



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2025/B/5832013
Dated/दिनांक : 11-02-2025

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	04-03-2025 17:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	04-03-2025 17:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (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	All India Institute Of Medical Sciences Kalyani
क्रेता ईमेल/Buyer Email	arnab.goswami.aiimsk@nic.in
Item Category/मद केटेगरी	Custom Bid for Services - Chartered accountant services
Similar Category/समान श्रेणी	<ul style="list-style-type: none">Financial Audit Services
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)	20 Lakh (s)
Years of Past Experience Required for same/similar service/उन्हीं/समान सेवाओं के लिए अपेक्षित विगत अनुभव के वर्ष	3 Year (s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
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 Details/बिड विवरण

Do you want to show documents uploaded by bidders to all bidders participated in bid?/	No
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	Yes
RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
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
Estimated Bid Value/अनुमानित बिड मूल्य	500000
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation
Arbitration Clause	No
Mediation Clause	No

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	ICICI
ePBG Percentage(%) /ईपीबीजी प्रतिशत (%)	5.00
Duration of ePBG required (Months)/ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). 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 :

Executive Director
ALL INDIA INSTITUTE OF MEDICAL SCIENCES KALYANI, Department of Health and Family Welfare, All India Institute of Medical Sciences (AIIMS), Ministry of Health and Family Welfare
(Executive Director)

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. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
8. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:[1737094580.pdf](#)

Payment Terms:[1737094589.pdf](#)

GEM Availability Report (GAR):[1737094601.pdf](#)

Undertaking of Competent Authority is mandatory to create Custom Bid for Services. Please download standard format document and upload:[1737094610.pdf](#)

Pre Bid Detail(s)

Pre-Bid Date and Time	Pre-Bid Venue
20-02-2025 15:00:00	Welcome Room, Admin Building, AIIMS Kalyani

Custom Bid For Services - Chartered Accountant Services (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Chartered accountant services
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
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	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	ATANU GAIN	741245,NH-34 Connector, Basantapur, Saguna, Kalyani, District Nadia, West Bengal 741245	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**

Actual delivery (and Installation & Commissioning (if covered in scope of supply)) is to be done at following address

AIIMS Kalyani
Basantapur, Saguna
Kalyani
District - Nadia
West Bengal - 741245

3. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

4. **Generic**

1. The Seller shall not assign the Contract in whole or part without obtaining the prior written consent of buyer.
2. The Seller shall not sub-contract the Contract in whole or part to any entity without obtaining the prior written consent of buyer.
3. The Seller shall, notwithstanding the consent and assignment/sub-contract, remain jointly and severally liable and responsible to buyer together with the assignee/ sub-contractor, for and in respect of the due performance of the Contract and the Sellers obligations there under.

5. **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.

6. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

The terms & conditions, eligibility etc. as mentioned in the Scope of work (as uploaded) shall supersede the GeM criteria in case of any contradiction.

7. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Payment online through RTGS / internet banking also (besides PBG which is allowed as per GeM GTC). On-line payment shall be in Beneficiary name

ALL INDIA INSTITUTE OF MEDICAL SCIENCES KALYANI
Account No.
527001000047
IFSC Code
ICIC0005270
Bank Name
ICICI Bank
Branch address
Kalyani-more (Code- 5270) , MICR Code - 741229203

. Successful Bidder to indicate Contract number and name of Seller entity in the transaction details field at the time of on-line transfer. Bidder has to upload scanned copy / proof of the Online Payment Transfer in place of PBG 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. 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 कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Selection of Chartered Accountant firms for Accounting Management and Activities of AIIMS Kalyani

