

Notice inviting the proposal from firms of Chartered Accountants for providing the services of Chartered Accountants for maintains Tally Accounts.

Gujarat Medical Education and Research Society was incorporated by Government of Gujarat for the execution and operation of the Gujarat Medical Education and Research Society. It is a wholly owned Govt. of Gujarat undertaking.

*Society intends to avail the services of Chartered Accountants from the firms of Chartered Accountants for the accounting and allied functions. Firm qualified on the basis of two bids system will be responsible for providing duties mentioned in **Annexure-1** below. While other terms and conditions are mentioned in **Annexure-2** below.*

There will be two bids system. Each firm complying with the minimum criteria should send technical bid(**Annexure-4**)and financial bid(**Annexure-3**) in sealed cover as mentioned below. Professional fees and other financial terms and conditions are to be mentioned in Financial bid only and not in technical bid. **Minimum eligibility criteria are mentioned in Annexure-5 mentioned below.** Only the firms meeting with the minimum criteria should send their proposals. Further each firm meeting with the criteria and submitting the proposal to Society for this assignment has to attach the proofs mentioned in **Annexure-6**.

Firms of Chartered Accountants meeting with the minimum eligibility criteria are requested to submit their technical proposals with tender process fee Rs.1,500/- by D.D. in favor of **Gujarat Medical Education & Research Society** in physical separate sealed cover. Financial bid is submit only online. The sealed cover super scribing as “**Proposal for providing the services of Chartered Accountants**” to the Chief Executive Officer G.M.E.R.S at “O” Block, New OPD Building, 4th Floor, Civil Hospital Campus, Opp. Pathikashram Hotel, Gandhinagar – 382016 Gujarat.” on or before 27th August, 2019. For list of work, other terms and conditions, format of financial bid, technical bid, reports/ out puts please go through the below mentioned Annexures.

Date:- 06-08-19

Place:- Gandhinagar

(Dr. R. Dixit)

Chief Executive Officer G.M.E.R.S

GUJARAT MEDICAL EDUCATION & RESEARCH SOCIETY, GANDHINAGAR.

<u>(1). Last date of Submission Of Price Bid (Financial Proposal) Only Online</u>	27 th August, 2019
<u>(2). Last date of Submission Of Technical Bid in Physical Mode (Technical Proposal)</u>	29 th August, 2019 till 6.00 p.m.
<u>Request for Proposal Download</u>	8 th August, 2019
<u>Pre proposal meeting (Pre-bid) date and Place</u>	19 th August, 2019 at 3.00 p.m. “O” Block, New OPD Building, 4th Floor, Civil Hospital Campus, Opp. Pathikashram Hotel, Gandhinagar – 382016 Gujarat.”
<u>Opening of Technical proposal</u>	31 st August, 2019 at 12.30 p.m.
<u>Mode of tender document submission</u>	Speed Post / R.P.A.D. / Courier / Hand Delivery
<u>Tender Process Fee</u>	Rs. 1,500/-
<u>EMD amount in form of DD / Pay Order</u>	Rs. 1,50,000/-

