

(A Central Autonomous Body under PMSSY, MoH&FW, Government of India)

**NOTICE INVITING TENDER (NIT) FOR
EMPANELMENT OF CHARTERED ACCOUNTANT
FIRM/MULTIDICIPLINARY FIRM/AGENCY FOR
ASSIGNMENT OF INCOME TAX
WORKS/CALCULATION AND FILING OF RETURNS OF
GST/e-FILING TDS STATEMENT/INTERNAL
AUDIT/RECONCILIATION OF FIXED ASSETS/ETC. OF
ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
VIJAYPUR, JAMMU-184120**

NIT Ref No: AIIMS/JMU/NIT/CA/SERVICES/2024/1

Dated: 08th July 2024 (Monday)

NIT Document can be downloaded from following websites:

- <https://www.gem.gov.in>
- <https://www.aiimsjammu.edu.in/>



Address To:

Deputy Director (Administration)

All India Institute of Medical Sciences, Vijaypur, Jammu

Office: - Office of the Deputy Director (Administration)

Academic Block, 6th Floor, All India Institute of Medical Sciences, Vijaypur, Jammu-184120

AIIMS, Jammu Page 1 of 21

Signature & Stamp of Bidder.....

Date :

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ALL INDIA INSTITUTE OF MEDICAL SCIENCES,
VIJAYPUR, JAMMU-184120**

CRITICAL DATE SHEET

1.	Bid Document Downloading Start Date	03 rd August 2024 (Saturday)
2.	Pre-Bid Conference and Clarification place and date	12 th August, 2024 (Monday) Procurement Section, Academic Block 5 th Floor AIIMS, Vijaypur, Jammu- 184120
3.	Last Date and Time for Submission of Bid Document Online	02 nd September 2024 (Monday)
4.	Last Date and Time of Receipt of Earnest Money Deposit (Hard Copy)	02 nd September 2024 (Monday)
5.	Date and Time of Opening of Technical Bids	03 rd September 2024 (Tuesday)
6.	Earnest Money Deposit/Security Deposit (EMD)	Rs 60,000/-
7.	Tentative Schedule for completion of Techno Commercial Evaluation subject to inputs from respective Committee/Authority	06 Days from the date of opening of techno-commercial bid i.e. 03 rd September 2024.
8.	Date and Time of Opening of Financial Bids	10 th September 2024
9.	Tentative schedule for awarding of contract including institutional requirement, justification of cost on approval of the Competent Authority	15 Days from the date of opening of e-Price Bid i.e. 25 th September, 2024.

Note: The Bidders/Tenderers can download the NIT document from GeM Portal website at www.gem.gov.in Bidders/Tenderers are required to submit their bid online by uploading all the relevant document through www.gem.gov.in For further details regarding NIT amendment/date extension, please visit website: www.gem.gov.in

**Deputy Director (Administration)
For and on behalf of Executive Director, AIIMS, Jammu**

Notice Inviting Tender – Schedule I

Tenders are invited by Executive Director & CEO, AIIMS Vijaypur, Jammu for empanelment of Chartered Accountant (CA) Firm/Agency for assignment of Income Tax works /Calculation and filing of returns of GST /e-TDS Statement /Internal Audit/Reconciliation of Fixed Assets /etc. of the Institute, as per enclosed scope of work and related terms and conditions.

