

**ANIMERS (ANDAMAN & NICOBAR ISLANDS MEDICAL EDUCATION
RESEARCH SOCEITY)**

SUBJECT: TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FOR PREPARATION OF ANNUAL ACCOUNTING STATEMENTS INTERNAL AUDIT AND FILING OF IT RETURNS.

1. Name, address of Firm/ Agency : _____
And Telephone Nos.

2. Registration No. of the Firm/Agency : _____
(ICAI registration)

3. Name, Designation, address and : _____
Telephone No. of Authorized : _____
Person of Firm/Agency to deal with. : _____

4. Copy of PAN card issued by : _____
Income Tax Department

5. Copy of UTGST No. : _____

This is to certify that I/We before signing this quotation have read and fully understood att the terms and conditions contained herein and undertake myself/ourselves abide by them.

(Signature of the bidder) _____
Name & Address: _____
(with seal) _____

Contact No. 0319223490



अण्डमानतथानिकोबारस्वास्थ्य शिक्षा एवंअनुसंधानसोसाइटी
ANDAMAN & NICOBAR ISLANDS
MEDICAL EDUCATION AND RESEARCH SOCIETY (ANIMERS)
स्वास्थ्य सेवानिदेशालय
DIRECTORATE OF HEALTH SERVICES
अण्डमानतथानिकोबारप्रशासन
ANDAMAN & NICOBAR ADMINISTRATION

F.No. 1-14/Accts/Audit/ANIMERS/2015-16 /224 Port Blair, dated 27 Sept, 2018

Notice Inviting RFP for engagement of Chartered Accountant for Preparation of Annual Accounting Statements, Internal Audit and filing of IT Returns of ANIMERS and its subsidiary bodies.

On behalf of the Andaman & Nicobar Islands Medical Educations & Research Society (ANIMERS), the Member Secretary, ANIMERS, invites e-tender in two bid system for finalizing rates for preparation of Annual Accounting Statements, Internal Audit and filing of IT Returns of ANIMERS and its subsidiary bodies.

The Society ANIMERS was established in the year 2014, the A & N Islands Institute of Medical Science (ANIIMS) is functioning under the society, the civil works of the society are monitored by a technical division headed by OSD (Tech). Apart from these Accounts, various subsidiary accounts such as Prospectus sale Accounts, Students Fee Accounts etc, are also operated by ANIIMS. As per bye law provisions, these accounts are to be internally audited and also the financial accounting statements is to be prepared viz. Profit & Loss, Balance sheet etc. Detailed tender instructions are given below:

1 General Instructions:

Intending tenderer/bidder/Chartered Accountant firm may download the tender documents free of cost from the website: <https://eproc.andaman.gov.in> directly and necessary Earnest Money must be remitted to the Member Secretary (ANIMERS),Atlanta Point, Port Blair - 744105 through Demand Draft/Pay Order/FDR/ Bank Guarantee issued from any Commercial bank in India payable at Port Blair drawn in favour of 'Member Secretary (ANIMERS), Port Blair' along with Technical bid which is

also to be submitted online through e-procurement site <https://eproc.andaman.gov.in>.

2 Time Schedules & details of the e-tender:

Tender documents along with terms & conditions will be made available on website <https://eproc.andaman.gov.in> The details are as under:

1.	Date of Issuing tender document/ Downloading of tender document from online portal	27-09-2018 11:30 AM
2.	Last date and time for submission of hard copy.	22-10-2018 15:00 Hrs
3.	Last date and time of closing of Online Technical Bid.	22-10-2018 15:00 Hrs
4.	Date and time for opening of Online Technical Bid.	22-10-2018 16:00 Hrs
5.	Date and time for opening of Price Bid of technically qualified bidders.	24-10-2018 15:00 Hrs
6.	Tentative date for awarding contract.	26-11-2018

****Important Note: This is e-tender, the technical evaluation will be done by downloading the documents of all participants. Speed of Internet connection will have direct impact on the process of evaluation work. Hence, the dates are subject to change.***

3. SUBMISSION OF THE TENDERS:

The Bid is required to be submitted by the tenderer/ bidder/ Chartered Accountant firm on-line in the portal <https://eproc.andaman.gov.in> as well as off-line (hard copies of technical bid only) to be submitted on the address "Member Secretary (ANIMERS), Atlanta Point, Port Blair – 744105" on or before the date & time stipulated in NIT (Notice Inviting Tender).

