

Government Institute of Medical science,

Gautam Buddh Nagar

Greater Noida

Utter Pradesh-201310

Website www.gims.ac.in



Gem Bid NOTICE



GOVERNMENT INSTITUTE OF MEDICAL SCIENCES (GIMS)
Gautam Buddh Nagar, Greater Noida - -201310,
(AN AUTONOMOUS INSTITUTE UNDER GOVERNMENT OF UTTAR PRADESH)

Bid Document for Hiring of C.A Firm/ C.S. Firm for Book Keeping and Tax Consultancy
Through GeM Portal

The Government Institute of Medical Sciences (GIMS) Greater Noida, Gautam Buddha Nagar (UP) is an autonomous tertiary care teaching medical institute under Government of Uttar Pradesh and pursuing MBBS course since 01 Aug 2019 and courses through National Board of Examinations from current session in various clinical specialities.

Director, Government institute of Medical sciences invites

Bid for Document :Hiring of C.A Firm/ C.S. Firm for Book Keeping and Tax Consultancy
Through GeM Portal

From those registered with the ICSI or ICWAI for carrying out Book Keeping and Tax consultancy service at GIMS for the Financial Year 2021-22. The interested C.A/ C.S Firm may go through the mandatory qualification criteria and general information as follows:-

1. The Mandatory criteria for submitting the Bids are as follows:

- a) Firm must be registered with the ICAI or ICSI or ICWAI and should be in continuous existence for more than 15 years as on 01.04.2021.
- b) Firm must have at least 2 qualified members either as partner or associate.
- c) Firm must have PAN and GST . (Attach Copy of self –attested PAN Card and GST Registration Certificate)
- d) C.A /C.S Firm must have minimum average annual turnover of Rs 25 lakhs in the last three financial year (FY 2016-17, FY 2017-18 and FY 18-19).
- e) C.A/C.S Firm should have experience of working with Govt Sector for at least 10 years.
- f) Firm must have a Head Office or branch office in existence in the Delhi NCR area.
- g) **EMD 2 % of the Bid value should be deposited in favour of Director, GIMS, and Payable at Greater Noida in form of DD/FDR/PBG only. Deposition of EMD is mandatory for all bidders including MSME/ NSIC etc.** Photocopy to be uploaded on GeM portal and hard copy of the same should be reach GIMS within reasonable time.

- h) C.A/C.S. Firm should enclose affidavit of attaining the qualifications and not blacklisted or debarred by any Department of the State/Central Government/The World Bank due to non-performance and corrupt /fraudulent practices. The C.A /C.S. Firm must not have any litigation pending in any Hon'ble Court of Law or its partners has never been convicted by any Hon'ble Court of Law.
- i) Complete Income Tax Return along with all annexure for financial years (FY 2017-18, FY 2018-19 and FY 2019-20)

2. General Information to the Bidders:

- a) The proposal submitted by C.A/C.S. Firm in the prescribed format shall be the basis for determining the mandatory qualification.
- b) The C.A/C.S. Firm must submit appropriate document, as deemed fit as evidence of the information provided in proposal.
- c) The currency of the contract (contract duration) will be valid for 1 years from the date of execution of the contract. The Authority may extend contract duration for an additional year, subject to satisfactory performance of the service provider, on existing terms and conditions
- d) Director reserves the right to cancel or reject in full or in part of all bids received without assigning any reason in lieu thereof.
- e) All the annexure to be signed by the person, who is submitting the proposal.
- f) The finally selected C.A/C.S. Firm would performance Security as per rule in the form of A/C payee Demand Draft or Fixed Deposit Receipt pledge in favour of GIMS, Greater Noida
- p. The selection of C.A/C.S. Firm will be made as per the procurement rules of UP Govt. The information related to the qualifying criteria must be furnished by the C.A/C.S. Firm on the prescribed format.

3. SCOPE OF WORK

A. BOOK-KEEPING

- a. Day-to-day book keeping and accounting
- b. Preparing purchase reports.
- b) Preparing sales reports.
- c) General ledger maintenance.
- d) Assets/equipment ledger maintenance.
- e) Cash flow statement.
- f) Record revenue and expenses within the general ledger.
- g) Monthly reconciliation of bank account.
- h) Monthly Trade Receivable & Trade Payable reconciliation.
- i) Verify Compliances with relevant reporting requirement.

- j) Provide all needed documentation and reports for auditor
- k) Aid staff with various financial projects, accounting and duties

B. TAXATION

- a) Accounting services
- b) TDS Compliance services (Filling TDS Returns, Issuing Form 16/16A) and file Forms 26Q, 24Q 27Q.
- c) Computation of Income Tax liability
- d) Filing Income Tax Returns-along with revised returns (if applicable) and other filing under Income Tax Act.
- e) Assist in tax planning, assessing its tax positions and advising on various economically efficient options available as and when required including advance tax planning Filing Rectifications in response to regular Notices for Income tax & TDS
- f) Provide opinion on various subjects pertaining to taxation related matters.
- g) Pursue, assist and coordinate with Income Tax Authorities for timely getting the refunds