- a.* Bidders /Tenderers would be required to register on the GeM Portal at www.gem.gov.in, using a valid email address to be able to participate in the bidding process.
 - b.* Bidders/Tenderers can download the bid document from GeM Portal website at www.gem.gov.in Bidders/Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.gem.gov.in
 - c.* Tender document can also be downloaded from the Institute’s website at <https://www.aiimsjammu.edu.in> for further details regarding Amendment/Addendum /Extension please visit website: www.gem.gov.in and www.aiimsjammu.edu.in
 - d.* The technical bids will be opened online by a committee of members duly constituted for the purpose at the time and date specified in the Tender document. All statements, documents, certificates, Affidavits, etc. uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on which www.gem.gov.in and www.aiimsjammu.edu.in can be seen by all bidders who participated in the NIT.
1. **Earnest Money Deposit (EMD)/Security Deposit** - EMD of Rs 36,000/- (Rupees Thirty Six Thousand only), in the form of Fixed deposit or Bank Guarantee drawn in favour of “ Executive Director & CEO AIIMS, Vijaypur” Fixed Deposit or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online along with the Technical and Financial bids, within the period of online submission date and time and the original (hard copy) of EMD should be sent to Deputy Director (Admin), AIIMS, Vijaypur, Jammu within the stipulated date and time. EMD should be valid for a period of at least 120 days from the last date of submission of Bid.
 2. **Performance Security** -The successful bidder shall furnish Performance Security at **05%** of the contract value, valid up to ninety days (90) after the date of completion of all contractual obligations. Performance Security may be furnished in the form of Fixed Deposit Receipt from a Commercial Bank or Bank Guarantee from a Commercial Bank or online payment in an acceptable form safeguarding the purchaser’s interest in all aspects.

The Bank account details where payment can be made are as below :-

Account Number : 41945059148

Bank Name : SBI HNI Branch, Rail Head Complex Bahu Plaza, Jammu

IFSC Code : SBIN0017695

Signature & Stamp of Bidder.....

Date :

3. **A proof of ownership/partnership** etc. shall be submitted along with verification of address, telephone/fax numbers.
4. Bidders/Tenderers have to agree to all the terms and conditions, stipulated in the tender document, in this connection including service, penalty etc.

5. The CA firm/Agency has to give declaration that there is no Vigilance/ CBI/ ICAI case pending against it.
6. Bidders/tenderer undertake to execute the agreement within 15 days from the issue of the letter of acceptance/award.
7. Bidders/Tenderers need to scan and upload the required documents like Empanelment Certificate from Comptroller and Auditor General of India (C&AG), Firm Constitution Certificate from Institute of Chartered Accountant of India (ICAI), Goods and Service Tax (GST) registration, PAN Number/Card, other valid documents regarding the existence and registration of the firm along with the Technical/Financial bid including copies of Past Performance/Experience, License essential for carrying out the activities under reference, license and any other documents in support of carrying out the activities under reference from Competent Authority.
8. At any time prior to the date of submission of the bid, Executive Director & CEO, AIIMS, Vijaypur, Jammu may, for any reason, whether at his own initiative or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders /tenderers who have received the bidding document will be notified of the amendment in writing, and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Executive Director, AIIMS, Vijaypur, Jammu may, at his discretion, extend the date and time for submission of bids.
9. The CA firm/Agency shall not use the name of the AIIMS, Vijaypur, Jammu in business dealing with other persons or traders.
10. AIIMS, Vijaypur, Jammu reserves all rights to make any changes in terms and conditions of the Tender and also to reject any or all bids without assigning any reason thereof.
11. The validity of bids shall be for a minimum period of 120 days from the last date of submission of bids.
12. Settlement of Disputes – If there is any dispute or differences, the same may be referred to Executive Director, AIIMS, Vijaypur, Jammu or his authorized representative shall be the final authority in all disputes and decision taken by the authority will be binding on all concerned. Thereafter, the Courts in Samba/Jammu shall have exclusive jurisdiction over any future disputes between the parties.

Introduction, Scope of Work and Conditions of Contract: Schedule-II

AIIMS Vijaypur, Jammu intends to empanel a Chartered Accountant firm/Agency for the assignment of services/works related to Income Tax work (including filing of ITRs)/calculation and filing of returns of GST/E-TDS Statement/Internal Audit/Reconciliation of Assets with Annual statement of Accounts/Audit of various Research projects including Swachhta Action Plan etc. of the Institute for a period of one year, which may be extended for another period of one year based on mutually agreed terms and conditions on satisfactory performance.

