



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/5794294  
Dated/दिनांक : 08-01-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	29-01-2025 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	29-01-2025 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	110 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Health And Family Welfare
Department Name/विभाग का नाम	Department Of Health And Family Welfare
Organisation Name/संगठन का नाम	All India Institute Of Medical Sciences (aiims)
Office Name/कार्यालय का नाम	Gorakhpur Uttar Pradesh
क्रैता ईमेल/Buyer Email	buyer74.aiimsa.up@gembuyer.in
Item Category/मद केटेगरी	Custom Bid for Services - Hiring of services of CA Firmagency ON CONTRACT BASI
Similar Category/समान श्रेणी	<ul style="list-style-type: none"><li>Financial Audit Services</li></ul>
Contract Period/अनुबंध अवधि	1 Year(s)
Minimum Average Annual Turnover of the bidder (For 3 Years)/बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का)	3 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 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

<b>Bid Details/बिड विवरण</b>	
<b>Document required from seller/विक्रेता से मांगे गए दस्तावेज़</b>	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
<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	Yes
<b>Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया</b>	No
<b>Type of Bid/बिड का प्रकार</b>	Two Packet Bid
<b>Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय</b>	2 Days
<b>Estimated Bid Value/अनुमानित बिड मूल्य</b>	500000
<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Arbitration Clause</b>	No
<b>Mediation Clause</b>	No

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**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
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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. 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 for services, 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [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. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. 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 as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. 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.
6. 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**

**Introduction about the project /services being proposed for procurement using custom bid functionality:**[1736321799.pdf](#)

**Scope of Work:**[1736321861.pdf](#)

**Payment Terms:**[1736321804.pdf](#)

**Penalties:**[1736321817.pdf](#)

**GEM Availability Report ( GAR):**[1736321815.pdf](#)

**Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:**[1736321914.pdf](#)

**Pre Bid Detail(s)**

Pre-Bid Date and Time	Pre-Bid Venue
15-01-2025 13:00:00	MNC Building AIIMS Gorakhpur

**Custom Bid For Services - Hiring Of Services Of CA Firmagency ON CONTRACT BASI ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Hiring of services of CA Firmagency ON CONTRACT BASI
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
<b>Addon(s)/एडऑन</b>	

#### Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

#### Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Shailesh Kumar	273008,All India Institute of medical Sciences, Kunraghat, Gorakhpur	1	N/A

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

1. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
2. **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

#### 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. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

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. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
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.
15. 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.

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.

**All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws 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. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.**

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 कार्यवाही का आधार होगा।

---Thank You/धन्यवाद---

TERMS AND CONDITIONS OF CONTRACT FOR  
"Hiring of services of CA Agency"

**A. SCOPE OF WORK: "Hiring of services of CA Firm/agency" ON CONTRACT BASIS** at All India Institute of Medical Sciences AIIMS, Gorakhpur.

**B. TERMS & CONDITIONS:**

1. The said contract will be initially for a period of 12 months commencing from the date of signing the contract which may be extended further for year-to-year basis with same terms & conditions subject to mutual consent of both the parties and subject to satisfactory performance of contract. However, in normal circumstances the Agreement is terminable by giving two months' notice in writing by either party to the agreement.
2. The Contracting Agency shall render the services as mentioned in the scope of work of the tender document to **AIIMS Gorakhpur** as below:
  - a) Compilation, filing of TDS return and technical resolution of all the TDS related matters, if any, TDS related assessment both in the cases of receivable and payable, if any (Already having TAN No).
  - b) Compilation of GST Input on monthly basis so that tax is deposited. Filing of GST return and compile with all the GST related matters with GST Authority (Already having GST No and paying GST regularly). To provide necessary guidance on GST Rules and for availing of credit rules and related action and filling requisite returns within prescribed time limit.
  - c) Compilation of Professional Tax liabilities.
  - d) Checking the Bank reconciliation.
  - e) Physical and computer preparation of bank book based on bank statements and financial instruments (DD or otherwise).
  - f) Compilation and tabulation of GST, Professional Tax and TDS payable.
  - g) Reconciliation of TDS payable/paid by AIIMS Gorakhpur on monthly basis.
  - h) Physical and computer entry of advances given and its adjustments at the time of settlements.
  - i) Assist our accounts personnel during audit related with Statutory taxes, if any, CAG audit, Statutory audits, internal audit and reply of the paras if any, given by the auditors
  - j) Preparation and finalization of accounts along with balance sheet and related documents.
  - m) Preparation of TDS Certificate on behalf of AIIMS GKP quarterly basis for the issue to the parties.
  - n) Checking of Trial Balance (TB), all Ledgers, Realization Day Book (RDB), and Bank Book on monthly basis. Trial balance be prepared positively by 6th of every month
  - o) Compilation of Accounts on monthly basis as well as yearly basis and preparation of monthly trial balance along with all supporting schedules, Receipt and Payment Account, etc.
  - p) Checking of appropriateness of tax deduction at source from payments made to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters
  - q) Preparation of Uniform formats of Accounts
  - r) The CA firm/agency shall be personally responsible for the work allotted to her/him, from the stage of preparation of vouchers, preparing ledger/accounting books/registers to end product (i.e. trial balance/receipt & payment account/balance sheet with all supporting schedules).
  - s) Preparation of data to generate Form-16 and other IT related compliances.

