

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	16-04-2024 11:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	16-04-2024 11:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Uttar Pradesh
Department Name/विभाग का नाम	Medical Education Department Uttar Pradesh
Organisation Name/संगठन का नाम	N/a
Office Name/कार्यालय का नाम	Government Institute Of Medical Sciences Greater Noida
Item Category/मद केटगरी	Manpower Hiring for Financial Services - Onsite; Chartered Accountant
Contract Period/अनुबंध अवधि	1 Year(s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	7 Year (s)
Past Experience of Similar Services required/इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है	Yes
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days

Bid Details/बिड विवरण	
Estimated Bid Value/अनुमानित बिड मूल्य	600000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है	Yes

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	10000

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	18

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

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

Beneficiary/लाभार्थी :

Director

Government Institute Of Medical Sciences Greater Noida, Medical Education Department Uttar Pradesh, N/A,
(Dr Rakesh Gupta)

Splitting/विभाजन

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

MII Compliance/एमआईआई अनुपालन

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

MSE Purchase Preference/एमएसई खरीद वरीयता

Yes

1. 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 / Public Listed Company. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.
3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

The Bidder must have successfully executed at least XX projects of any value in past 3 years of providing similar services to Central/State Government, PSUs or any other government organizations:AS PER SCOPE OF WORK

The Bidder must have successfully executed at least YY projects of any value in past 3 years of providing similar services for at least ZZ different clients(Central/State Government, PSUs or any other government):AS PER SCOPE OF WORK

Service provider must have a dedicated team of required manpower of XX for the projectAS PER SCOPE OF WORK

Scope of Work:[1712208286.pdf](#)

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

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Deployment Location	Onsite
Type of Professional/Resources required	Chartered Accountant

Specification	Values
Certifications of Professional/Resources required	Indian Accounting Standards (Ind AS) , Master's in business finance (by ICAI)
Qualification of Professional/Resources required	CA , CS
Total Experience of Professionals / Resources (In years)	11 - 15 Years
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Number of manpower deployed	Additional Requirement/अतिरिक्त आवश्यकता
1	N Mohanasundaram	201310,GOVERNMENT INSTITUTE OF MEDICAL SCIENCES, KASNA, GREATER NOIDA, GAUTAM BUDDH NAGAR	1	<ul style="list-style-type: none"> Number of Months : 12

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

1. Generic

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

2. 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.

3. Service & Support

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

4. Service & Support

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

5. Service & Support

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

6. Forms of EMD and PBG

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

DIRECTOR, GIMS,
payable at
GREATER NOIDA

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

7. 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

DIRECTOR, GIMS, GREATER NOIDA

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 pledgor. 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.

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

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

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of

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

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

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action

in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Government Institute of Medical science,

Gautam Buddh Nagar

Greater Noida

Utter Pradesh-201310

Website www.gims.ac.in



Gem Bid NOTICE



GOVERNMENT INSTITUTE OF MEDICAL SCIENCES

Greater Noida, Gautam Buddha Nagar-201310, Tel-0120-2341738, 9999384468

Website: www.gims.ac.in, Email- gimsgnoida16@gmail.com

(An Autonomous Institute Under Govt. of U.P.)

Bid Document for Hiring of C.A Firm/ C.S. Firm for Book Keeping and Tax Consultancy Through GeM Portal

The Government Institute of Medical Sciences (GIMS) Greater Noida, Gautam Buddha Nagar (UP) is an autonomous tertiary care teaching medical institute under Government of Uttar Pradesh and pursuing MBBS course since 01 Aug 2019 and courses through National Board of Examinations from current session in various clinical specialties.

Director, Government institute of Medical sciences invites

Bid for Document : Hiring of C.A Firm/ C.S. Firm for Book Keeping and Tax Consultancy Through GeM Portal

From those registered with the ICSI or ICWAI for carrying out Book Keeping and Tax consultancy service at GIMS for the Financial Year 2023-24 & 2024-25 . The interested C.A/ C.S Firm may go through the mandatory qualification criteria and general information as follows:-

1. The Mandatory criteria for submitting the Bids are as follows:

- EMD as per GeM portal.** Photocopy to be uploaded on GeM portal and hard copy of the same should be reach GIMS within reasonable time.
- Details as per table below -

1	Firm Strength and Presence	More than Full Time 8 CA partners (minimum 5 FCA)
		Head Office/ Branch Office in Delhi/NCR
2	Experience	Firm must have CAG empanelment
		Average Annual turnover for preceding three financial years more than 50 lacs
		Accounting / Audit Work Experience related to Government / Public Sector
		Minimum 1CISA partner / employees
3	Qualified Team	Experience / Establishment of the Firm more than 25 years
		Certificate Course on Public Finance and Government Accounting by ICAI

- c) C.A/C.S. Firm should enclose affidavit of attaining the qualifications and not blacklisted or debarred by any Department of the State/Central Government/The World Bank due to non-performance and corrupt /fraudulent practices. The C.A /C.S. Firm must not have any litigation pending in any Hon'ble Court of Law or its partners have never been convicted by any Hon'ble Court of Law.
- d) Complete Income Tax Return along with all annexure for financial years (FY 2019-20 ,FY 2020-21 & FY 2021-22)

2. General Information to the Bidders:

- a) The proposal submitted by C.A/C.S. Firm in the prescribed format shall be the basis for determining the mandatory qualification.
- b) The C.A/C.S. Firm must submit appropriate document, as deemed fit as evidence of the information provided in proposal.
- c) The currency of the contract (contract duration) will be valid for 1 years from the date of execution of the contract. The Authority may extend contract duration for an additional year, subject to satisfactory performance of the service provider, on existing terms and conditions
- d) Director reserves the right to cancel or reject in full or in part of all bids received without assigning any reason in lieu thereof.
- e) All the annexure to be signed by the person, who is submitting the proposal.
- f) The finally selected C.A/C.S. Firm would performance Security as per rule in the form of A/C payee Demand Draft or Fixed Deposit Receipt pledge in favor of GIMS, Greater Noida
- p) The selection of C.A/C.S. Firm will be made as per the procurement rules of UP Govt. The information related to the qualifying criteria must be furnished by the C.A/C.S. Firm on the prescribed format.

