

# NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences, Shillong  
(An Autonomous Institute, Ministry of Health and Family Welfare, Government of India)  
Director's Block, Mawdiangdiang, Shillong 793 018, Meghalaya

Store & Procurement:

Tele Fax: (0364) 2538032

F. No: NEIGR/S&P/A-02/2016 -17

Tender Enquiry No: NEIGR/S&P/OT - 25A/2016 -17

Email: storeneigrihms@gmail.com

Website: neigrihms.gov.in

Dated: 14/07/2016

**SUB: EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRM FOR ASSIGNMENT OF INCOME TAX WORK /CALCULATION AND FILING OF RETURNS OF SERVICE TAX /E-TDS STATEMENT /ETC OF THE INSTITUTE FOR THE FINANCIAL YEAR 2016 -17, WHICH MAY BE EXTENDED FOR A PERIOD OF ONE YEAR BASED ON SATISFACTORY PERFORMANCE.**

Sealed tender are invited on behalf of Director, NEIGRIHMS, for empanelment of Chartered Accountant firm for assignment of Income tax work /calculation and filing of returns of Service tax /e-TDS statement /etc of the Institute for the financial year 2016 -17, which may be extended for a period of one year based on satisfactory performance.

Offers, in sealed cover addressed to the Deputy Director (Admn.), NEIGRIHMS, Mawdiangdiang, Shillong - 793018 with the words "EOI No /Name & Date" with due date boldly superscribed on the top of the envelope and the offer can be sent by registered / speed post or dropped in the tender box placed near Store & Procurement Section, Top Floor, Director's block of the Institute.

EOI can be had from the Stores and Procurement Officer-Procurement Section- II Floor, Director's Block, NEIGRIHMS, Shillong-793018 (Tel: 0364-2538032), Meghalaya on all working days during the office hours on payment of non-refundable tender Fee for Rs 500.00 (*Rupees Five hundred only*) in the form of Demand Draft drawn on any nationalized Bank, pledge in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong -793018. Bidders have to submit Earnest Money Deposit (EMD) of **Rs 10,000.00** (Ten thousand only), as Call deposit/Bank draft/Banker's Cheque/Bank guarantee, in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong. Earnest Money Deposit (EMD) should be valid for a period of Forty (45) days beyond the validity period of contract.

The documents can also be downloaded from our website: [www.neigrihms.gov.in](http://www.neigrihms.gov.in) The tender document downloaded from the website will be accepted only on furnishing of non-refundable tender fee in the form of crossed demand draft/pay order for Rs 500.00 separately drawn on or any nationalized bank in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong -793018. If the document is downloaded from our website, while furnishing the tender, it should be superscribed legibly on the left corner of the sealed cover as "TENDER COPY IS DOWNLOADED FROM NEIGRIHMS WEBSITE". The prospective Bidder may note that Pre-Bid meeting will be held on 11/08/2016 at 16.00 hrs in the Conference Room of Director's Block of the Institute. All prospective agency may attend the Pre-Bid Meeting.

**Tender Enquiry No/Bid Reference No: NEIGR/S&P/OT -25/2016 -17**

Date of Commencement of Sale of Bidding Document -	: 14.07.2016
Last Date for Sale of Bidding Document -	: Before the Closing Hours of 25.08.2016
Last Date And Time for Receipt of Bid -	: 14.00 Hrs of 25.08.2016
Time And Date of Opening of Bid -	: 14.30 Hrs of 25.08.2016
Pre-Bid Conference and Clarification Session -	: 16.00 Hrs of 11.08.2016

In the event of the date being declared as a closed holiday for purchaser's office, the due date for submission of bids and opening of bids will be the following working day at the appointed times, in the presence of attending agency or their authorized representatives, if any.

Sd/-

Stores & Procurement Officer,  
For and on behalf of Director, NEIGRIHMS

**Note:** Bidders /Tenderers who has participated in our earlier Tender Enquiry No: NEIGR/S&P/OT - 25A/2016 -17; dated: 04/04/2016 need not submit their bids /tender again and their offer will be treated as part of the present empanelment (EOI)

**North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong, Meghalaya** is an Autonomous Institute established by Ministry of Health and Family Welfare, Government of India in 1987. The then Prime Minister Late Rajiv Gandhi dedicated the Institute to the memory of Late Indira Gandhi, former Prime Minister for her commitment to the welfare and affection for the people of North Eastern Region. It has now been designed as a Postgraduate Medical Institute in the lineage of AIIMS, New Delhi.

