



**GOVT. OF ASSAM**  
**OFFICE OF THE SUPERINTENDENT :: ASSAM MEDICAL COLLEGE HOSPITAL**  
**DIBRUGARH - 786 002**

No.MCH/2024/

Dated, Dibrugarh the \_\_\_\_\_ 2024.

**TENDER NOTICE (e-Tender)**

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight & paisa twenty five) only are invited for proposal of chartered accountant firm “**For Internal Audit, GST, TDS Consultancy and Return filing** , GST, TDS Consultancy and Return filing of **Hospital Management Society, AMCH, Dibrugarh for the financial year 2023-2024, 2024-2025 & 2025-2026.**

<b>Important Particulars:</b>					
<b>Brief Description of work .</b>			<b>Cost of Bidding Document Fee</b>	<b>EMD (Bid Security)</b>	
“ <b>For Internal Audit, GST, TDS Consultancy and Return filing</b> , GST, TDS Consultancy and Return filing of <b>Hospital Management Society, AMCH, Dibrugarh Audit</b>			<b>Rs. 1,000/- (Online mode)</b>	<b>Rs. 50,000/- (Online Mode)</b>	
<b>Key Dates:</b>					
<b>Sl. No.</b>	<b>Scheduled</b>	<b>Start Date</b>	<b>Start Time</b>	<b>End Date</b>	<b>End Time</b>
1.	<b>e-Tender Publishing date</b>	22/11/2024	4.30 PM		
2.	<b>e-Tender downloading date</b>	22/11/2024	4.45 PM	13/12/2024	11.00 AM
3.	<b>Tender Per-bid Meeting</b>	25/11/2024	11.30 AM		
4.	<b>Bid Submission -</b>	25/11/2024	5.00 PM	13/12/2024	11.00 AM
5.	<b>Bid Opening -</b>	13/12/2024	11.30 AM		

The Tender documents containing detailed information/terms and conditions for the purpose can be downloaded from website [www.assamtenders.gov.in](http://www.assamtenders.gov.in).

Any future clarification and/or corrigendum(s) shall be communicated through [www.assamtenders.gov.in](http://www.assamtenders.gov.in).

Superintendent  
Assam Medical College Hospital  
Dibrugarh.

Memo No.MCH/2024/

Dated, Dibrugarh the \_\_\_\_\_ 2024.

Copy to:-

1. The Principal-cum-Chief Superintendent, Assam Medical College Hospital, Dibrugarh for information.
2. **The Director of Information and Public relation, Dispur, Guwahati-06 with request to publish the advertisement in a leading English News Paper & one Assamese News Paper for one time only.**
3. Notice Board/Website.

Superintendent  
Assam Medical College Hospital  
Dibrugarh.



सत्यमेव जयते

**GOVT.OF ASSAM  
OFFICE OF THE SUPERINTENDENT ASSAM MEDICAL COLLEGE  
HOSPITAL DIBRUGARH**

**TENDER DOCUMENT**

**REQUEST FOR PROPOSAL OF CHARTERED  
ACCOUNTANT FIRM FOR (INTERNAL AUDIT OF  
HOSPITAL MANAGEMENT SOCIETY, AMCH,  
DIBRUGARH,**

**FILE NO: NO.MCH/2024/**

**DATED**

**TWO BID SYSTEMS**

<b>Issue of NIT</b>	
<b>Date and Time of Start of Bid Submission</b>	<b>25/11/2024 from 5.00 pm</b>
<b>Date and Time of End of Bid Submission</b>	<b>13/12/2024 upto 11.00 am</b>
<b>Date and Time of Opening of Technical Bid</b>	<b>13/12/2024 at 11.30 am</b>
<b>Date and Time of Opening of Financial Bid</b>	<b>Shall be communicated only to the technically qualified bidders subsequently</b>

Tender document sale/downloaded from institute's website

[www.amc.edu.in](http://www.amc.edu.in)

## **REQUEST FOR PROPOSAL**

Sealed tenders affixing court fee stamp of Rs. 8.25 (Rupees Eight and Twenty Five paisa) only in two bid system (Technical & Financial) are invited from experienced Chartered Accountant for “**For Internal Audit, GST, TDS Consultancy and Return filing** , GST, TDS Consultancy and Return filing of **Hospital Management Society, AMCH, Dibrugarh Audit for the financial year 2023-2024, 2024-2025 & 2025-2026**.. The Tender will be received by the undersigned up to 13/11/2024 till 11.00 AM. If that day happens to be a holiday, the tender would be opened on the next working day.