A. Eligibility of CA firm

1. The Chartered Accountant Firm should be based at **All India basis** and/or should have **main/ branch office in Kolkata/Kalyani (W.B.)**
2. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration.
3. The Firm should have been in operation for at least 10 years after its registration;
4. **The Firm must be empanelled with Comptroller and Auditor General of India (C&AG) (copy of valid certificate shall be provided to institute)** and must be a proprietorship/ partnership /LLP firm.
5. a) The firm must have done at least 5 (five) compilation, consolidation of accounts etc assignment of Central Government Autonomous bodies where Uniform Format of Accounts followed.
or
b) The firm should have been engaged for at least last 3 (Three) years at a stretch in compilation and consolidation of accounts in any Central Government Autonomous/ Statutory body where Uniform Format of Accounts followed
Or
c) The firm should have been engaged for at least last 3 (Three) years in Statutory/ internal audit of accounts in any Central Government Autonomous/ Statutory body where Uniform Format of Accounts followed.
6. The firm should have an average annual turnover of Rs.25.00 (Twenty-five) lakhs in three years i.e. F.Y. 2021-22, 2022-23 and 2023-24.
7. Total Number of qualified Chartered Accountants in the firm should not be less than 3 and minimum two full time partners of the firm or its paid full time Chartered Accountants.

B. Scope of Work

The CA firm shall compile, consolidate & finalize the Annual Accounts of All India Institute of Medical Sciences (AIIMS), Kalyani as per applicable guidelines, accounting rules and provisions followed in Central Autonomous/ Statutory bodies of Government of India. Details of activities are illustrated below:

1.	<p style="text-align: center;">Accounting and Consultancy Services</p>
	<ul style="list-style-type: none"> • Ensure Voucher entry on day-to-day basis at AIIMS Kalyani. For which one staff of the firm should be deputed to AIIMS Kalyani and carry on necessary work on in the premises of AIIMS Kalyani. • Compilation of Annual Accounts and Consolidation of data for annual accounts from all relevant sources like vouchers, cash books, General ledgers, registers etc. • Reconciliation of all bank accounts and bank ledgers on weekly basis. • Preparation of depreciation and other schedules as per Income Tax Act, 1961. • Ensure all financial transactions are recorded in Cash Book on daily basis. • Ensure correctness and adequacy of accounts and suggest necessary action points, if any, for rectification of the same. • Preparation of ledger, Trial Balance and Annual Financial Statements (i.e. Balance Sheet, Income & Expenditure Account, Receipt and Payment Account), notes on accounts and significant accounting policies and disclosure statement as per applicable accounting rules, provisions etc issued in this regard and applicable for central autonomous bodies. • Preparation of statement of accounts, annexures & schedules as per applicable guidelines of Government of India with documentary evidence, vouchers, correspondences and justifying each procurement/administrative expense claimed in the Annual Accounts. • Preparation of compliance report related to queries raised by C&AG during examination of annual accounts and thereafter. • Preparation of Utilization Certificate within given timeline, as and when requested. • Providing Fund position on monthly basis. • Reconciliation of Fixed Deposit interest on quarterly basis. • Preparation of Monthly MIS as per the specification of the management. • Providing the certification and auditing of the externally funded projects of AIIMS Kalyani. • Any other Accounting / Financial work as and when required.
2.	<p style="text-align: center;">TDS COMPLIANCE & FILLING OF RETURN:</p>