3. SCOPE OF WORK

- a) Maintenance of books of accounts from the supporting documents (inputs) provided by the institute.
- b) Bank accounts reconciliation on monthly basis
- c) TDS Return Filing services
- d) GST Return Filing services
- e) Filing of Income tax returns
- f) Direct / Indirect Tax notice related compliances
- g) Task assigned by the Director/Finance Officer.

BOOK-KEEPING

- a) Day-to-day book keeping and accounting
- b) Preparing purchase reports.

- c) Preparing sales reports.
- d) General ledger maintenance.
- e) Assets/equipment ledger maintenance.
- f) Cash flow statement.
- g) Record revenue and expenses within the general ledger.
- h) Monthly reconciliation of bank account.
- i) Monthly Trade Receivable & Trade Payable reconciliation.
- j) Verify Compliances with relevant reporting requirement.
- k) Provide all needed documentation and reports for auditor.
- l) Aid staff with various financial projects, accounting and duties.

4. EVALUATION PROPOSALS

The proposal submitted by C.A./ C.S Firm and their suitability for the proposed task shall be evaluated in following steps.

4 (A). Mandatory Qualification Criteria

S. No	Criteria	Supporting Documents
1	Firm must be registered with the ICAI or ICSI or ICWAI	Attach self-attested copy of the latest constitution certificate of the ICAI of ICSI or ICWAI.
2	Firm must have at least 8 qualified members either as partner or associate	Attach self-attested copy of Empanelment.
3	Firm must have PAN and GST.	Attach self-attested copy of PAN Card and GST Registration Certificate
4	Affidavit of the C.A./ C.S Firm	Annexure-01
5	C.A /C.S Firm must have minimum average annual turnover of Rs 50 lakhs in the last three financial years	C.A /C.S Firm shall provide Audited Balance Sheet, Profit & Loss A/c. and complete Income tax return along with all annexure of last 3 financial years
6	C.A/C.S Firm should have Experience / Establishment of the Firm more than 25 years	Give details of assignments and attach copy of experience certificates/work orders/Agreement.
7	Experience of C.A./ C.S Firm on handling similar Assignment	Give details of assignments and attach copy of experience certificates/work orders/Agreement.
8	Profile of Key Persons	Annexure-5
9	Firm must have a Head Office or branch office in existence in the Delhi NCR area.	Attach self attested copy of rent agreement/lease deed/sale-purchase deed.

Important Note :- C.A./ C.S. Firm qualifying all criteria in above Mandatory Qualification Criteria

Annexure –I

Annexure-1 Affidavit by of the C.A/C.S.. Firm on Rs. 100/- Non-judicial Stamp Paper C.A/C.S. Firm evincing the interest in assignment, having required eligibility qualifications should enclose an Affidavit as per the format given below:

(A) I have gone through the contents of advertisement for the essential qualifications, eligibility criteria and fulfilled all the qualifications, eligibility criteria as per the details given in the Terms of Reference.

(B) All relevant documents related our qualifications are enclosed with our RFP.

(C) The details and contents of our qualifications, eligibility criteria are authenticated and based on actual work carried out by our C.A/C.S. Firm, as per the record.

(D) I have understood that in case it is found that our C.A/C.S. Firm is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not given any opportunity for any clarifications and our eligibility will be evaluated based on the available documents in the RFP.

(E) I have read the Terms of Reference and submitting the proposal along with Annexure as per the bidding document.

(F) I hereby declared that our C.A/C.S. Firm is not blacklisted or debarred by any Department of the State/Central Government/The World Bank due to non-performance and corrupt/ fraudulent practices and no litigation is pending against our C.A/C.S. Firm or its partners in any court of India.

(G) I hereby declared that there is no on-going criminal case/ vigilance enquiry/ labor dispute against the firm or its partners and he/she has never been convicted by any Hon'ble Court of Law.

Signature of Authorized Signatory Name:

Date:

Designation:

Annexure –II

Financial Particular of the C.A/C.S. Firm (Amount in Rs.)

F Y	Total Turnover in	Average Annual Turnover in
2019-20		
2020-21		
2021-22		

Note: C.A/C.S. Firm shall provide Audited Balance Sheet, Profit & Loss A/c. and Complete Income tax return along with all annexure of financial years (FY 2018-19, FY 2019-20 & 2020-21)

Annexure-III

Overall Experience

S No	Name of the Assignment	Name of the client	Assignment value	Period of assignment	Completion date

Annexure –IV

Check list of documents

S no	Details of Annexure/ Documents	Page Number

Financial Bid

S No	Description of works	Total Yearly charges including GST
1	Service charges for providing the CA CS firm services as per scope of work	