

GOVT. OF ASSAM
OFFICE OF THE PRINCIPAL CUM CHIEF SUPERINTENDENT
Tezpur Medical College & Hospital, Tezpur, Bihaguri-784010, Assam.
(Under Society for Medical Education Tezpur)
Tel: 03712-241328, Website: www.tmcassam.org, e-mail: tmctezpur@gmail.com

No. SMET/TMC/NIT/792/2017/ **4975**

Date: 10/09/2021

NOTICE INVITING TENDER

Sealed tenders under two bids system are invited from reputed Chartered Accountants Firm for Auditing & Tax related jobs of SMET & TMC&H on yearly lump sum payment basis. Interested Chartered Accountants Firm having committed professionals/resource persons may apply. Last date of submission of tenders is 22nd September, 2021 (Upto 01:00 pm)

Important Terms & Conditions:

1. Eligibility Criteria- A firm of Chartered Accountants meeting the following eligibility criteria may only apply:
 - i. The CA firm should be a partnership firm in continuous existence for a period of at least 10 years.
 - ii. The CA firm should have at least 2 years experience in auditing of Accounts of any University/ Higher Education Institutions during the last five years.
 - iii. The CA firm should be empanelled with the Comptroller & Auditor General of India.
 - iv. The average Annual turnover/ revenue of the CA firm shall not be less than Rs. 20 lakhs during the last three financial years.
 - v. A Certificate should be submitted that the CA firm has not been blacklisted or barred by any of University/ Autonomous Body/PSU/Institute of Higher Education/Govt. Body. It should also be mentioned that no disciplinary action has been taken against its existing partners in past and no disciplinary enquiry is pending against partners by the Institute of Chartered Accountants of India.
 - vi. Earnest Money amounting to Rs. 25,000/- along with bids through Demand Draft/FDR in favour of the "Member Secretary" SMET, payable at Tezpur is to be submitted along with the bid.
 - vii. Tender fee amounting to Rs. 2,000/- along with bids through Demand Draft/FDR in favour of the "Member Secretary" SMET, payable at Tezpur is to be submitted along with the bid.
 - xiii. A NIT acceptance letter must be attached along-with the technical bid.
2. A two stage process shall be adopted for selection of bidder for award of the work. Firms are required to submit proposals in two envelopes. The first envelope shall contain the technical document towards fulfilment of the eligibility criteria and other necessary registration certificates/documents. The second envelope shall contain the financial quote only as per prescribed proforma. Both the envelopes shall be submitted in a seal cover on which the following shall be super scribed:

"Quotation for Auditing/Certification & Tax related jobs of SMET & TMC&H due on 22nd September, 2021 by 01:00 pm"

3. The selected CA Firm (s) shall initially be appointed for 1 year. On satisfactory performance and at the sole discretion of TMC&H, the same may be extended on the similar terms and conditions for a period of another two years, year by year. An escalation @ 5% shall be admissible for the 2nd year onwards on an annual basis (i.e. 1.05 for the 2nd year and 1.10 for the 3rd year, if extensions are granted). TMC&H also reserves the right to terminate the work of the selected CA Firm by giving one-month notice and the payment would be made on pro-rata basis for the period firm has rendered its services.
4. Financial bid should be submitted as per prescribed proforma. A consolidated professional fee is to be should be quoted for each item given under sl. No. 1, 2 and 3. The fees quoted should be without taxes. Taxes as applicable will be paid separately. Selection of successful firm shall be made for each item separately.
5. Financial bids of only those firms will be opened who meet the eligibility criteria and qualify in the technical bids. The work shall be awarded to the firm who has submitted the lowest financial quote out of the financial bids which are opened (responsive bids). Bids which are unrealistically priced low/high are liable to be rejected. The final decision in this regard shall be vested with TMC&H authority.
6. Bid/Quotation should reach the undersigned by 22nd September, 2021 by 01:00 pm. All bids received within the prescribed time limit will be opened on the same day at 02:00 pm by the authorized committee in presence of the intending bidders.
7. The TMC&H authority reserves the right to reject any or all bids without assigning any reason thereof.
8. The brief details of works/activities are as under:

Audit of Accounts of Society for Medical Education Tezpur (SMET), Audit of Account of VRDL projects including certification of UC and SOE, Audit of Student's funds accounts both receipt and payment etc.

Preparation and submission/filing of quarterly returns of e-TDS/TCS (24Q, 26Q and 27EQ) based on the data provided by TMC&H within prescribed time frame of Income Tax Act/Rules including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc.,

Preparation of replies to the income tax department in respect of notices / communications received by TMC&H in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,

Preparation/generation of TDS certificates in Form 16 and Form 16A. Validation of PAN number with PAN database of NSDL,

Issue of FORM-16A quarterly & Form-16 Part-A & Part-B with Form 12B & 12BA annually within the prescribed time frame of Income Tax Act/Rules,

Preparation of form 27-A and filing of quarterly returns after checking of TDS Data as provided by TMC&H every month as per time frame notified by Income Tax Department and generation / providing of Forms 16A & 27D with regard to non-salaried after validation, Rectification / filing of revised return for any error / discrepancy noted at any stage after completion of e-filing return of every quarter immediately,

Furnishing the original e-filing acknowledgement for having quarterly return filed and sharing the soft copy of uploaded file towards Quarterly and Annual Return in excel after filed return of all forms,

Calculation of GST amount from the data provided by TMC&H and after that payment of GST, filing of GST return including generation of returns certificate,

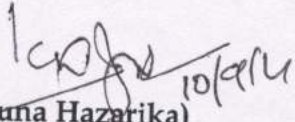
Any other matter / work related to the Income Tax Act.

9. Interested Chartered Accountants Firm are advised to inspect the records/discuss if required and ascertain the volume of work involved before quoting their fee for undertaking the assignments.

10. Prescribed format for quoting Rates is as under:

Sl. No.	Items	Consolidated profession fee per annum excluding tax in Rs.
1	Auditing/Certification work of Accounts of SMET/VRDL etc as per scope of work mentioned in the NIT	*
2	Complete GST related work including filing of GST Returns, preparation of data and reconciliation/correction in filled GST returns, assessment, reply to notice etc., if any, as per scope of work mentioned in the NIT	
3	Complete Income Tax & TDS related work including Filing of returns, correction, revision, reply to notice, if any, as per scope of work mentioned in the NIT	

*As per ICAI's notification dated 07.04.2016, the minimum fee for this assignment is fixed at Rs. 1,00,000/- including all local travelling and conveyance, printing and stationery, other out of pocket expenses.


(Dr. Karuna Hazarika)
Principal cum Chief Superintendent
Tezpur Medical College & Hospital, Tezpur