	<p>TDS RETURNS: -</p> <ul style="list-style-type: none"> • Preparation of TDS/TCS/GST data and intimation of TDS/TCS/GST amount under different sections/heads within 02 days from month end. • Preparation and filing of TDS returns (Form 24Q, 26Q and 27Q) on periodical basis as defined under Income Tax Act, 1961 and simultaneously generation of TDS certificates as per the requirement of Income Tax Act, 1961. • Rectification of defaults/ data in TDS returns within 07 (Seven) days of intimating the firm. • Taking corrective actions required by making online correction or offline corrections by filing revised returns and making all the necessary corrections. • Resolution of the default within 7 days from the receipt of required information from the Institute. • Any other related work in addition to the above mentioned
3.	<p>FORM 16:</p> <ul style="list-style-type: none"> • Preparation of Form-16 of Income Tax. • Merging of Part-A and Part-B and affixing Digital sign. • All corrections to be done before final distribution of form 16 if any.
4.	<p>INCOME TAX COMPUTATION OF EMPLOYEES</p> <ul style="list-style-type: none"> • Income tax Computation of Employees of Institute. • Computation of Qualifying Amount of Deduction Under various sections of the Income Tax and revision in tax deductions as required by the Income Tax Department from time to time like 80 C, 80D, 80G etc. • Computation by both old tax and new tax rules as requested by respective employees.
5.	<p>PROFESSION TAX Related</p> <ul style="list-style-type: none"> • Filing of Profession Tax Returns. • Assistance in solving Profession Tax Payment errors if any.
6.	<p>GST COMPLIANCE FILLING OF RETURN:</p> <ul style="list-style-type: none"> • Filing of GST Returns • Reconciliation of GST return with Books of Accounts. • Preparation of GST TDS Challans (Transaction wise) • Filing of GST TDS Returns • Solving of any mismatch on account of GST. • Filing of Annual Returns (GSTR 9) & Reconciliation Statement (GSTR 9C) • Preparation of Data for GST Input and GST Output reconciliation on monthly basis with books and GST Portal. • Preparation and filling of TDS returns under GST regime on periodical basis as defined under Goods & Services Tax and simultaneously generation of TDS certificates as per the requirement of GST regime. • Consultation / advice on record, maintenance of applicable GST rates • To maintain proper record of outward and inward supply of Goods or Services and generation of GSTR1, GSTR2, and 3B etc. The agency shall be responsible to deal with demand notice/corrections/revision of returns, received, if any due to mismatch of challans/error and for rectifications in respect of e-returns filed by them. • To provide the guidance leading to full compliance of all rules and regulation of GST laws and its implementation from time to time.

	<ul style="list-style-type: none"> • Assistance in updating GST related portals including e-invoices and their related issues are required from time to time. • Assistance in identification of invoices (outwards or inwards) which are not eligible for ITC. • To provide the assistance for the identification of nature of goods or services, HSN/SAC code, supply of items (Inter-state/Intra-state/foreign), etc. whenever required by AIIMS Kalyani
7.	REPLY TO GST, TDS & PT NOTICES 1. Dealing with matters with the tax department and other tax related Government bodies, helping in reply of notices and other correspondences pertaining to tax related activities.
8.	ANY OTHER RETURN COMPLIANCE 1. Any other tax/return/compliance etc. related work of AIIMS Kalyani. 2. Any matter related to the foreign remittance for various activities. 3. To provide the support for organizing the training or seminar on GST and tax related issues whenever required by AIIMS Kalyani. No TA/DA and honorarium amount will be paid for this.

Manpower: For carrying the above work/assignment, minimum 01 (one) trained manpower shall be deployed at AIIMS Kalyani on daily basis. And the official/ manpower shall have experience in the field of such activities as mentioned above. **He must be graduate in Commerce with Two years of experience in handling/working in Accounts.**

Visit of consultant or authorized staff to visit AIIMS Kalyani at least once in a month. No TA/DA/Accommodation will be paid for this.

C. Deliverables:

The following routine work must be completed as per period of assignment

Sl. No.	Particulars	Scheduled Timeline
A.	Compilation, Consolidation of Accounts, Preparation of statements & Annexures as per applicable guidelines, rules and provisions followed in Central Autonomous Bodies of GoI	Finalization of Annual Accounts may be done within 30 th June every year.
B.	Compliance of audit queries, queries raised by any member of AIIMS Kalyani, Ministry relating to Annual Accounts, Audit Findings etc may be complied or attended for resolving the same.	At the earliest possible manner or within stipulated time, if any, for that purpose.

C.	Preparation of Form-16, Submission of Quarterly/ Monthly Returns of GST & Income Tax	At the earliest possible manner or within stipulated time, if any, for that purpose.
D	Submission of monthly TDS on GST and Income Tax. Monthly filling of GST returns (GSTR-1 & GSTR-3B) and clearance of other statutory dues.	At the earliest possible manner or within the stipulated time, if any, for that purpose.
E.	Income Tax filling of AIIMS Kalyani	Must be done within 30 th June every year/within prescribed timeline.

D. Resource Requirements:

The CA firm shall provide the quality resources as per the requirement for the assignment mentioned in the scope of work.