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

1. Eligibility and Qualifications Criteria:-

- The CA firm/Agency should preferably be registered having Headquarter/Branch at Jammu/Samba established on or before. — 01-08-2024. The firm should have been in operation for minimum of 5 years and having experience in Internal Auditing, Preparation /Verification of Annual Accounts, filing of e-TDS Returns of Income Tax, calculation and filing of returns of GST, Concurrent Pre-Auditing of payments and as per scope of works.
- Signed and scanned copy of performance certificate showing that at least 3 Audit assignment of Internal/Statutory Audit of Central Autonomous Bodies /Corporate/PSU entities/Organizations funded by Central Govt./Hospitals with minimum of 100 beds in last 5 years reckoned backward from the last date of publishing of the tender.
- The CA firm/Agency should have adequate manpower to deploy towards the assigned works at AIIMS Vijaypur, Jammu. The firm should have a minimum of four chartered accountants with at least one Chartered Accountant (CA)/Cost and Management Accountant (CMA) having minimum five years post qualification experience in accounting or audit of Medical College or Hospital (at least 100 bedded) or government autonomous educational institute (state govt/ central govt).
- The CA firm/Agency should be empaneled with the Comptroller and Auditor General of India (C&AG).
- Firm Constitution Certificate from ICAI (Institute of Chartered Accountant of India) as on 31.03.2024 to be submitted which should be valid for the period of contract with AIIMS Vijaypur, Jammu.
- Signed and Scanned Copy of affidavit duly certified by the Notary at the location of the Agencies/Headquarters that the bidder has never been blacklisted or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidders' legal entity or against individual Directors of the company or partners etc. of the firm etc.
- The CA firm/Agency should have an average annual turnover of Rs 50 lakhs for the last three Financial Years (FY 2021-22, FY 2022-23 and FY 2023-24) and an average annual turnover earned from auditing and accounting business of 40 lakhs for last three Financial Years (FY 2021-22, FY 2022-23 and FY 2023-24).

- A Turnover certificate from a chartered Accountant or Audited Balance Sheet and Profit and loss Account Statement for each of the last three (03) Audited and certificate duly signed by a Statutory Auditor should be attached along.
 - The CA firm/Agency should have a valid Registration from Comptroller and Auditor General of India (C&AG), a Firm Constitution Certificate from the Institute of Chartered Accountant of India (ICAI), Goods and Service Tax (GST) registration, PAN Number/Card, other valid document/licenses regarding the existence and registration of the firm and any other documents in support of carrying out the activities under reference from Competent Authority.
2. The CA firm/Agency would have to place 2 (two) manpower permanently in the Institute with sufficient knowledge on the subject, against whom remuneration shall be included in the offered cost. One of the placed manpower should be qualified CA with minimum working experience of three years and the other manpower should have qualified at least CA Intermediate/PE I with working experience of at least 1 year.
 3. Please note that no counter proposal is acceptable to us and conditional/late submissions of offers are liable to be rejected.
 4. Parties are advised to study the Tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the Tender Document with full understanding of its implications.
 5. AIIMS Vijaypur, Jammu reserves the right to update, amend and supplement the information in Tender document including qualification process at its discretion but before the last date of submission of bid.
 6. 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, AIIMS Vijaypur, Jammu reserves the right to cancel the contract and remove such vendors from empanelment without giving any notice to the vendor.
 7. ED & CEO, AIIMS Vijaypur, Jammu, shall be the final authority to reject any bid fully or any part that is not conforming to the terms and conditions.
 8. The CA firm/Agency submitting an offer should consider and accept all the terms and conditions. No inquiries verbal/ written shall be entertained in respect of acceptance/rejection of the bids.
 9. Any action on the part of the tenderer to influence anybody in the said Institute will be taken as an offence, and the tender submitted by the CA firm/Agency will be rejected.
 10. Any failing or omission to carry out the provisions of the contract by the CA firm/ Agency shall not give rise to any claim by any party, one against either, if such failure of omission 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, lockouts 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 of 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 majeure conditions.

Signature & Stamp of Bidder.....

