



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2025/B/6063846  
Dated/दिनांक : 18-03-2025

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	29-03-2025 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	29-03-2025 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	30 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Assam
Department Name/विभाग का नाम	Health And Family Welfare Department Assam
Organisation Name/संगठन का नाम	Diphu Medical College And Hospital
Office Name/कार्यालय का नाम	Diphu
क्रैता ईमेल/Buyer Email	buycon6.dmch.as@gembuyer.in
Item Category/मद केटेगरी	Financial Audit Services - Audit report, Review of Financial Statements; CA Firm
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)	6 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
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**

<b>Do you want to show documents uploaded by bidders to all bidders participated in bid?/</b>	No
<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>	150000
<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, 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. 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.

4. 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.

5. 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**

**Financial Audit Services - Audit Report, Review Of Financial Statements; CA Firm ( 1 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Scope of Work	Audit report , Review of Financial Statements
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Treasury operations
Type of Industries/Functions	Operational & Administrative
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
<b>Addon(s)/एडऑन</b>	
Post Financial Audit Support	NA

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	Indrajit Sarma	782460,Diphu-Lumding Road	1	N/A

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें****1. Buyer Added Bid Specific SLA**

File Attachment [Click here to view the file.](#)

**2. Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

**3. Service & Support**

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

**4. Service & Support**

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

**5. 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.

**6. 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.

**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 कार्यवाई का आधार होगा।

---Thank You/धन्यवाद---

**1. PARTICULARS OF TENDER**

<b>1.</b>	Particulars of the work	Request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing along with return certificate for the FY 2025-26 in Diphu Medical College & Hospital, Diphu, Assam.
<b>2.</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 DMC&H, Diphu.
<b>3.</b>	EMD	Rs. 5000/- (Rupees Five thousand only) through Demand Draft in favour of "Principal cum Chief Superintendent, Diphu Medical College & Hospital"
<b>4.</b>	Period of Validity of tender	12 Months from the date of closing the bid.
<b>5.</b>	Place of opening of Tender	Office of the Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu.

## **2. 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 (if any) : ( 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)**

### **3. ELIGIBILITY CRITERIA:**

#### **A. Firm Eligibility Criteria:**

- a. The firm should be in continuous practice of doing TDS, GST and allied works for a period of 5 years or more.
- b. The Firm should have experience of TDS salary return filing/GST return filling of government Deptt/ Institution/Govt. Medical College etc.
- c. The average annual turnover of the Tenderer shall not be less than Rs. 10 Lakh in the last three financial year i.e. 2021-22, 2022-23, 2023-24.
- d. A notarized affidavit regarding the firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization.
- e. The Tenderer should have valid PAN and GST number.
- f. The Tenderer shall be a firm of C & A.G. empanelled Chartered Accountant.
- g. Affidavit regarding agreement of all terms and conditions of the tender (duly signed by the Notary public).
- h. The tenderer should have to submit IT return and GST return of the last three years.
- i. Hard copy of tender documents to be submitted in the office of the Principal cum chief Superintendent, DMCH, Diphu before the end of bidding date during office hours.

It is essential that, all the above criteria prescribed in this tender 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.

#### **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.



#### **4. 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 Diphu Medical College & Hospital, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra 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. The minimum fees for the engagement for return filing and consultant visiting fees is fixed at Rupees One lakh per Annum.**
11. 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.
12. Payment shall be made as subject to availability of fund/Govt. Budget.

13. 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.
14. 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.
15. The Bidder must quote the rates in **figures as well as in words correctly** in the Financial Bid.
16. 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 Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu, Assam reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Principal-cum-Chief Superintendent, Diphu Medical College & Hospital, Diphu 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)**

## **5. 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. Principal- cum –Chief Superintendent of Diphu Medical College & Hospital, Diphu reserves the right of negotiation with eligible tenderer before finalization of the TENDER and/or contract.
- ii. Principal- cum –Chief Superintendent of Diphu Medical College & Hospital, Diphu reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts or to split the work among various Tenderers without assigning any reason thereof.

## **6. 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 or by e-mail that the Bid has been accepted and the work has been awarded.

## 7. TECHNICAL BID :

### PART-A

Terms & conditions of the assignment will be as under :			
Note :1	We agree to this- write 'Y' for Yes for 'N' for No in the first cell	1	2
Note:2	We have the competency- write Y ( for Yes) or N ( for No) in the second cell		
(A)	<b>SALIENT POINTS OF THE ASSIGNMENT</b>		
1.1	TDS form 24Q to be filed on a quarterly basis		
1.2	TDS form 26Q to be filed on a quarterly basis		
1.3	Generation of form 16, statutory forms for all the employees of Diphu Medical College & Hospital, Diphu.		
1.4	Generation of form 16A for all non-salary expenses of Diphu Medical College & Hospital, Diphu.		
1.5	TDS returns are to be file on quarterly basis within the due date which is 31 <sup>st</sup> July for 1 <sup>st</sup> quarter		
1.6	Filing of GST TDS returns on a monthly basis by due date		
1.7	Generation of required certificate of GST deduction.		
1.8	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of GST provision.		
1.9	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of TDS provision.		
2.0	The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction,		
2.1	Any late fee arising out of untimely filing of TDS returns will not be borne by Diphu Medical College & Hospital if the details for filing the returns have been provided on time.		
2.2	Any late fee arising out of untimely filing of GST returns will not be borne by Diphu Medical College & Hospital if the details for filing the returns have been provided on time.		
2.3	All traveling expenses, local transportation and boarding and lodging will not be provided by Diphu Medical College & Hospital, Diphu.		

(Authorized Signatory)  
Signature of Tenderer

(Office Seal)

### 8. FINANCIAL BID

**Request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing along with return certificate for the FY 2025-26 in Diphu Medical College & Hospital, Diphu, Assam.**

SL No.	Description of Work	Amount (Rs) Inclusive of GST	
		In Figure	In Word
A.	GST, TDS Consultancy and Return filing.		

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

Signature\_\_\_\_\_

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

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

## **9. Letter of Consent/ Undertaking**

**a.** We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by the DMC& H, Diphu if we are appointed for **Request for proposal of Chartered Accountant Firm for GST, TDS Consultancy, Return Filing along with return certificate for the FY 2025-26 in Diphu Medical College & Hospital, Diphu, Assam.**

**b.** We also agree to continue with our services to the Diphu Medical College & Hospital, Diphu in the subsequent two financial years if the Principal-cum-chief Superintendent, Diphu Medical College & Hospital, Diphu extends our services for the same.

**c.** There will be no Enhancement of fee for the firm.

**END OF THE DOCUMENT**

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