E. Instructions & List of documents to be submitted:

1. Interested firms are advised to submit self-attested copies of the following documents-
 - (a) Latest registration certificate and constitution certificate of the firm issued by The Institute of Chartered Accountants of India with respect to the information related to the year of establishment of Head Office, Branch Office(s), address(es), details of partners along with their membership number etc. Particulars as indicated in the Certificate(s) will be treated as conclusive and used for the purpose of evaluation of EOIs.
 - (b) Copies of appointment letter/proof (self-attested) for compilation/internal audit work in PSUs/Government(s) Central/ State/ Govt. Sector organizations as evidence of experience.
 - (c) Proof of firms work experience in government organization. Relevant copies of appointment letter/ Work Order shall be enclosed.
 - (d) Enclose self-attested copy of Income Tax returns filed for previous three years (FY-2022-23, FY-2023-24 & FY 2023-24), P&L Account and Balance Sheet of the period.
 - (e) Format for application as per Annexure-1 of this EOI.

- (f) Certificate of undertaking/compliance Certificate as per Annexure-2 of this EOI on Applicant's Letter Head.
 - (g) Self-attested copy of PAN card of Firm.
 - (h) Self-attested copy of GST registration of Firm.
2. Format of Application shall be filed in and completed in all respects. Incomplete application will be rejected. All the documents submitted should be dated and self-attested by a Partner with his/her name and under the seal of the firm.
 3. An undertaking that the Agency/company/firm is not blacklisted by any Govt. Department/ Organisation/ office.

F. Terms and Conditions: -

- I. The selected firm shall nominate a Nodal Officer for the said work. Details of the Nodal Officer should be given to AIIMS Kalyani.
- II. In case of any dispute arising during execution of work, an amicable solution may be arrived at with discussion and reconciliation. However, in case of any dispute remaining unresolved, decision of the Executive Director, AIIMS Kalyani will be final and binding on both the parties to the contract.
- III. If any false information/ documents is provided and it comes to the knowledge of AIIMS Kalyani authority, the authority reserves the right to reject such bid at any stage or to terminate the contract, if awarded, with immediate effect.
- IV. AIIMS Kalyani reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any state or to cancel the process entirely without assigning any reasons.
- V. The Executive Director, AIIMS Kalyani reserves the right to reject any or all quotations in whole or in part without assigning any reasons thereof. The decision of Executive Director, AIIMS Kalyani shall be final and binding on the Firm in respect of clause covered under the contract. Contract will be for a period of 01 year, extendable up-to further one (01) year based on satisfactory performance on same terms and conditions (1+1 basis). The Executive Director AIIMS Kalyani reserves the right to reduce or terminate the period of contract or to extend the contract.
- VI. The firm has to abide by all rules and regulations pertaining to all the acts and amendments in the Income Tax, GST etc and keep themselves up to date with all the rules and regulations.
- VII. The firm will be fully responsible for timely filling of the returns and any expenditure/ late penalty arising due to late filling by the firm, shall be borne by firm.**

- VIII. Taxes, if any, should be clearly mentioned in the quotation, failing which it will be presumed that the quoted rates are inclusive of all taxes. No additional tax will be allowed if the same is not mentioned in the quotation document.
- IX. The tenders/bidders in their own interest are instructed to visit the site for understanding the site conditions, nature of work, etc.
- X. The contract can be terminated even earlier by giving one-month prior notice by either party in writing on account of any of the following reasons:
- a. On account of unsatisfactory performance
 - b. Breach of contract clause(s)
 - c. Persistently neglecting to carry out obligations under the contract
- XI. The tendering firm shall be liable for depositing all taxes, levies, cess etc. on account of service rendered by it to the Institute to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- XII. In case of breach of any terms and conditions attached to this contract, the security deposit of the contracting firm will be liable to be forfeited by the INSTITUTE besides annulment of the contract
- XIII. Any dispute arising out of and in relation to this agreement shall be referred to the Executive Director AIIMS Kalyani and his/her decision will be binding on the firm.
- XIV. The contract is subject to the condition that the tender will comply with all the Laws and Acts of Central Govt./ State Govt. relating to this contract made applicable from time to time.
- XV. **Risk Clause:** AIIMS Kalyani reserves the right to discontinue the service at any time, if the services are found unsatisfactory by giving a show-cause notice to be replied within a week and also has the right to award the contract to any other agency at the risk and cost of current agency and excess expenditure incurred on account of this can be recovered from S.D. or pending bills or by rising a separate claim.
- XVI. The firm shall keep himself fully informed of all acts and laws of the Central and State Government, all orders, decrees of statutory bodies, tribunals having jurisdiction or authority, which in any manner may affect their engaged or employed staff and anything related to carry out the work. All the rules & regulations & byelaws laid down by the local bodies and any other statutory bodies shall be adhered to, by the firm, during the execution of work.