Date :

11. The CA Firm/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, EPF Act, 1952 wherever applicable etc. All existing statutory liabilities relating to the engagement of personnel relating to labour laws shall be the sole responsibility of the CA Firm/Agency.
12. If the CA firm/Agency gives a false statement on any of the above information, the firm/supplier will not be considered and their offer shall be deemed to be rejected and the security deposited will stand forfeited.
13. The successful CA firm/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 Firms at the AIIMS Vijaypur, Jammu.
14. The Institute shall have the right to reject bids without assigning any reason thereof. No correspondence will be entertained in this regard.
15. If the certificates/documents required are not submitted along with the bid, such offers will not be considered and will be outrightly rejected.
16. AIIMS Vijaypur, Jammu reserves the right to accept/reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of AIIMS, Vijaypur, Jammu will be final in this regard.

Signature & Stamp of Bidder.....

Date :

Scope of Work

1. To check day to day tally vouchers, internal checking of all vouchers at AIIMS Vijaypur, Jammu and preparation of correct vouchers for each transaction. To act as an internal auditor for AIIMS Vijaypur, Jammu.
2. To check bank reconciliation statements (BRS) for all bank accounts of the Institute duly reconciled with cash book at the end of every month (including AIIMS Vijaypur, Jammu and research/project bank accounts etc) and suggest necessary corrections.
3. To compile, check and verify data/calculations of all taxes, like GST, TDS, TDS on GST, Professional Taxes (PT), Commercial taxes, labour cess etc. on monthly, quarterly & annual basis for timely filing of returns.
4. To check/review statutory returns (monthly, quarterly & annual) and propose necessary rectification/ correction therein pertaining to Income Tax, TDS on GST, GST, TDS (IT), PT, Labour cess etc as well as to furnish replies with required data for various appeals, hearings, all kinds of statutory demand, notices etc.
5. To check and verify salary deduction of all employees like EPF, GPF, NPS, CGEGIS, PT etc on monthly, quarterly & annual basis and take necessary action to facilitate timely deduction and depositing.
6. To review, verify and suggest rectification and propose for adjustment of various advances, creditors etc. and to extend timely advise for its settlement/recovery.
7. To conduct ledger scrutiny on regular basis to find out discrepancies in accounting, if any.
8. To calculate Income Tax dues of Faculty/Officers/Staff of AIIMS Vijaypur, Jammu and issue form-16 and 16A and file corrections if any in time, duly reconciled with traces and 26AS. For Income tax calculation/computation number of the employees (presently around 1000) 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 every year and final calculation in February every year, etc.).
9. To Prepare Utilization certificates of various schemes/projects of AIIMS Vijaypur, Jammu including Research Projects as and when required.
10. Apply for non-deduction of TDS certificate with respect to interest earned from bank or any other sources.
11. To prepare replies to observations of various audits including CAG Audit, Audit by MOHFW etc.
12. To verify day-to-day accounting entries in designated software to ensure its timely entry as well as its accuracy.
13. To scrutinize the cash book (including Hospital cash book) on regular basis to ensure its proper maintenance and verification by DDO.
14. To scrutinize and reconcile the major advances given by the Institute.
15. Preparation of Trial Balance on monthly basis and preparation & finalization of annual accounts (Balance sheet, including Receipt & Payment and Income & Expenditure Statement) on completion of financial year and to certify the same (through a qualified Chartered Accountant).
16. To give opinion on various taxation related/account-related issues as and when requested by the competent Authority of the AIIMS Vijaypur, Jammu.