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

Sd/-  
Superintendent  
Assam Medical College Hospital  
Dibrugarh

## 2. COVERING LETTER:

### Format of letter to be given for applying for request for proposal of Chartered Accountant Firm for Hospital Management Society Audit, AMCH, Dibrugarh

To,

The Superintendent, AMCH, Dibrugarh

Sub: Request for proposal of Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh

Dear Sir,

This is with reference to your Tender number NIT No: MCH/2024/30357 Dated:20/11/2024, I have examined the tender document and understood its contents. I hereby submit my Bid for Request for proposal of Chartered Accountant Firm for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh

The Bid is unconditional for the said Tender.

1. It is acknowledged that the authority will be relying on the information provided in the Tender and the document 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 tenders such information misleading; and all documents accompanying the Bid are true copies of their respective originals.
2. This statement is made for the express purpose of the above mentioned subject.
3. We shall make available to the Authority and additional information it may find necessary or require to supplement or authenticate the Qualification statement.
4. 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.
5. 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.
6. 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.

7. 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.
8. 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.
9. It is further certified that no investigation by any regulatory agency is pending against us.
10. It is hereby affirmed that we are in compliance of/shall comply with the statutory requirements of the Govt. of India, as applicable.
11. 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.
12. We agree to undertake to abide by all terms and conditions of the Tender document.
13. 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.

**Yours faithfully,**

**Place-**

**Date:-**

**(Signature, name and designation  
of the Tendered/Authorized  
Signatory)(Office Seal)**

### **3. PARTICULARS OF TENDER**

<b>1.</b>	Tender No.	MCH/2024/30357 Dated:20/11/2024
<b>2.</b>	Particulars of the work	Request for proposal of Chartered Accountant firm for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh
<b>3.</b>	Contract Period	One year and can be continued/ renewed for further One year on mutual consent of both parties subject to satisfaction of the authority of AMCH, Dibrugarh
<b>4.</b>	Processing Charge/Tender Fees	Deposit the Cash Payment or in the form of Demand Draft of Rs. 1000/- (Rupees one thousand only) in favour of " Member Secretary, Hospital Management Society, AMCH, Dibrugarh
<b>5.</b>	EMD	Rs. 50000/- (Rupees fifty thousand only) through Demand Draft in favour of" Member Secretary, Hospital Management Society, AMCH, Dibrugarh
<b>6.</b>	Date &time of Start of Bid Submission	25/11/2024 from 5.00 pm
<b>7.</b>	Tender Pre-bid Meeting	25/11/2024 at 11.00 am
<b>8.</b>	Last Date & time of Submission of Bid ( By Hand in drop Box/Post)	Last date of submission of the filled tender document : 13/12/2024 up to 11.00 AM
<b>9.</b>	Period of Validity of tender	12 Months from the date of closing the bid.
<b>10.</b>	Date &Time of Opening of Tender	13/12/2024 at 11.30 AM
<b>11.</b>	Place of opening of Tender	Conference Hall of Assam Medical College Hospital, Dibrugarh

## 4. GENERAL PARTICULARS OF TENDER

### Part-I

1. Name of the Chartered Accountant Firm/Agency-
2. Full Address with contact number, website, e-mail, etc.
3. Income Tax PAN No of the firm :(attach copy)
4. GST No of the Firm:(attach copy)
5. Firm's Registration No with ICAI:(attach copy)
6. Empanelment no with C&AG :(attach copy)
  
7. 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.

### Part-II

1. Name and address of the 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.

**Place:**

-

**Date:-**

**(Authorized Signatory)  
Signature of Tenderer  
(Office Seal)**

## 5. ELIGIBILITY CRITERIA:

### A. Firm Eligibility Criteria:

- a. The Tenderer shall be a firm of C&A.G .empanelled Chartered Accountant.
- b. The Firm should have at least 3 years of experience in auditing of Govt. Organization account, i.e. DRDA, Govt. Medical College etc.
- c. The firm should be in continuous practice of doing TDS, GST and allied works for a period of 3 years or more. The Firm should have experience of TDS salary GST return filing of a government institution, i.e. DRDA, Govt. Medical College etc.
- d. The annual turn over of the Tenderer shall not be less than Rs. 20 Lakh in any of the last three financial year i.e. 2021-2022, 2022-2023, 2023-2024.
- e. The firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization.
- f. The Tenderer should have valid PAN and GST number.
- g. The firm which has its office within Dibrugarh District will be given preference In case of Tie of L<sub>1</sub>.