XVII. The service provider's personnel shall not divulge or disclose to any person any details of office, operation process, technical know-how, security arrangements, administrative and organizational matters as all of these are confidential in nature.

XVIII. No request for alteration in the rates once quoted will be permitted.

XIX. **Penalty Clause:** - Any penalty / interest etc. arising due to the default, negligence in filling returns, improper calculations of Employee taxes leading to defaults, non-timely filling of returns leading to default, any other reason arising from negligence from the firm side, an amount of 1% of the total challan amount or penalty, whichever is lower, on which default has occurred will be recovered as penalty from the bills / security deposit of the firm.

G. Evaluation Criteria:

As per eligibility criteria and in compliance with other Terms & Conditions as mentioned in this document.

H. Duration:

Initially for a period of One (01) years with a provision of annual review, which may be extended for one (01) year based on satisfactory performance (1+1 basis). It is pertinent to mention here that cost of one skilled manpower (trained in tally) to be engaged for performing accounting works such as posting of vouchers etc. may also be included in the quoted rate. Competent Authority, AIIMS Kalyani, may terminate the contract if the services provided by professional/firm is not up to the mark.

Annexure-I

Format for Application

TECHNICAL Details

Selection of Chartered Accountant at AIIMS Kalyani

1. Name of the Firm: _____
2. Name of person whom to be contacted: _____
3. Full Address: (i) Permanent__
(ii) Present: __
4. Email: _____
5. Mobile No. _____
6. Land Line No. Code _____ No. _____

SL. No	Documents(Strictly as per details below)	To be filled by Bidder	Page Number
1	The Chartered Accountant Firm should be based at All India basis and/or should have main/ branch office in Kolkata/Kalyani (W.B.)		
2	The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration		
3	The Firm should have been in operation for at least 10 years after its registration.		
4	The Firm must be empanelled with Comptroller and Auditor General of India (C&AG) (copy of valid certificate shall be provided to institute) and must be a proprietorship/ partnership /LLP firm..		
5	a) The firm must have done at least 5 (five) compilation, consolidation of accounts etc. assignment of Central Government Autonomous bodies where Uniform Format of Accounts followed. or b) The firm should have been engaged for at least last 3 (Three) years at a stretch in compilation and consolidation of accounts in any Central Government Autonomous/ Statutory body where Uniform Format of Accounts followed or c) The firm should have been engaged for at least last 3 (Three) years in Statutory/ internal audit of accounts in any Central Government Autonomous/ Statutory body where Uniform Format of Accounts followed.		
6.	The firm should have an average annual turnover of Rs.25.00 (Twenty-five) lakhs in three years i.e. F.Y. 2021-22, 2022-23 and 2023-24.		

7.	Total Number of qualified Chartered Accountants in the firm should not be less than 3 and minimum two full time partners of the firm or its paid full time Chartered Accountants Must possess CISA/ISA qualifications.		
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Declaration by the bidder: -

1. I/We confirm that the information furnished above is true and correct and we have not been depanelled / Blacklisted by any organization in the past and we fulfil all the conditions of eligibility as Chartered Accountant firms for Accounting Management and Activities of AIIMS Kalyani.
2. I/We have read the terms and conditions stipulated for as Chartered Accountant firms for Accounting Management and Activities of AIIMS Kalyani and I/We also understand that the Competent Authority has reserved its right to accept or reject the application without assigning any reasons. If selected as Chartered Accountant firms for Accounting Management and Activities of AIIMS Kalyani and the offer is accepted, I/We will execute Service Level Agreement with the AIIMS Kalyani.

Date:

Place:

(Signature)
Authorized Signatory
WITH SEAL