17. Carrying out of any allied work assigned by the competent Authority of the AIIMS Vijaypur, Jammu in respect of accounts, taxation or of statutory nature etc.
18. To prepare Form 15CA & 15CB at the time of foreign remittance as well as preparation of e-way bills as per GST Act.
19. To obtain 80G certificate and 12AA/AB certificate and other certificate for claiming exemption from statutory and custom etc & to suggest such compliances as required for same.
20. To suggest and help the Institute in adhering to all mandatory/statutory compliances with respect to all kinds of tax matters, including exemptions.
21. To submit an internal audit report on a quarterly basis to the ED & CEO, AIIMS Vijaypur, Jammu
22. The points as specified in the scope and coverage is illustrative & may vary depending upon the need of the Institute without change in the remuneration.
23. The CA firm/Agency will be responsible for any omission or commission on its part in respect of any transaction seen by them. In case of any serious act of omission/commission is noticed in the working of the CA firm/Agency, the Institute (AIIMS Vijaypur, Jammu) reserves the right to refer the matter to the Institute of Chartered Accountant of India/CAG of India for any actions as they deem fit.
24. Monthly summary and quarterly audit report should be submitted in the prescribed format.
25. Preparation/submission/filing of e-TDS statements/returns of 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.
26. Representing the Institute to the Income Tax/GST department as and when required for the purpose of resolving the issues/queries as raised by the Income Tax/GST department from time to time and also providing professional consultancy/advice to the Institute as and when required.
27. Representing the Institute to any government department as and when required for the purpose of resolving the issues/queries as raised by such department from time to time and also providing professional consultancy/advice to the Institute as and when required.
28. At the time of the internal audit, the CA firm/Agency may place two (2) additional manpower with sufficient knowledge on the subject in the institute against whom remuneration shall be included in the offered cost.
29. Audit of Accounts of Swachhta Action Plan (SAP) as and when required.
30. To make presentation of the Certified Annual Accounts of the Institute to Institute Body (IB) or Governing Body (GB) of the Institute at the time of adoption of Accounts by the Body, **if necessary**.
31. To ensure that accounts of the Institute are prepared in accordance with instructions issued by Ministry of Health & Family Welfare and as per the prescribed format of accounts for Central Government Autonomous bodies.
32. Verification of all loans and advances given to the employees of the Institute.
33. Audit of Special funds like ICMR, NIMHANS, DST, etc. and preparation of utilization certificate.

34. Computation of depreciation on fixed assets and reconciliation of assets with physical verification report.
35. Maintenance of Fixed Deposit/Investment records and calculation of accrued interest.
36. Monitoring and Maintenance of Departmental Fixed assets Register/ Record at AIIMS Vijaypur, Jammu.
37. Identification and marking of all fixed assets.
38. Any other work related to fixed assets.
39. Maintain a Group Insurance Scheme (GIS) if applicable.
40. Bank reconciliation statement should be prepared on monthly basis and make correspondence for unreconciled item.
41. Creation of funds on an actuarial basis.

Prevention of Sexual Harassment Clause

- a. The CA firm/Agency shall be solely responsible for full compliance with the provisions of the sexual harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013. In case of any complaint of sexual harassment against its employees within the premises of the Institute, the complaint will be filed before the Internal Complaint Committee constituted by the CA firm/Agency and it shall ensure appropriate action under the said Act in respect of the compliant.
- b. Any complaint of sexual harassment from any aggrieved employee of the CA firm/Agency against any employee/customer/visitor of the Institute shall be taken cognizance of by the Appropriate Authority constituted by the Institute.
- c. The CA firm/Agency shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- d. The CA firm/Agency shall be responsible for any monetary compensation that may need to be paid in case the incidence involves the employees of the firm/Agency, for instance any monetary relief to Institute's employee, if sexual violence by the employee of the firm is proved.

Non-disclosure

- a) The CA Firm/Company shall not disclose directly or indirectly any information, materials and details of the Institute's infrastructure/systems/equipment etc. which may come to the possession or knowledge of the CA firm/Agency during the course of discharging contractual obligations in connection with this agreement to any third party and shall at all times hold the same in strictest confidence. The CA firm/Agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The CA firm/Agency shall not publish, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Institute. The CA firm/Agency shall indemnify the Institute for any loss suffered by it as a result of disclosure of any confidential information.

- b) Failure to observe the above shall be treated as breach of contract on the part of the CA firm/ Agency and the Institute shall be entitled to claim damages and pursue legal remedies. The Firm/Company shall take all appropriate actions as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The CA firm/Agency obligations with respect to non-disclosure and confidentiality will continue past the expiry or termination of this agreement for whatever reason.

- c) The selected CA firm/Agency is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Institute's systems and procedures as also to indemnify the Institute against any claim due to loss or damage arising because of disclosure of any information by it.