Annexure-1:-

List of work(Tally Account) to be performed by the Chartered Accountants

1. Maintenance of commercial books of accounts:- Monitoring, reviewing, supervising, guiding, instructing, scrutinizing the outputs, responsible for all the activities related to the outsourced accounting work at G.M.E.R.S. H.O. and Medical Colleges and Civil Hospital under G.M.E.R.S. at the field level.
2. Finalization of accounts and preparation of quarterly, half yearly and annual accounts of the Society.
3. All the secretarial practice related work pertaining to Accounts wing. Preparation of agenda items for Governing Body, Audit Committee & Finance Committee for the matters pertaining to the Accounts wing, Action taken report for the same.
4. Attending all kinds of Audit e.g. internal Audit, Statutory Audit, tax Audit, C &AG audit and preparing replies of the Audit queries, para & objections.
5. Preparing notes, correspondence, circulars, replies, providing information for the Accounting and financial matters of the Society.
6. Preparing MIS statements, financial details, presentations, analysis for the accounting and financial matters of the Society.
7. Advising in the important accounting and financial matters as consultant.
8. Compilation and consolidation of monthly accounts:- :-Monitoring, reviewing, supervising, guiding, instructing, scrutinizing the monthly accounts, rectification of mistakes, informing the field offices about the mistakes and resolution of the same, reconciliation with the field offices and responsible for all the activities related to monthly accounts related work.
9. Implementation of computerized accounting software in the G.M.E.R.S. H.O. and Medical College/Civil Hospital under G.M.E.R.S. at field offices.
10. Maintenance of accounts & preparation of monthly accounts of the Fund branch and other branch/office as may be entrusted by C.E.O. G.M.E.R.S.
11. All kinds of taxation related work:-collection and preparation of information to be submitted to the tax Authorities, Attending Assessments, drafting replies of notices, drafting circulars on important taxation related matters.
12. Resolving the old accounting and financial issues e.g. pending reconciliation of any advances, deposits and other matters, advance reconciliation, maintenance of fixed Asset register etc.
13. Handling training and review meetings of the accounting consultants and accounting staff at field offices.
14. Supervising and monitoring the work of Accounts branch.
15. Devising Accounting and financial tools, system and mechanism.
16. Any other work entrusted by the Deputy Director (Acct.), Accounts Officer(Acct.).

Annexure-2

Other terms and conditions:-

- (1) **One Chartered Accountant and one account executive** is required to be appointed for this assignment at Head Office level. Further CA firm is required to appoint 1 account executive at following locations.

SOLA-AHMEDABAD	GOTRI-VADODARA	DHARPUR-PATAN	VALSAD
JUNAGADH	HIMMATANAGAR	VADANAGAR	DEAN, MEDICAL COLLEGE, GANDHINAGAR

Firm will have to provide the one Chartered Accountant at Society H.O. Gandhinagar on full time basis. Those Chartered Accountants and other staff **must be the employees** of the C.A. Firm (C.A. firm cannot deploy article assistant to execute this assignment). Firm cannot deploy full time or part time partner C.A. of the firm for this assignment. Further, firm cannot assign the said work to associate C.A. firm. Primarily the Head quarter of the appointed C.A. will remain at Gandhinagar. However, if required, they will have to visit and work at any of the field offices of G.M.E.R. Society for prescribed duration on the instructions of Chief executive Office, G.M.E.R.S.

- (2) Society does not undertake any kind of service related and /or other obligations of appointed C.A. Same will be solely the responsibility of the concerned C.A. Firm providing the services of C.A. Society will make the payment of fees to the concerned firm (not to the C.A.) for providing the said services. Thus, same will be contract between Society and the firm for providing the qualified C.A. as per the requirements of Society. **However, to protect the interest of the Society and maintain continuity of the work by the appointed C.A., firm will enter in to agreement with concerned C.A. appointed for this assignment.** Copy of the agreement is to be submitted to the Society.
- (3) Society reserves the right to reject the Bio data of all or any of the candidates submitted by the C.A. firm without assigning any reason. Upon rejection of the same, Firm will have to provide another Biodata as per the requirements. Said Bio data will be processed & evaluated and shortlisted Firms will be called by the Society for final selection.
- (4) Firm will have to provide the services of C.A. **initially for period for 2017-18, 2018-19 and 2019-20.** Same will be further renewed on negotiation at the expiry of present term of assignment.
- (6) Firm will accurately monitor and supervise the work performed by the C.A. deployed for the said assignment. Senior partners of the firm will have to visit the office of G.M.E.R.S. for discussion in this regard on being called upon by the higher authorities of the Society.