3. That CA firm/agency's authorized representative (Owner/Director/Partner/Manager) shall personally contact Head of the Account Section, AIIMS GKP or the office in charge of Accounts at AIIMS, GKP at least once a month to get a feedback on the services rendered by the contractor vis- a-vis corrective action required to make the services more efficient.
4. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, Gorakhpur Court will have the jurisdiction to settle and decide all the disputes.
5. Income Tax TDS as per rules shall be deducted from the bills of the contractor as per applicable laws.
6. Any violation of instructions/agreement or suppression of facts will attract cancellation of agreement without any reference.
7. The CA firm/agency will be held wholly responsible for any action taken by statutory bodies for violation/non-compilation of any such provision/rule.
8. Whenever there is a duplication of clause either in the terms and conditions or in the agreement, the clause which is beneficial to the AIIMS GKP, will be considered applicable at the time of any dispute/following any statutory rules.
9. Note: These terms and conditions are part of the Contract/Agreement as indicated in the Agreement between AIIMS Gorakhpur, and the Agency and any non- compliance shall be deemed as breach of the Contract/ Agreement.
10. Additional Terms & Conditions:
11. It is mandatory for the bidding Chartered Accountant Firm(s) to have their head office at Gorakhpur, Uttar Pradesh as per records of Institute of Chartered Accountants of India (ICAI) with more than 5 years of standing, minimum turnover of 5 lacs in each of last three financial years i.e 2021 - 2022, 2022 - 2023 and 2023 - 2024 and valid GST Registration as on date of submission of bid. Bidder needs to mandatorily attach ICAI Firm Constitution Certificate, GST Registration Certificate and self - declaration on letterhead of firm regarding turnover of CA Firm in each of last three financial years.
12. Bidder firm should be provisionally empanelled with Office of Comptroller & Auditor General of India for FY 2023 - 2024 or should have Submitted Application for empanelment with Office of Comptroller & Auditor General of India for FY 2023 - 2024 as on date of submission of bid. Copy of Acknowledgement issued by Office of Comptroller & Auditor General of India for FY 2023 - 2024 for submission of empanelment request on CAG Web portal needs to be attached.

13. The bidder should have experience of providing similar services to at least one health Institute (National Importance Institute), firm also must enclose the Institute details year of working.
14. Chartered Accountant overseeing the entire work should have experience of more than 05 years and should be either proprietor/partner/employee of the CA Firm as per ICAI Firm Constitution Certificate as on date of submission of bid. He/she will be required to personally visit AIIMS GKP, onsite at least once every week for supervision of work done by deputed employee as well as disposal of other issues as mentioned in Scope of Work. Copy of COP issued by ICAI of proposed visiting CA needs to be attached.
15. Sub- letting of work to any other CA firm/person is not allowed under any circumstances.
16. Bidder needs to quote all-inclusive price and no extra amount viz GST, Labour cess, fooding, clothing, accommodation, local conveyance, parking fees etc. will be paid other than the amount quoted in bid.
17. Bidding CA Firm and or its proprietor/partner/CA Employee should not have been debarred from practice or subject to any disciplinary action at any time by the Institute of Chartered Accountants of India. A self-declaration to this effect on the letter head of the firm is required to be submitted.
18. Bidding CA Firm- Proprietor/Partner/CA Employee should not be blood relative of any employee of AIIMS GKP.
19. Bidder has to apply through offline submission of offer at administrative office AIIMS Gorakhpur as per Given Time frame i. e before last date of bid submission.
20. Any change that will be made in the bid document by competent authority after issue of bid will be intimated in the form of corrigendum for incorporating the same in the bid document
21. No alteration and addition anywhere in the bid document are permitted. If any of these are found, the bid document will be summarily rejected
22. The bid will be valid for a period of 180 days from the date of opening of bid.
23. In the event that the specified date for the submission of bid is declared a holiday, then the bid will be up-to on the next working day and bid will be opened on same date & time.
24. Bidder shall not revoke his bid or vary its terms and conditions without the consent of the AIIMS GKP during the validity period of the bid. If the



bidder revokes the bid or varies its terms or conditions, the Earnest money deposit by it shall stand forfeited.

25. The bidder may withdraw its offer after its submission provided that written notice of withdrawal is received by the AIIMS GKP prior to the closing date and time prescribed for submission of offer.
26. The bidder or authorized person of the bidder is allowed to take part in the opening of bid and for the same they should submit the identification card or authorization letter.
27. Bidder may visit our office between 10.00 AM to 5.00 PM on any working day except Saturday, Sunday and public holiday to get clarification on providing Accounting Services.
28. Bid Notice and the General Terms & Conditions shall form the part of the Contract.
29. AIIMS Gorakhpur reserves the right to suitably increase/reduce the scope of the work put to this Bid.
30. The successful bidder shall commence the work on or before ten days from the day of receipt of the "Work Order," else the EMD amount of the successful bidder shall be forfeited and the work order will be placed to the next successful bidder.
31. Only the bid that qualifies in the technical scrutiny shall be further considered for opening of the financial bid.
32. Duly signed and stamped copy of acceptance of Additional Terms and Conditions and Scope of Work needs to be mandatorily attached

33. Price Bid format

Sl No	Services as per scope of work	Charges per Month with applicable GST.
1.		