Evaluation Criteria

Criteria for Technical Bid Evaluation

	Parameters	Marks	Max
1	Experience of the firm - No. of years		15
	less than 05 years	0	
	05 to 7 years	10	
	Above 7 years	15	
2	Full Time Chartered Accountant (CA)/ Cost Accountant (CMA) Partners Stationed at Samba/Jammu/Jammu Division* (The Partners shall produce their Adhaar Card/Voter Card/Passport other Govt ID, as Proof of Address for being stationed in Jammu/Samba/Jammu Division)		10
	Less than 3	0	
	3 to 4	05	
	5 & above	10	
4	Key professional staff -Full time CA/CMA employees stationed at Samba/Jammu/Jammu Division. (The CA Employee shall produce their Adhaar Card/Voter Card/Passport other Govt ID as Proof of Address for being stationed in Jammu/Samba/Jammu Division)		15
	None	0	
	1 to 3	10	
	More than 3	15	
5	Skilled Staff- Qualified in both the Groups of IPCC/CMA/CA Inter – No. of staff stationed at Samba/Jammu.		10
	Less than 4	0	
	4 to 8	5	
	More than 8	10	
6	No. of Institute/Hospital (minimum 100 bedded hospital/ INI Institute of National Importance) to whom services have been provided during last 5 FY. (FY 2019-2020,2020-2021, 2021-22, 2022-23 and 2023-24). (Experience will be considered Institution wise & Not year wise)		40
	a) As Taxation Consultants.		
	Less than 3 Institutions	0	
	3 to 5 Institutions	10	
	More than 5 Institutions	20	
	b) As Internal Auditor.		
	Less than 3 Institutions	0	
	3 to 5 Institutions	10	
	More than 5 Institutions	20	
	Maximum Marks		100

The following formula will be used to evaluate the overall ranking of the qualified tenders.

$$\text{Overall Score} = \frac{\text{Score of Technical Bid} \times 60}{\text{Highest Score of Best Technical Bid}} + \frac{\text{Lowest financial Bid} \times 40}{\text{Price of Financial Bid}}$$

Selection of tender will be based on overall score calculated from the above formula. An example of the same is presented below: QCBS (Technical : Financial = 60:40)

- (i) A bidder must score at least an overall minimum score of 60 in the technical evaluation in order to be technically qualified.
- (ii) The financial evaluation will be only for technically qualified bidders. The lowest priced qualified bidder will get the maximum financial score (40) while the others will have a prorated score lower than 40. More specifically, the financial score of a technically qualified bidder is calculated as financial score = $40 * (\text{lowest price bid}) / (\text{price bid of the bidder})$.
- (iii) In the case of two or more technically qualified firms having the same highest scores, the firm having the highest average annual Income in last 3 Financial Years immediately preceding to the year of award.
- (iv) AIIMS, Vijaypur Jammu reserves the right to negotiate the quoted price, only with the successful bidder to arrive at the fair and reasonable price.
- (v) A Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Bid shall not be considered.
- (vi) The institute reserves the right to seek clarifications or additional information/documents from any bidder regarding its technical bid. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the bidder does not furnish the clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

TENDER FORM
(On the letter head of the concern submitting the bid)

To

The ED & CEO,
AIIMS Vijaypur, Jammu

Reference : Tender No. **AIIMS/JMU/NIT/CA/SERVICES/2024/1 dated: 03rd August 2024**

Sir,

I/We understand that you are not bound to accept the lowest offer or bound to assign any reasons for rejecting our tender.

I/We hereby agree to pay all taxes and levies (as per actuals) GST, VAT, Income Tax, Work Contract Act, Octroi, duties, levied by the government, as prevailing from time to time, on such items for which the same are levied, and the rates quoted by me/us are basic with taxes quoted separately.

I/We declare that I/we have not been de-barred by any Government/ Semi Government undertaking till date.

This offer shall be valid for 120 days from the last date of submission of a bid.

That the rates quoted are not higher than the rates quoted for same work for any government/undertaking.

That I/we undertake to indemnify AIIMS Administration.

Yours faithfully,

(Signature of bidder)

Dated this _____ day of _____

Address _____

Telephone: _____ Fax _____

Email _____

SECTION III

TECHNICAL BID

Please respond in Yes or No: In case you do not fulfil any of the conditions, please specify.