A. Mode of Submission of Bids:-

- (i) The technical bid documents must be submitted physically as well as on-line. Failure to adhere to this would entail rejection of bids.
- (ii) Late submission of bid or bid received after the notified last date and time of submission due to any reason or even due to postal delay shall not be accepted; and this office will not be responsible for the same.

B. Technical Bids:

- (i) The Bids should be accompanied with an Earnest Money Deposit of Rs.2,000/- (Rupees Two Thousand Only) in the form of Demand Draft / Pay Order/FDR/Bank Guarantee from Commercialized Bank payable to Member Secretary (ANIMERS), Port Blair. EMD of successful bidder shall be retained as performance security.
- (ii) The certificates/documents required in the Bids listed below be submitted through-
- a) On-line – by uploading the scan copies of the documents in the above mentioned portal. Through postal / Physically self attested hard copies of all the documents/ certificates and EMD shall be submitted to the O/o Member Secretary (ANIMERS), Director of Health Services, Atlanta Point , Port Blair - 744105. (Contact person Shri. M. Mohammed Ashraf, Sr. AO (DHS)/ Financial Advisor (ANIMERS).

The List of Documents:

The Documents should be uploaded in PDF format (Single File with multiple page scanned) / the scanned document uploaded should be legible and readable and should not be repetitive. Uploading of illegible scanned document will not be accepted and will stand for rejection of bid.

Scanned Copy of Earnest Money Deposit (EMD) in form of the Demand draft/Pay Order/FDR should be uploaded along with the bid.

(i)	Copy of registered certificate of Chartered Accountant
(ii)	IT Returns for last 2 years ending with 31.03.2017.
(iii)	Copy of UT GST Registration Number with A & N Administration.
(iv)	Copy of experience certificate for at least two years during the period of last 05 years.
(v)	Copy of PAN Card and active Bank Account No. of the Bidder
(vi)	Signed copies of tender undertaking as given in Annx. 'A' .

- b) All documents must be submitted in English language with Page Marking.

C. Financial Bid:

The Price bid must be submitted online in Excel format under Financial Bid at the website mentioned above.

Submission of hard copy of Financial Bid is non-acceptable; and it should only be submitted on-line through the Administration's portal mentioned above.

4. Opening of Bid

- a) Technical Bids will be opened on specified date and time online at website:<https://eproc.andaman.gov.in> in the portal.
- b) The Technical Bids will be opened of only those tenderer/ bidder/ Chartered Accountant firms who have submitted the hard copies along with EMD.
- c) Price bid of technically qualified tenderer/bidder/Chartered Accountant firms will only be opened.

5. Evaluation of the Tenders:

The Evaluation of the Documents of the Bidders participated in tender will be done to shortlist the responsive and non responsive bidders.

6. Conditions of Contract:

- (i) The quoted rates must be valid for a period of 06 months from the date of opening of Price Bid. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quoted validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.
- (ii) The amount of EMD submitted by the tenderer(s) whose tenders are not accepted will be refunded to them after awarding the contract.
- (iii) The firm should have atleast two years experience during the period of last 05 years in the relevant field and should have the capacity to undertake the audit of society for the mentioned location.
- (iv) Only on satisfactory completion of the Annual Audit of Accounts and final acceptance of the Utilization Certificate and Audit report by the Executive Council of ANIMERS, the bills of the firm, shall be admitted for payment. The amount of Security Deposit/ EMD will be refunded after successful execution of the work assigned to the firm.
- (v) The tenders/offers received not in accordance with the terms and conditions of the tender document will be summarily rejected.
- (vi) Time limit for undertaking the work shall be a period of 60 days from date of issue of work order.