NEIGRIHMS is an **Institute of excellence** in Medical Education & Human Resource Development by providing quality Medical Education to generate Health Manpower in various Branches in the field of medicine including providing Undergraduate, Post-graduate, Nursing and allied profession; an excellent centre in patient care services and an open referral hospital to provide specialized health care to the people of North East India along with the advanced research facilities. The Post Graduate and MBBS courses are recognized by Medical Council of India.

NEIGRIHMS, Shillong intends to empanel Chartered Accountant firm for assignment of /Income Tax work /calculation and filing of returns of Service Tax /E-TDS Statement /etc of the Institute for the financial year 2016 -17, which may be extended for a period of one year based on satisfactory performance

Bidders /Firms /Agency should note that the following terms and conditions will apply specifically in addition to the Rules and the Regulation as applicable to such purchases in the Government of India.

**1. Qualification Criteria:**

- The firm should have been in operation for minimum of 3 years and experience of Internal Auditing, Preparation/Verification of Annual Accounts of Central Autonomous Bodies/Filing of e -TDS Returns of Income Tax, Concurrent Pre-Auditing of payments and as per scope of work and should submit financial standing of last three years.
  - The firm should have valid Registration, Income Tax Permanent Account Number (PAN) and Service Tax Registration, etc to run the business.
2. Please note that no counter proposal is acceptable to us and conditional / late submissions of offers are liable to be rejected.
  3. Bidders/Tenderers should enclose attested copy of VAT/Sales tax registration, PAN Number/Card and any other valid document regarding the existence and registration of the firm
  4. This document should not be construed as Tender / Request for Proposal (RFP) in any form and would not be binding on NEIGRIHMS in any manner whatsoever.
  5. Parties are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
  6. The EOI should not be used by bidders to market their Product or Services
  7. NEIGRIHMS reserves the right to update, amend and supplement the information in EOI document including qualification process at its discretion but before the date of submission of response to EOI
  8. EOI submission should be accompanied with an Earnest Money in the form of a Call deposit/Bank draft/deposit valid for a period of Sixty (60) days beyond the validity period of the tender, pledge in favour of Deputy Director (Admn.), NEIGRIHMS, Shillong. The EOI received without EMD and cost of EOI document shall be summarily rejected.
  9. Any vendor, who is already debarred / blacklisted /CBI case or non-performance or any other reason, is not eligible to participate. The firm has to submit an affidavit duly attested by the Notary Public (in original) on a non-judicial stamp paper of Rs. 10 in this regard.
  10. If the service provided by the vendor is found unsatisfactory or if at any time during the period of contract it is found that the information provided for the contract or any claim is false or if irregularities shown by the vendor for applying for the contract, NEIGRIHMS shall reserve the right to cancel the contract and remove such vendors from empanelment /rate contract without giving any notice to the vendor.
  11. No work will be allotted to Non-tribal bidder, contractors, suppliers, stockist, bonded warehouse, private carriage contractors, cooperative societies, etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
  12. The Institute will evaluate the EOI's and based on the criteria set forth will short list qualified applicants. Only the short listed applicants would then be invited to make a presentation (free of cost) on their capabilities and their proposed methodology for execution of this project.
  13. Bid documents (RFP's or Quotation) will be issued only to the short listed applicants
  14. The EOI shall be valid for a minimum period of one year from the date, as the tender are finalized /awarded, or till the finalization of next tender by the Institute, whichever is earlier.
  15. Director, NEIGRIHMS, Shillong shall be the final authority to reject full or any part which is not confirming to the terms and conditions.
  16. Agency submitting tenders would be considered and accepted all the terms and conditions. No inquiries

verbal/ written shall be entertained in respect of acceptance / rejection of the tender.