C. Indirect Tax Services-GST

- a. Compliance of GST Laws
- b. Filing Regular Returns and Annual Returns of GST and deposit GST Dues (Challan's) and file returns.
- b) Undertake payments of GST, Challan's Generation and all GST related forms.
- c) To study impact of transitional provisions and methodology to avail tax credit and/or get refunds thereof;
- d) To assist in E-Tax ledger and reconciliation and follow up work.
- e) To advise on other compliances to be undertaken by GIMS under the GST under the GST regime and any other queries that may arise along with timely implementation of any circular/notifications/amendments in GIMS. Standardized format for MIS to ensure the statutory compliances.
- f) To handle all matters related to GST and other indirect taxes (If any)

D. Tax Litigations-Under Income Tax & GST

- a) Review and analysis of past assessments
- b) Preparing submissions and grounds of appeals for Assessments & Appeals
- c) Appeals before Commissioner Appeals and Appellate authority
- d) Any other work assigned by the Director/Finance Officer.

4. **EVALUATION PROPOSALS**

The proposal submitted by C.A./ C.S Firm and their suitability for the proposed task shall be evaluated in following steps.

4 (A). **Mandatory Qualification Criteria**

S. No	Criteria	Supporting Documents
1	Firm must be registered with the ICAI or ICSI or ICWAI and should be in continuous existence for more than 15 years as on 01.01.2021.	Attach self-attested copy of the latest constitution certificate of the ICAI of ICSI or ICWAI.
2	Firm must have at least 2 qualified members either as partner or associate	Attach self-attested copy of Empanelment.
3	Firm must have PAN and GST.	Attach self-attested copy of PAN Card and GST Registration Certificate
4	Affidavit of the C.A./ C.S Firm	Annexure-01
5	C.A /C.S Firm must have minimum average annual turnover of Rs 25 lakhs in the last three financial years (FY 2017-18, FY 2018-19 and FY 2019-20).	C.A /C.S Firm shall provide Audited Balance Sheet, Profit & Loss A/c. and complete Income tax return along with all annexure of financial years (FY 2017-18, FY 2018-19 and FY 2019-20).
6	C.A/C.S Firm should have experience of working with Govt Sector for at least 7 years.	Give details of assignments and attach copy of experience certificates/work orders/Agreement.
7	Experience of C.A./ C.S Firm on handling similar Assignment	Give details of assignments and attach copy of experience certificates/work orders/Agreement.
8	<u>Profile of Key Persons</u>	Annexure-5
9	Firm must have a Head Office or branch office in existence in the Delhi NCR area.	Attach self attested copy of rent agreement/lease deed/sale-purchase deed.

Important Note :- C.A./ C.S. Firm qualifying all criteria in above Mandatory Qualification Criteria

Annexure –I

Annexure-1 Affidavit by of the C.A/C.S.. Firm on Rs. 100/- Non-judicial Stamp Paper C.A/C.S. Firm evincing the interest in assignment, having required eligibility qualifications should enclose an Affidavit as per the format given below:

(A) I have gone through the contents of advertisement for the essential qualifications, eligibility criteria and fulfilled all the qualifications, eligibility criteria as per the details given in the Terms of Reference.

(B) All relevant documents related our qualifications are enclosed with our RFP.

(C) The details and contents of our qualifications, eligibility criteria are authenticated and based on actual work carried out by our C.A/C.S. Firm, as per the record.

(D) I have understood that in case it is found that our C.A/C.S. Firm is not fulfilling any of the laid down criteria, or relevant details/supporting documents are not found to be enclosed, we will not given any opportunity for any clarifications and our eligibility will be evaluated based on the available documents in the RFP.

(E) I have read the Terms of Reference and submitting the proposal along with Annexure as per the bidding document.

(F) I hereby declared that our C.A/C.S. Firm is not blacklisted or debarred by any Department of the State/Central Government/The World Bank due to non-performance and corrupt/ fraudulent practices and no litigation is pending against our C.A/C.S. Firm or its partners in any court of India.

(G) I hereby declared that there is no on-going criminal case/ vigilance enquiry/ labour dispute against the firm or its partners and he/she has never been convicted by any Hon'ble Court of Law.

Signature of Authorized Signatory Name:

Date:

Designation:

Annexure –II

Financial Particular of the C.A/C.S. Firm (Amount in Rs.)

F Y	Total Turnover in	Average Annual Turnover in
2017-18		
2018-19		
2019-20		
2020-21(if any)		

Note: C.A/C.S. Firm shall provide Audited Balance Sheet, Profit & Loss A/c. and Complete Income tax return along with all annexure of financial years (FY 2017-18, FY 2018-19 and FY 2019-20)

Annexure-III

Overall Experience

S No	Name of the Assignment	Name of the client	Assignment value	Period of assignment	Completion date

Annexure –IV

Check list of documents

S no	Details of Annexure/ Documents	Page Number

Financial Bid

S No	Description of works	Monthly charges	GST (if applicable)	Total
1	Book Keeping charges			
2	Taxation			
3	Indirect tax(GST)			
4	Tax Litigation- under income tax and GST			