

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	09-10-2025 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	09-10-2025 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Assam
विभाग का नाम / Department Name	Health And Family Welfare Department Assam
संगठन का नाम / Organisation Name	Tinsukia Medical College And Hospital
कार्यालय का नाम / Office Name	Makum College Road Makum Tinsukia
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, Financial Reporting Framework, Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	5 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC), Additional Doc 3 (Requested in ATC), Additional Doc 4 (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

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	No
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	295000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

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

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	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. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1758192504.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Firm Background	20	10	View File
Registered Office in Assam	20	20	View File
Turnover	20	10	View File
Experience	20	10	View File
Methodology	20	10	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Financial Audit Services - Review Of Financial Statements, Financial Reporting Framework, Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	

विवरण/ Specification	मूल्य/ Values
Scope of Work	Review of Financial Statements , Financial Reporting Framework , Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Purchase & Procurement , Operational & Administrative , Cash and Bank Balance , Payables , Receivables
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Polash Sonowal	786170,Makum College Road,Makum,Tinsukia	1	<ul style="list-style-type: none"> Number of Months for which Post Audit Support is required : 12

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

1. Generic

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

2. 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.

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

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

4. **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.

5. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

6. **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.

7. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

अस्वीकरण/**Disclaimer**

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. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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 [सामान्य नियम और शर्तें/General Terms and Conditions](#), 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 सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

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।/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.

---धन्यवाद/Thank You---

Signature Not Verified

Digitally Signed
Name: POLASH SONOWAL
Date: 18-Sep-2025 17:32:04



**E- TENDER FOR FINANCIAL AUDIT SERVICES
IN
TINSUKIA MEDICAL COLLEGE & HOSPITAL,
TINSUKIA**

FOR USE IN T.M.C.H. TINSUKIA

SCOPE OF WORK

Tender document may be downloaded from institute's
web site: www.tinsukiamch.assam.gov.in (for reference only) and e-portal:
<https://gem.gov.in>

Tinsukia Medical College & Hospital, Tinsukia

Lohari Bongali Gaon, PO. Makum District. Tinsukia Pin. 786146 Assam

NOTICE INVITING e-TENDER THROUGH GeM

Tinsukia Medical College and Hospital (TMC&H) invite bids from Chartered Accountant firms empanelled with the Comptroller and Auditor General of India (CAGI) for auditing and tax-related work of the TMC&H, Tinsukia. Interested firms are requested to submit their bids in accordance with the terms and conditions given below.

Important Terms & Conditions:

1. Eligibility Criteria- A firm of Chartered Accountants meeting the following eligibility criteria may only apply:

- i. Firms should be empanelled with the Comptroller & Auditor General of India.
- ii. GST Certificate
- iii. Pan Card
- iv. Trade License
- v. One of the partners must be FCA.
- vi. A notarized affidavit regarding the bidder/firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization
- vii. ICAI Firm Card & ICAI Constitution Card (As on 01-09-2025).
- viii. Latest Partnership Deed (If applicable)
- ix. Affidavit regarding agreement of all terms and conditions of the bidder (duly signed by the Notary public).
- x. The average annual turnover of the Bidder shall not be less than Rs. 10 Lakh in the last three financial year i.e. 2021-22;2022-23;2023-24

2. Scope of Work

- i. Audit of Accounts of Hospital Management Society (HMS), Tinsukia MCH, Audit of other accounts viz. Academic fund accounts, Medical Education Unit accounts, Hostel Mess accounts, Tender Accounts, PMJAY accounts, NHM account, IPA account and any new account (if opened) in future, both receipt and payment.
- ii. Preparation and submission / filling of quarterly returns of e-TDS/TCS (24Q, 26Q and, 27EQ) based on the data provided by TMC&H within prescribed time frame of Income Tax Act/Rules including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.,
- iii. To maintain proper records and documentation in relation to Professional Tax deductions, deposits and challans. To assist the office in correspondence, queries or notices related to Professional Tax.
- iv. The firm shall be expected to ensure compliance with applicable procurement rules and to undertake proper maintenance and auditing of receipts and expenditures of all the related hospital accounts.
- v. Preparation of replies to the income tax department in respect of notices / communications received by TMC&H in connection with the filing of e-TDS returns during the period engagement irrespective of the period to which the notices belongs.