(vii)The selected bidder needs to conduct Internal audit of the accounts of ANIMERS, ANIIMS and OSD (Technical) for the financial year 2017-18 and also prepare the accounting statements viz Profit and Loss, Balance sheet etc alongwith IT assessment & filing of IT returns.

7. Liquidated Damaged & Penalty: The firm will be bound to execute the work within the stipulated period (60 days), failing which the penalty of 1% of the total value of work order per week or part thereof will be imposed subject to a maximum of 5% of the total value of the work order (deducting from performance security). Non initiation of work within 4 weeks will render the work as cancelled. Similarly non completion within 5 weeks after expiry of the time limit shall also render the work as cancelled. Member Secretary (ANIMERS) reserve the right to execute the same work from other firm instead , and the difference in rate shall be final and not challengeable by the firm at any forum.

8. Force Majeure: The firm shall not be liable for imposition of any such sanction so long the delay and/or failure of the firm in fulfilling its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause, Force Majeure means an event beyond the control of the firm and not involving the firm's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees, lockouts excluding by its management, and freight embargoes.

If a Force Majeure situation arises, the firm shall promptly notify the Member Secretary (ANIMERS) in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Member Secretary (ANIMERS) in writing, the firm shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

In case due to a Force Majeure event the Member Secretary (ANIMERS) is unable to fulfill its contractual commitment and responsibility, the Member

Secretary (ANIMERS) will notify the firm accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

9.. Eligible Criteria:

The registered Chartered Accountant/Chartered Accountant firms, who fulfils the following qualification criteria are deemed provisionally eligible to bid, the final eligibility criteria shall be at the discretion of Member Secretary, ANIMERS.

- (i) Experience of CA Firms – The firm should have minimum professional experience of 2 years.
- (ii) No. of Statutory Audit / Internal Audit – The firm should have an experience of carrying out minimum 02 (Two) nos. of Statutory Audit/ Internal Audit of Limited Company/ Public Ltd.Co/ Government companies /Public sector Enterprise/reputed Pvt. firms, in any the last 05 Financial Years.
- (iii) No. of qualified CA's with the Firm- The firm should have at least 1 employees as Chartered Accountants on the date of Tender submission.
- (iv) The Firm should have Head Office/Branch Office in Port Blair.
- (v) Copy of UT GST Registration certificate with UT Administration to be submitted.
- (vi) Copy of income tax return for last 02 years to be submitted.

10. Arbitration and Jurisdiction :

- a. Both the parties of the Agreement shall make every effort to resolve any disagreement or dispute arising between the parties or in connection with the Agreement amicably at the first instant. In case of failure, all disputes, controversies or claim between parties shall be referred for arbitration to the sole arbitrator to be appointed by Hon'able Lt. Governor, A & N Islands for the purpose. The arbitration proceeding shall be held in accordance with the provisions of Arbitration and conciliation Act 1996. The Venue of arbitration shall be at Port Blair, A & N Islands.
- b. In the event of failure through arbitration, the same shall be settled within the jurisdiction of competent court at Port Blair, A & N Islands.

- 11.** In case of breach of terms and conditions as mentioned above, the competent authority will have the right to reject the bid at any stage by assigning the reason to do so and nothing will be payable by ANIMERS. In that event the EMD shall also stand forfeited.

12. The Member Secretary (ANIMERS) reserves the right to accept or reject on the whole or part of tender assigning reason thereof.

A handwritten signature in black ink, appearing to read "S. Anand", written over a horizontal line.

Member Secretary (ANIMERS)

Annexure:-A

UNDERTAKING

To,

The Member Secretary
ANIMERS,
Port Blair – 744105

Sir,

- i. I/We undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
- ii. It is also certify that information's given in this tender documents are true and nothing has been concealed which is relevant for the purpose of applying for this tender.
- iii. It is further certified that the firm is acceptable and has been blacklisted by any agency in India or abroad.

Date: _____

Signature of the tenderer _____

Place: _____

with seal

Name of the tenderer: _____

With Address _____