It is essential that, all the above criteria prescribed is 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

### SEALING AND MARKING OF TENDER

a. The Tender must be complete in all aspect and should contain requisite certificate, informative literature etc.

b. Technical Bid and Financial Bid. The Technical and Financial Bids should be sealed in separate envelopes and then to be sealed in one separate envelop clearly superscripting on the envelop, "Request for proposal of Chartered Accountant firm for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh" The Bid shall include:

- i. Forwarding letter by the Tenderer
- ii. All Required documents.
- iii. Processing fees (non-refundable) through Demand Draft (Should be enclosed with technical Bid)
- iv. EMD through Demand Draft (should be enclosed with technical Bid)



- v. Technical Bid.
- vi. Financial Bid.
- vii. Tender should be addressed to:-

**The Superintendent,  
Assam Medical College Hospital, Dibrugarh**

The Tender should be submitted/dropped in the TENDER BOX kept at the office of the Superintendent, Assam Medical College Dibrugarh by 11.00 PM on 13/12/2024

#### **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.

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

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

#### **LATE BIDS**

Any Tender received after the deadline for submission of TENDER prescribed by of Assam Medical College Hospital, Dibrugarh 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 AMCH, Dibrugarh , 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 charge 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

Bids submitted by the Tenderer who resort 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 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.
9. The agency shall not sublet the work or part of the work.
10. 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.
11. Payment should be made as subject to availability of fund/Govt. Budget.
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.
15. The EMD deposited by successful bidder will be adjusted towards security deposited.

### **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 Superintendent, AMCH, Dibrugarh reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Superintendent, AMCH, Dibrugarh shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

**(Authorized Signatory)  
Signature of Tenderer  
(Office 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 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, Superintendent, AMCH, Dibrugarh 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:

As part of the evaluation, the technical bids shall be checked for responsiveness with the requirements of this document and only those bids which are found to be **substantially responsive** and without **material deviation or reservation** shall be considered for further evaluation in accordance with the criteria set out in this document.

A technical bid shall be considered to be **substantially responsive** if it meets the following conditions:

- a. It is received on or before the deadline for submission of bids including any extension thereof.
- b. The bidder is eligible as pursuant to the provisions stipulated.
- c. The bid is duly signed, sealed and marked.
- d. It contains all the information and documents as requested in this document.
- e. It contains information in formats specified in this document.
- f. It conforms to the proposal validity period.
- g. There are no inconsistencies between the Proposal and the supporting documents.

All the responsive bids shall be evaluated as per the criteria set out above.

The Financial Proposals of only the **Technically Qualified Bidders** determined pursuant to the criteria set out shall be opened in presence of the representatives of the Technically Qualified Bidders.

## 9. AWARD OF CONTRACT

The Tenderer should be 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.

- i. Superintendent, AMCH, Dibrugarh reserves the right of negotiation with eligible tenderer before finalization of the TENDER and/or contract.
- ii. Superintendent of AMCH, Dibrugarh reserves the right to accept any Bid and to reject any orall Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

**10. NOTICATION OF AWARD:**

Prior to the expiration of the period of TENDER validity, the institute will inform the Tenderer by registered letter or by phone of by e-mail that the Bid has been accepted and the work has been awarded.



## 11. FINANCIAL BID

**Request for proposal of Chartered Accountant firm for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh**

SL No.	Description of Work	Amount(Rs)Inclusive of GST	
		In Figure	In Word
A.	Request for proposal of Chartered Accountant firm for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh		

NB: Financial Bid shall be submitted as perprescribed format in separated envelope.

Signature\_\_\_\_\_

Name of Tenderer \_\_\_\_\_

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

## 12. 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 AMCH, Dibrugarh if we are appointed for Internal Audit, GST, TDS Consultancy and Return filing of Hospital Management Society, AMCH, Dibrugarh
- b. We also agree to continue with our services to the AMCH, Dibrugarh in the subsequent two financial years if the Superintendent, AMCH, Dibrugarh Extends our services for the same.
- c. Enhancement of fee will bed one at rate of 10% in the subsequent years and will be based upon the performance of the firm.

Place:

Signature\_\_\_\_\_

Date:

Name of Tenderer \_\_\_\_\_

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

**ENDOF THE DOCUMENT**

\*\*\*\*\*