Sr. No.	Item	Please Write (Yes / No)	Please Write (Yes / No)
1	The Bidder is a Professional Chartered Accountant/CMA/Partnership firm/LLP/ with 5 years or more experience in Internal/Statutory Audit		
2	CA/CMA registration issued by ICAI/ICMAI copy to be provided		
3	CA/CMA registration number given by ICAI		
4	CAG empanelment letter		
5	PAN copy and GST registration copy		
6	Work order documents, related to work experience as mentioned at 1 above		
7.	Experience certificates of Audit/Consultancy of 100 Bedded Hospitals/Educational INI's		
8.	Turnover certificates/Audited balance sheets for the last 3 years		
9.	Proof of CA/CMA Partners Stationed at Jammu Division		
10.	Proof of CA/ICMA Employees Stationed at Jammu Division		
11.	Proof of CA Inter Qualified Staff.		

All documents mentioned above shall be uploaded on Tender GeM portal and to be provided in physical form also.

Bidder's Signature

Date:

Signature & Stamp of Bidder.....

Date :

FINANCIAL BID: To be uploaded in BOQ_xxx.xls format

Sr. No	Item	Amount (Rs.) per annum	Taxes*	Total (Rs.)
1.	Lump sum yearly Charges (for the services)			

*(Taxes shall be reimbursed on actual basis. The bidder has to mention the Amount of GST separately otherwise the bid is liable for rejection.)

PROFILE OF ORGANIZATION

Signature & Stamp of Bidder.....

Date :

1. Name of concern :

2. Status of the concern :
(Proprietary/Partnership/Private/Govt./Others(Specify)
(Support with documents)

3. Postal Address :

4. Telephone :

5. E-mail :

6. Web site :

7. Year of Establishment :

8. Activities/Services Offered :

9. PAN :

10. Name of the Head of the :
Organization/Managing Director

Date :

Place

Signature of Authorized Signatory

FORMAT OF ALLOCATION: SCHEDULE-III

Applicant's Profile

1. Name of the Applicant:
2. Date of incorporation:

Signature & Stamp of Bidder.....
Date :

3. Address of the Head Office:
4. Local Address:

5. Communication details of contact Official(s) (both Sales and Services):
 - 1) Name :
 - 2) Phone Number :
 - 3) Mobile no. :
 - 4) E-mail :

6. Constitution of the Applicant:

7. Details of Partners :

8. Year of commencement of business:

9. GSTIN Registration Number :

10. Income Tax Registration Number (along with latest income tax clearance certificate) :

11. PAN Card No. :

12. No. of offices nationwide and list thereof:
Associate Firms/Companies with details of activity and turnover:

13. Details of Key/ Senior Officials :

14. Key financial indicators (Pl. submit copies of audited Profit & Loss statement, Balance sheet for the last 3 years) :
 - A) Total Income :
 - B) Other Income :
 - C) Profit before Tax :
 - D) Profit after Tax :
 - E) Capital :

Authorized Signatory

Name :
Designation :
Qualification:
With the company since :
Line of experience/expertise :

- i) List of Clients whose work has been undertaken (proof of work order to be produced) :
- ii) Should have a Head / Branch Office in J&K (UT)
- iii) 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 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

CHECKLIST

1. Valid ICAI/ICMA Registration Certificate of the firm.

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Signature & Stamp of

Bidder.....

Date:

2. Income Tax PAN Card.
3. GSTIN Registration certificate
4. Audited Statements of Accounts (Turnover Certificate) for the last three years.
5. Earnest Money of Rs.60,000/- in the form of Demand Draft/Call Deposit/Banker's Cheque/ Bank guarantee pledged in favour of Executive Director & CEO, AIIMS, Vijaypur, Jammu.
6. Experience in the above scope of works to be supported by work orders issued to the firm during the last three years. (as per Eligibility Criteria conditions)
7. Declaration that the firm has not been blacklisted.
8. CAG empanelment letter.
9. Proof of CA/CMA Partners stationed at Jammu Division.
10. Proof of CA/ICMA Employees stationed at Jammu Division.
11. Proof of CA Inter Qualified Staff.