- vi. Preparation/generation of TDS certificates in Form 16 and Form 16 A. validation of PAN number with PAN database of NSDL, Issue of FORM-16A quarterly & Form-16 Part-A & Part-B with Form 12B & 12BA annually within the prescribed time frame of Income Tax Act/Rules.
- vii. Preparation of form_27-A and filing of quarterly returns after checking of TDS Data as provided by TMC&H every month as per time frame notified by Income Tax Department and generation / providing of Forms 16A & 27D with regard to non-salaried after validation, Rectification / filling Page 2 of 3 of revised return for any error / discrepancy noted at any stage after completion of e-filing return of every quarter immediately,
- viii. Furnishing the original e-filing acknowledgement for having quarterly return filed and sharing the soft copy of uploaded file towards Quarterly and Annual Return in excel after filed return of all forms.
- ix. Calculation of GST amount from the data provided by TMC&H and after that payment of GST, filing of GST return including generation of returns of certificate.
- x. Guiding TMC&H in maintaining proper books of accounts, including providing necessary advice and support related to bookkeeping and record maintenance.

3. Financial Bid

<u>Sl No.</u>	<u>Description of work</u>	<u>Amount (inc of GST)</u>	
		<u>In Figure</u>	<u>In Word</u>
<u>1.</u>	Financial Audit Services & all the work which was mentioned in the Scope of work.		
	Total		

***As per ICAI's notification dated 07.04.2016, the minimum fee for this assignment is fixed at Rs.2,95,000/- including all local travelling and conveyance, printing and stationery, other out of pocket expenses.**

Signature.....

Name of Bidder.....

Official Seal.....

4. Payment Terms

- i. Payment will be made after successful completion of the audit, submission of the audit report, acceptance by TMC&H authorities & availability of funds.
- ii. No advance payment will be made.
- iii. Payment will be subject to TDS and other statutory deductions as per GOI norms.

5. Timeline

- i. The audit should be completed within 30 days from the date of issuance of the work order.
- ii. The final audit report must be submitted in both hard and soft copies (PDF format) to TMC&H, Tinsukia within the said timeline.
- iii. Penalties for non-compliance will be levied as per Special Terms and Conditions (STC) for Financial Audit Service in GeM.

6. Confidentiality

- i. The selected firm must maintain strict confidentiality of all financial and operational data of TMC&H. Disclosure of any information to third parties without prior written consent from TMC&H authority will result in termination of the contract and legal action will be initiated against the firm/successful bidder. All audit related work must be conducted at buyer's premises & the bidder is not allowed to take any documents out of buyer's premises.

7. Technical Proposal evaluation shall be based on the following parameter

Sl No.	Criteria	Marks	Supporting Documents Required
1	Firm Background & Constitution		Copy of ICAI Firm Card & ICAI Constitution Card (As on 01-09-2025)
	1 Year to 5 Years	10	
	More than 5 Years	20	
2	Registered Office in Assam		Trade Licences, Rent Agreement / Sale Deed, Electricity Bill.
	Office Outside Assam	0	
	Registered Office in Assam	20	
3	Turnover for the Financial Years 2023-2024/2024-2025		Turnover Certificate & Last 3 Three Year Audited Balance Sheet, Profit & Loss, Acknowledgement.
	Up to ₹10 Lakh	10	
	More than ₹10 Lakh	20	
4	Experience in Govt. Body/University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body./Govt Medical College		Work Orders / Engagement and Completion Certificates / Form 26AS, any other documents. as proof of completed work.
	Up to 5 Audits	10	
	More than 5 Audits	20	
5	Adequacy of the proposed methodology and work plan Technical Approach & Methodology work plan	20	Must be prepared within 5 pages. CA firms should read scope of work carefully and submit relevant proposals, as bidders must understand the work before applying.
	Total	100	

Quality & Cost Based Selection (QCBS) Formula:

As the quoted price will be considered as per the latest Government Circular in force. The QCBS evaluation will prioritize the technical scores. The combined QCBS score for each bidder will be calculated as follows:

$$QCBS = (TS \times 0.7) + 30 \text{ (FS)} \quad QCBS = (TS \times 0.7) + 30 \text{ (FS)}$$

Where,

a) QCBS is the quality & Cost Based Selection score for a bidder.

b) TS is the normalized technical score for a bidder.

$$(TS = \{(T/T_High) \times 100 \times 0.7\} \quad (TS = \{(T/T_High) \times 100 \times 0.7\})$$

Where,

‘T’ is ‘T’ is ‘T_High’ is ‘0.7’ is – Total technical marks obtained by the bidder.

‘T_High’ is – Highest technical marks scored by a bidder amongst all.

‘0.7’ is – Weightage for quality.

Special Note: In case of tie, the work will be given to the firm with more years of experience (from the date of establishment till now). Supporting documents must be attached, otherwise the claim will not be accepted.

8. Termination Clause:

- i. TMC&H reserves the right to terminate the contract at any stage if the performance of the firm is found unsatisfactory or if the firm fails to comply with the terms and conditions of this.