- (7) Firms cannot withdraw back the appointed C.A. during the term of assignment without prior permission of **Chief Executive Officer, G.M.E.R.S.** In case of resignation of C.A. employee from the firm or occurrence of other causalities, firm will have to immediately provide new C.A. to fill up the vacancy.
- (8) Firm cannot outsource/sublet the said assignment or any part of the same to other firm of Chartered Accountants.
- (9) If the C.A. appointed for the assignment, firm or the partner there of is found guilty of gross negligence or any other fault regarding the assignment, Management will have all the remedies such as deduction or withholding of fees, removal of C.A. or the firm from the existing assignment and/or other assignment given by the Society or any other action it may deem appropriate in the circumstances.
- (10) Only the partnership firm having registered head office in Ahmedabad or Gandhinagar will be eligible for applying for the assignment subject to fulfillment of other minimum eligibility criteria mentioned at **Annexure-5**.
C.A. firm conducting the pre audit and accounting work/or internal audit will be eligible for applying for this assignment subject to giving undertaking that if firm is selected for this assignment, CA firm will surrender the existing assignment.
- (11) **Security Deposit:-** Firm appointed for the assignment has to submit the bank guarantee to the extent of 5% of total assignment value for the whole term of assignment and six months after the completion of assignment.

Annexure-3**Format for Financial Proposal**

Sr. No.	Name of Institute	Amount of Annual Fees in Rupees			
		2017-18	2018-19	2019-20	Total amount in Rs.
1	GUJARAT MEDICAL EDUCATION AND RESEARCH SOCIETY, GANDHINAGAR				
2	DEAN, MEDICAL COLLEGE, SOLA-AHMEDABAD				
3	DEAN, MEDICAL COLLEGE, GOTRI-VADODARA				
4	DEAN, MEDICAL COLLEGE, GANDHINAGAR				
5	DEAN, MEDICAL COLLEGE, DHARPUR-PATAN				
6	DEAN, MEDICAL COLLEGE, VALSAD				
7	DEAN, MEDICAL COLLEGE, JUNAGADH				
8	DEAN, MEDICAL COLLEGE, HIMMATANAGAR				
9	DEAN, MEDICAL COLLEGE, VADANAGAR				
10	MEDICAL SUPERINTENDENT, SOLA-AHMEDABAD				
11	MEDICAL SUPERINTENDENT, GOTRI-VADODARA				
12	MEDICAL SUPERINTENDENT, GANDHINAGAR				
13	MEDICAL SUPERINTENDENT, DHARAPUR-PATAN				
14	MEDICAL SUPERINTENDENT, VALSAD				
15	MEDICAL SUPERINTENDENT, JUNAGADH				
16	MEDICAL SUPERINTENDENT, HIMMATNAGAR				
17	MEDICAL SUPERINTENDENT, VADNAGAR				
18	CHIEF DISTRICT MEDICAL OFFICER AND CIVIL SURGEON, GENERAL HOSPITAL PATAN				
	Total Amount				

Notes:-

(1) Fees mentioned above is inclusive of all the cost (out of pocket expenses & transportation charges) No escalation of fees will be given during the term of assignment.

(2) Fees quoted above **are exclusive of goods and service Taxes**. Goods and Service tax will be paid extra as per the applicable rate time to time.

Date:

Sign :

Seal of C.A. Firm / Partner:

Name :

Annexure -4

FORMAT FOR TECHNICAL PROPOSAL

1. Name of Firm : _____
2. Registered address: _____

3. Address of Branch Offices: a. _____
b. _____
c. _____
5. ICAI firm registration no. _____

6-A. Details of CAs as partners:-

Sr.No.	Name	Member Ship no.	Qualification	Age	Date of Joining	Date of ACA	Date of FCA

6-B. Details of CAs as full time paid employees:-

Sr.No.	Name	Member Ship no.	Qualification	Designation	Date of birth	Date of Joining The firm	Date of ACA	Date of FCA

6-C Details of other Staff:-

Sr.No.	Name	Designation	Qualification	Age	Date of Joining

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Annexure:-5

Selection Procedure

Details of minimum eligible technical criteria for this assignment are as under:

(A)Pre-Qualification criteria:-

Sr. No	Minimum Eligibility Criteria	Proof to be enclosed
1.	The firm should be empanelled with C & AG for 2018-19	Certificate issued by C & AG for 2018-19 to be enclosed
2.	It should be partnership firm/LLP of Chartered Accountants, having Head office registered at Ahmedabad or Gandhinagar.	Certificate of Constitution as at 1/1/2019, issued by the Institute of Chartered Accountants of India.
3.	The Chartered Accountants firm should have a minimum experience of 10 years practice	- do -
4.	The firm should have at least 5 full time C.A. as partner at 1/1/2019 out of which at least 3 must be FCA	- do -
5.	The firm of Chartered Accountants should have at least 25 persons staff pertaining to Audit and Assurance work.	The list of staff along with qualification to be provided.
6.	The firm should have an average minimum receipts of fees from Profession of Rs.75 Lakhs (Rupees: Seventy five Lakhs) in the last 3 years ended on 31 st March 2018.	Copy of Audited accounts along with Auditors Report and Tax Audit Report and copy of Income Tax Return of the firm are to be submitted.
7.	The firm should have in hands or should have handled in last 5 years, at least 3 Accounting Assignment / Book keeping Assignments/ Maintenance of Accounts for State Government / Govt. of India Undertaking.	Appointment letters along with name of the agency or organization, Type of organization, nature of work, type of assignment, location, period of appointment to be submitted.
8.	Firm should have conducted minimum 2 different State Government / GOI organizational assignments wherein firm have deputed more than 8 persons a	Attach type of work order

	single work order.	
9	The firm should have registered with PF and ESIC authorities	Certificate of Registration should be attached

Notes:-

(1) Govt. undertaking includes all Govt. dept., P.S.U., Boards, Nigam, Society, Corporation, Local bodies etc.

(2) **In case of assignment of the organization (w.r.t. point no.6 & 7), only those organizations having turnover of Rs. 50 crore or more will only be considered.**

(B) Other Conditions:-

1. The only firm which fulfill the above minimum eligibility criteria at Sr. No. 1 to 7 should apply and send bids covering above criteria. Scrutiny of the firms will be carried out exactly as per criteria mentioned above and on the basis of points as per details given below for various eligibility criteria :-

Sr. No	Eligibility criteria	Details	Marks	Total Marks
1.	Chartered Accountants firm should have a minimum experience of 10 years of continuous practice.	No. of years' Experience 10 – 15 years 15-25 years 25 years and above	10 12 15	15
2.	The firm should have at least 5 full time C.A. as partner at 1/1/2019 out of which at least 3 must be FCA	<u>No. of Partner.</u> 5 Partner with 3 FCA 6 Partner with 4 FCA 7 Partner and above with minimum 5 FCA	10 12 15	15
3.	The firm of Chartered Accountants should have at least 25 people's staff pertaining to Accounting, Audit and Assurance work.	<u>No. of Staff</u> 25 to 35 36 to 50 51 and above	10 12 15	15
4.	The firm should have an average minimum receipts of fees from Profession of Rs.75 Lakhs (Rupees: Seventy five Lakhs) in the last 3 years ended on 31 st March 2018.	Average Professional Receipts for last <u>3 years</u> Rs.75 Lakhs to Rs.150 Lakhs Rs.150 Lakhs to	10 12	

		Rs.200 Lakhs		
		Rs. 200 Lakhs and above	15	15
5.	The firm should have in hands or should have handled in last 6 years, at least 3 Accounting and/or Auditing assignments for State Government / Govt. of India / Undertaking.	No. of <u>Assignments</u> Up to 3 Assignments 3 to 6 Assignments 6 and above Assignments	 5 10 15	 15
6.	Firm should in hands or should have handled minimum 2 different State Government / GOI organizational accounting assignments in last 5 years wherein firm have deputed more than 8 persons a single work order.	No. of <u>Assignments</u> Upto 2 Assignments 3 Assignments 4 and above Assignments	 5 10 15	 15
7	Methodology of work planning for said assignments.			10
		Total Points		100