17. Any action on the part of the tender to influence anybody in the said Institute will be taken as an offence and the tender submitted by the firm will subsequently be rejected.
18. If at any time, any question, dispute or difference whatever shall arise between the two parties (NEIGRIHMS on the one hand and agency on the other hand) in relation to the contract either of the parties may give to the other notice in writing the existence of such a question, dispute or difference and the same shall be referred to two arbitrators, one to be nominated by the firm. Either party shall serve such a notice of the existence of any question, dispute or difference in connection with this purchase within 30 days of the beginning of such dispute failing which all right or claims shall be deemed to have been forfeited and absolutely barred. Before proceeding with the reference the arbitrators shall appoint/nominate an umpire. In the event of the arbitrators not agreeing in their award the umpire appointed by them shall enter upon the reference and his award shall be binding on the parties. The venue of the arbitrator shall be at NEIGRIHMS. The provision of the Indian Arbitration and Reconciliation Act 1996 and of rules framed if under and any statutory modifications thereof shall be deemed to apply and be incorporated for the supply, installation, installation and commissioning etc. Upon every or any such reference the cost of any incidents to the reference and awards respectively shall be at the discretion of the arbitrators on in the event of their not agreeing of the Umpire appointed by them who may determine the amount thereof or direct the same to be fixed as between solicitors and client or as between parties and shall direct by whom and in what manners the same shall be borne and paid.
19. The courts at Shillong will have the jurisdiction to try any matter, dispute or reference between the parties arising out of the contract. It is specifically agreed that no court outside and other than Shillong court shall have jurisdiction in the matter.
20. Any failing of omission to carry out the provision of the contract by the agency shall not give rise to any claim by any party, one against the either, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any stature and/or regulation of the Government, lookouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice or the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force major conditions.
21. In case the vendor appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, where applicable; EPF Act, 1952, where applicable; etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be sole responsibility of the agency.
22. If the agency gives a false statement on any of the above information, the firm/supplier will not be considered and their quotation/tender shall be deemed to be rejected and the security deposited will stand forfeited.
23. The successful agency shall sign the contract/agreement, within 15 (fifteen days), from the issue of the letter of acceptance, failing which security money deposited may be forfeited and name may be removed from the list of suppliers at the NEIGRIHMS , Shillong-793018.
24. The Institute shall have the right to reject any tender without assigning any reason thereof. No correspondence will be entertained in this regard.
25. a) If the certificates/documents required are not submitted along with the tender, such offers will not be considered and will be out rightly rejected.  
b) Any agency giving false information shall be disqualified and removed from the contract. No business, henceforth, will be done with the firm/supplier.
26. NEIGRIHMS reserves the right to accept /reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and NEIGRIHMS decision will be final in this regard.
27. Settlement of disputes – Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision will be binding on all concerned.

**Nature of Work:**

1. Facilitating of income tax calculation /computation of the employees (presently around 550 which is likely to increase /decrease) for the year so as to enable deduction of monthly TDS after taking into account all the relevant rules /laws in place for the year under consideration (provisional tax calculation in middle September 2016 and final calculation in February 2017, etc).
2. Preparation of TDS monthly statement of employees and suppliers /contractors and all requisite forms for the purpose of filing of e-TDS statements /returns.
3. Preparation /submission /filing of e –TDS statements /returns of our employees and suppliers /contractors within the due dates as prescribed by the Income Tax Act 1956 and preparation /generation of Form no: 16 /16A as applicable with one extra copy for office record.
4. Filing of service tax returns within the due date.
5. Representing the Institute to the Income Tax department as and when required for the purpose of resolving the issues /queries as raised by the Income Tax department from time to time and also providing professional consultancy /advice to the Institute as and when required.
6. Representing the Institute to the Central Excise and Custom department as and when required for the purpose of resolving the issues /queries as raised by the Central Excise and Custom department from time to time and also providing professional consultancy /advice to the Institute as and when required.
7. The decision of the Institute in this regard shall be final and binding to all and no future queries shall be entertained in this regard

## Applicant's Profile

1. Name of the Applicant:
2. Date of incorporation:
3. Address of the Head Office:
4. Local Address:
5. Communication details of contact Official(s) (both Sales and Services):  
Name  
Phone Number / Mobile no. /Fax Number /E-mail:
6. Constitution of the Applicant:  
Details of primary shareholders:  
In case of Limited Company names of major share holders with percentage of holding:
7. Year of commencement of business:
8. Sales Tax Registration Number (along with latest sales tax clearance certificate):
9. Income Tax Registration Number (along with latest income tax clearance certificate):
10. PAN Card No.
11. No. of offices world wide and list thereof:
12. Associate Firms/Companies with details of activity and turnover:  
Details of Key/ Senior Officials/ Directors/ :  
Authorized Signatory  
Name :  
Designation :  
Qualification :  
With the company since :  
Line of experience/ expertise :
13. Key financial indicators (Pl. submit copies of audited Profit & Loss statement, Balance sheet along with Auditor's Note) :  
Total Income :  
Other Income :  
Profit before Tax :  
Profit after Tax :  
Share Capital :  
Capital and Reserve :
14. List of Clients whose work has been undertaken (proof of work order to be produced) :
15. Name and address of Bankers (Enclose solvency certificate from the Bankers) :
16. Any other information considered relevant:

I /we hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my ability to supply the ambulances, are correct and genuine. I/ we, am /are, therefore liable to face the appropriate actions as deemed fit by the Institute in the event of any of the information, particulars, copies of certificates and testimonial is not found correct / genuine or not attached as required documents.

Place:

Date: Signature with seal of the company/Firm