9. Standard Compliance:

- i. The audit must comply with the guidelines issued by the Ministry of Health and Family Welfare, Govt. of India, and the Comptroller and Auditor General of India.
- ii. The firm must adhere to the provisions of the General Financial Rules (GFR) 2017 and other applicable GOI regulations.

10. Submission of Technical Bids:

- i. The Technical Bid documents must be provided in a **soft copy (pen drive)** and sent by courier to Principal cum Chief Superintendent, Tinsukia Medical College & Hospital, Lohari Bongali Gaon, P.O. Makum, District: Tinsukia, Pin – 786146, Assam, India. Physical submission of documents in person is not allowed; only courier will be accepted.
- ii. If any submitted page is unclear, of poor quality, or not readable, that page will not be considered.
- iii. Submission in soft copy is compulsory. Hard copy submission is not required, but if any bidder wishes to send a hard copy, it may be sent to the same address.
- iv. Expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of BID submission till final compliance, shall be borne by the bidder.
- v. 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
- vi. 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
- vii. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
- viii. All travelling expenses, local transportation and boarding and lodging will not be provided by Tinsukia Medical College & Hospital, Tinsukia
- ix. 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.

- x. At any stage during finalization of bidding 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.
- xi. The agency shall not sublet the work or part of the work.
- xii. 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.
- xiii. Payment shall be made as subject to availability of fund /Govt. budget.
- xiv. The bid document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
- xv. 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.

11. Period of Engagement and Termination:

- i. The selected CA firm shall be appointed for an initial period of one year. Based on satisfactory performance, and at the sole discretion of the TMC&H authority, the contract may be extended on the same terms and conditions for up to two additional years, on a year-to-year basis. TMC&H also reserves the right to terminate the services of the selected CA firm by giving one month's notice. In such a case, payment will be made on a pro-rata basis for the period during which the firm has provided its services.

Applicant's Profile

Sl.No.	Particulars	To be Filled
1.	Name of the firm:	
2.	Certificate of empanelled with CAG for conducting audit for the F/Y 2023-24/ 2024-25: (copy to be submitted)	
3.	Firm Registration No. with ICAI: (Copy to be submitted)	
4.	PAN Card No.: (Copy to be enclosed)	
5.	GST Reg. No: (Copy to be enclosed)	
6.	Minimum of 5 years of experience certificates and proof of completion work in auditing accounts of autonomous bodies/PSUs/government Medical College , Govt. institutes:	
7.	Declaration that the firm has not been blacklisted. (Undertaking to be submitted)	.
8.	Bank Account Details	

4. Name of Article assistant or Intern/Semi-Final Qualified/ Other Professional Staff

Sl.No.	Name of Article assistant or Inter/Semi-Final Qualified/ Other Professional Staff	Length of Association with the Firm	Educational Qualifications	Contact No., Address and Mail Id

5. Experience in Govt. Body/ University/Autonomous Body/PSU/Institute of Higher Education/Govt. Body/ Govt. Medical College. (Special Note: In case of tie, the work will be given to the firm with more years of experience (from the date of establishment till now). Supporting documents must be attached, otherwise the claim will not be accepted.)

Sl. No	Name of the Assignment	Year	Name of Client	Nature Assignment (specify the work involved as detailed in the scope of work)	Details of supporting documents provided (attached copy)	Grants in Aid Handled (in cr)	Approx. Contract value Amount paid to your firm Rs.	Date of Appointment	Page No. of supporting Document
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Annexure I

**(To be submitted along with the Technical Bid in Rs. 100 stamp paper duly
signed by notary public)**

I/We(Name)_____Contractor/Firm/individual_____do hereby
solemnly affirm and declare that the individual/firm are not blacklisted by any
Govt./SemiGovt./PublicSector/ Corporation/office or any other entity.

DEPONENT

DATE&TIME

THE ADDRESS_____

=====

VERIFICATION

Verified that the content of above affidavit is true and correct to the best of my/our knowledge
and belief. No part of it is false and nothing has been kept concealed there from

DATE&TIME

DEPONENT

Annexure- II

CERTIFICATE BY CHARTERED ACCOUNTANT

I/ We
Chartered Accountants, certify that the figures regarding Annual Turnover for
the Last 3 (three) Assessment Years mentioned above in respect of
M/s.....
are true and found correct as per their Books of Accounts and other related
records.

**SIGNATURE & SEAL OF THE CHARTERED
ACCOUNTANT**

Annexure- III

UNDERTAKING BY THE APPLICANT

**(To be submitted along with the Technical Bid in Rs. 100 stamp paper
duly signed by notary public)**

I/We,.....

S/o

Resident of _____

Hereby solemnly agree to abide by the Terms & Conditions of the Tender.

Any breach of the Clause/Clauses will render my contract null and void.

Signature :

Date :

Seal/ Stamp :