2. Only those firms of Chartered Accountants meeting with the minimum eligibility criteria and scoring **minimum 60 points** as per the point system given above shall be considered as qualified. The proposal of the firm getting less than 60 points will be rejected.
3. Each Chartered Accountants firm who are applying for the said assignments has to attach the proof in support of various eligibility criteria as stated hereinabove.
4. **C.A. Firm will be selected on the basis QBS Method Explained below for the said assignment.** If there is more than one firm qualified as L1 in QBS Method, Society reserves the right to distribute the work among such firms or take appropriate decision as it deems fit in such circumstances.

QBS Method:

Sr. No.	Criteria	Maximum Marks (weightage)	Method of Allocating Marks for combined score
1	Weighted score for financial bid	30	The bidder with lowest quote will be awarded 30 marks and other bidders will be awarded proportionately less marks. (e.g. if the lowest quote is Rs.1.00 lac, the bidder quoting this price will get 30 marks. A bidder quoting Rs.1.2 lac will get $(1.0/1.2) \times 30 = 25$ marks)
2	Technical Score	70	The bidder with maximum technical score will be awarded 70 marks and other bidders will be awarded proportionately less marks. (e.g. if the highest technical score is 100, bidder having this will get 70 marks. Bidder having technical score 70 will get $(70/100) \times 70 = 49$ marks)
Total (A):-		100	

Annexure :6**List of Documents to be attached with the Technical Bid**

- 1 A copy of Partnership Deed, C&AG empanelment letter, PF & ESIC Registration Proof.
2. A copy of Letter from The Institute of Chartered Accountants of India mentioning Registration No. and Details of Proprietor/Partners & Paid CA employees as on 01.01.2019.
3. Copies of Audited Balance Sheets, Audit report and Tax audit reports for the last three years (F.Y.2015-16, 2016-17, 2017-18)
4. Copies of Income Tax Returns for the last three years (F.Y.2015-16, 2016-17, 2017-18)
5. List of State Government(GOI) undertaking for Accounting work assignment of providing C.A. done within last 5 years or such assignments presently on hand specifically mentioning the name of agency/organization, nature of work, type of assignment location, period of appointment of said assignment.

[Details of assignments of those organizations having turnover of Rs. 50 crore or more are to be provided. Attach copy of the appointment order for each assignment mentioned above.]

6. List of staff (pertaining to Accounting, audit and outsourced work of providing C.A.) along with qualification.
7. Total receipt of fees (as per audited annual account and tax audit report attached - along with IT return filed:-

Year	Total receipt fees (in Rs.)	Net Profit (in Rs.)
2015-16		
2016-17		
2017-18		

8. Experience General: _____Year (From the date of Registration of firm).

8-A Experience of maintenance of accounts of State Government/Govt. Organization/undertaking (GOI/ undertaking)

No. of Assignments handled in **last five years as on 31.03.19** or assignments presently on hand_____ & No. of years_____.

Name of the agency Type of organization Type of assignment Location Period of Assignment

[Please attach appointment letter in each case.]

8-B List of State Government / GOI organizational accounting assignments wherein firm have deputed more than 8 persons a single work order.

Name of the agency Type of organization Type of assignment Period Number of Staff Deputed

[Please attach appointment letter in each case.]

Notes:-

(1) Govt. undertaking includes all Govt. dept., P.S.E., Boards, Nigam, Society, Corporation, Local bodies etc.

(2) In case of assignment of the organization (**w.r.t. point no. 8-A**), only those organizations having turnover of Rs. 50 crore or more will only be considered.

Certificate

I/We undersigned hereby certify that all the information mentioned above is true and correct.

Date:

Sign:

Seal of Office

Name & Designation:

Undertaking

1. I/We undertake to provide the Bio data of at least 3 (Three) C.A. as and when required by the Society.

2. I/We undertake to resign as internal/pre auditors of the Society if we are assigned the said work.

Date:

Sign:

Seal of Office

Name & Designation: