as per rules.
- h). To file GST and IT return in time and conducting internal audit on yearly basis at the end of 31<sup>st</sup> March

for the year 2023-24

- i). Preparation of Monthly/Quarterly reports for 3<sup>rd</sup> and 4<sup>th</sup> Quarter of 2023-24.
- j). 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.

**11. Methodology for conduction audit/reporting/return filling:**

- a. The audit team shall be led by the Chartered Accountant – Proprietorship/Partner of the audit team firm with experienced assistants as the work may warrant.
- b. The report shall be signed both by the Chartered Accountant and Principal-cum-Chief Superintendent/Superintendent of Medical Colleges as the case may be.
- c. Submission of internal audit report within 15 (fifteen) days excluding holidays after completion of 31<sup>st</sup> March for the FY 2023-24.

**12. Payment terms:**

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.

- 1) 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&H.
- 2) TDS under Income Tax will be deducted at applicable rates.
- 3) The firm will raise the bills after completion of satisfactory services.
- 4) The quoted fee should be inclusive of Professional Fee, Travelling, Fooding & Lodging etc.
- 5) DMC&H will not pay any advance to the selected audit firm under any circumstances.

**13. CONFIDENTIAL:**

The firm shall not disclose any information to any third party including their internal department.

**14. Award of Contract:**

On completion of selection process, the firm selected shall be awarded the contract of audit by issuing the Letter of Award (LOA).

**TECHNICAL BID :**

**Engagement of Chartered Accountant Firm at Dhubri Medical College & Hospital, Dhubri**

**PART-A**

<b>Terms &amp; conditions of the assignment will be as under:</b>			
<b>Note:1</b>	<b>We Agree to this—Write ‘Y’ for Yes or ‘N’ for No in the First Cell</b>	<b>1</b>	<b>2</b>
<b>Note-2</b>	<b>We have this competency— Write Y (for Yes) or N (for No) in the second cell</b>		
<b>(A)</b>	<b>SALIENT POINTS OF THE ASSIGNMENT</b>		
<b>FINANCIAL YEAR 2020-21, 2021-22, 2022-23</b>			
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 form 16, statutory forms for all the employees of DMC & H		
1.4	Generation of form 16A for all non-salary expenses of DMC & H		
1.5	TDS returns are to be filed on quarterly basis within the due date		
1.6	Filing of GST TDS returns on a monthly basis by the due date		
1.7	Generation of required certificate of GST deduction		
1.8	The consultant CA/CWA will be required to visit for a minimum of 10 days during the month and assist the college authorities in compliance of TDS provision.		
1.9	The consultant CA/CWA will be required to visit for a minimum of 10 days during the month and assist the college authorities in compliance of GST provision.		
2.0	The consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction		
2.1	Any late fee arising out of untimely filing of TDS returns will not be borne by Dhubri Medical College & Hospital if the details for filing the returns have been provided on time		
2.2	Any late fee arising out of untimely filing of GST returns will not be borne by Dhubri Medical College & Hospital if the details for filing the returns have been provided on time		
2.3	All traveling expenses, local transportation and Boarding and lodging will not be provided by the Dhubri Medical College & Hospital, Dhubri.		

Place

Signature.....  
 (Authorized Signatory)  
 Date:  
 Name  
 Full Address.....  
 (Office seal)

**Part-B**

**Engagement of Chartered Accountant/Cost Accountant Firm for GST, TDS  
Consultancy Return Filing and Internal Auditing at DMC&H, Dhubri-Assam**

S.no	Criteria	MaxMarks	ScoringPattern
1	Average annual turnover during the last 3 years greater than 20 lakhs	20	If yes=10 marks If no=No marks
2	Number of support staff associated with the firm	10	Less than 2=No marks 2 and above=5 marks 5 and above=10 marks
3	Number of years of work experience of partners in full time practice	10	Less than 5=No marks 5 years and above=5 marks 10 years and above=10 marks
4	Prior work experience in similar line of work with government medical college with staff strength of	20	Less than 100=No marks 100 and above=5 marks 200 and above=10 marks 300 and above=20 marks
5	Number of years of experience of firm	20	Less than 10 years=No marks 10 years and above=5 marks 20 years and above=10 marks 30 years and above=20 marks
6	Any other point/work experience considered relevant by the firm to grant it an edge over others	20	Maximum 20 marks

**Note:** Please attach extra sheet of documentary support in support of your information.

Signature .....

Name of Tenderer-----

Official Seal

15. **FINANCIAL BID**

**Engagement of Chartered Accountant/Cost Accountant Firm for GST, TDS Consultancy, Return Filing and Internal Auditing, DMC & H, Dhubri-Assam**

Sl. No.	Description of Work	Amount (inclusive of GST)	
		In Figure	In Word
A	P. Tax, TDS, GST consultancy, return Filing and Internal Auditing (payable on half yearly basis in two installments)		

NB. Financial Bid shall be submitted as per prescribed format in separate envelope

Signature \_\_\_\_\_

Name of Tenderer

\_\_\_\_\_  
Official Seal \_\_\_\_\_

**16. 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 DMC&H, Dhubri-Assam, 783325 if we are appointed for **GST, TDS Consultancy, Return Filing and Internal Auditing.**

We also agree to continue with our services to the, DMC&H, Dhubri-783325 in the subsequent two Financial Years if the Principal cum Chief Superintendent, DMC&H, Dhubri-783325 extends our services for the same.

c) Enhancement of fee will be done at the rate of 10% in the subsequent years and will be based upon the performance of the firm.

Place: Date

:

Signature of Tenderer.

Name.....

Full Address.....

(Office seal)



**17. Pledge of Compliance**

*(To be given by the legal owner/partner of the agency on the companies Letter Head)*

Date:.....

Designation:.....

**DECLARATION**

I,.....

Name.....

designation,.....

acting on behalf of.....

.....(agency name & address), which is an applicant for Engagement of Chartered Accountant/ Cost Accountant Firm at Dhubri Medical College & Hospital, Dhubri-783325, hereby undertake that we shall abide by the terms and conditions of the Work Order/Agreement signed between me/us and, Dhubri Medical College & Hospital, Dhubri-783325. In the event of any breach of the terms and conditions of Work Order/Agreement during the entire period of contract, the full responsibilities of any loss incurred by Dhubri Medical College & Hospital, Dhubri-783325 because of our negligence including financial, time and reputation as assessed by the Principal, Dhubri Medical College & Hospital, Dhubri-783325, shall lie with my agency and my agency will fully compensate, Dhubri Medical College & Hospital, Dhubri-783325 for all such losses.

Signature: .....

Name: .....

Address:.....

.....

Official Seal

