



**JAWAHARLAL INSTITUTE OF POST GRADUATE
MEDICAL EDUCATION & RESEARCH**

**(An Institute of National Importance
Under Ministry of Health & Family Welfare,
Government of India)**

Dhanvantari Nagar, Pondicherry-605 006.

Website : www.jipmer.edu.in

Phone: 0413-2296134



RFP No. IAACW/CA/2024-2025/02

Dt: 09/07/2025

Request for Proposal (RFP)

**Request for Proposal (RFP) is invited on behalf of the Director, JIPMER,
Puducherry- 06 for Engagement of CHARTERED ACCOUNTANCY SERVICES**

IMPORTANT INFORMATION

EVENT	DATE
Starting Date for downloading RFP documents	09/07/2025 (Wednesday) at 10 A.M.
Pre-Bid Meeting	18/07/2025 (Friday) at 11.A.M at Board Room, 3rd Floor, Administrative Block, JIPMER, Puducherry
Last date and time for submission of completed RFP documents	29/07/2025 (Tuesday) at 1.00 P.M.
Date and time for Opening of RFP (Technical Bid)	29/07/2025 (Tuesday) at 02.30 P.M.
Date and Time of Opening of Price Bid	Will be intimated after evaluation of Technical Bid
Tender Document Fee	Rs.1000/- only
EMD	Rs.50,000/- only

The detailed RFP document with specifications and terms & conditions are available on JIPMER website www.jipmer.edu.in. (under the heading **Tender**)

Senior Financial Advisor



सत्यमेव जयते

जवाहरलाल स्नातकोत्तर आयुर्विज्ञान शिक्षा एवं अनुसंधान संस्थान
**JAWAHARLAL INSTITUTE OF POST GRADUATE MEDICAL EDUCATION
& RESEARCH**

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का
संस्थान)

(An Institution of National Importance under Ministry of Health & Family welfare)

धन्वंतरि नगर, पुदुच्चेरी / Dhanwantari Nagar, Puducherry- 605 006

website: www.jipmer.edu.in



REQUEST FOR PROPOSAL (RFP)

FOR

ENGAGEMENT OF CHARTERED ACCOUNTANCY SERVICES

RFP No. IAACW/CA/2025-2026/02

July 2025

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ABOUT JIPMER

Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry, is one of India's leading medical institutions, functioning under the Ministry of Health and Family Welfare, Government of India. It traces its origin to 1823 as the *École de Médecine de Pondichéry*, established by the French Government. It was later renamed as Dhanvantari Medical College in 1956 and was reconstituted as JIPMER in 1964. In recognition of its national significance, JIPMER was declared an *Institution of National Importance* by an Act of Parliament on 14th July 2008 and operates with full autonomy under the JIPMER Act, 2008.

Spread across 192.2 acres, JIPMER is a premier academic and healthcare institution offering a wide range of undergraduate, postgraduate, super-specialty, Ph.D., fellowship, and allied health sciences programs. It admits 250 students annually for its MBBS course through a national entrance exam, and offers MD/MS courses in 23 specialties, DM/MCh in 17 specialties, Ph.D. programs in 8 areas, and various B.Sc., M.Sc., and MPH programs. The institute has a robust academic infrastructure, including a recognized MCI Regional Faculty Development Centre and the National Teacher Training Centre (NTTC), which trained over 1,600 medical educators as on date.

JIPMER operates a 2,059-bed hospital and several specialty care blocks, including a Super Specialty Block, Emergency Medical Services, Regional Cancer Centre, and Women and Children Hospital. With an average daily OPD attendance exceeding 5,000 and EMS handling over 700 patients per day, JIPMER provides affordable, high-quality healthcare to patients across southern and eastern India. The institute conducts over 3.5 million medical investigations annually and handles more than 60,000 hospital admissions each year.

With a staff strength of approximately 5,000, including over 300 faculty members and 2,000 students across disciplines, JIPMER is also a designated Regional Resource Centre for the NMCN Telemedicine Project across five southern states. The institute is committed to excellence in education, patient care, and research, and aims to develop ethically sound, compassionate healthcare professionals to serve the nation.

JIPMER is witnessing expansion in the form of new campuses like JIPMER Karaikal, JIPMER outreach centre at Yanam.

INTENT OF THE TENDER

The intent of this Tender Enquiry is to invite proposals from eligible and experienced Chartered Accountant firms for the engagement of professional services at the Jawaharlal Institute of Postgraduate Medical Education and Research (JIPMER), Puducherry. The scope of engagement shall include, but is not limited to:

- Compilation and finalization of annual accounts
- Taxation and compliance (including Income Tax, GST, TDS, EPF, ESI, etc.)
- Other related financial and accounting services as required by the Institute

1. Accounting and Finance System of the Institute

JIPMER, Puducherry follows accrual basis of accounting as per standard practices applicable. The account of the institute are prepared as per the Uniform format of Accounts for Central Autonomous Bodies by Government of India which will be made available to the selected firm.

2. The major functions of the Institute are as follows:-

a) Teaching & Research Activities:

JIPMER offers undergraduate, postgraduate, and doctoral programs in medical sciences, alongside conducting advanced research in clinical and community health, contributing to medical innovation.

b) Patient Care Services:

JIPMER runs a 2,000+ bed hospital providing affordable, high-quality healthcare in various specialties, serving the underserved populations of Puducherry, Tamil Nadu, and surrounding regions.

c) Grants from the Ministry of Health & Family Welfare:

The Institute receives grants from the Ministry of Health & Family Welfare to support operations, infrastructure, and research.

d) Extra-Mural Research Grants:

JIPMER also secures funding for research projects from other institutions and organizations, focusing on specialized healthcare research and collaborations.

e) Income from Various Sources:

The Institute also generates revenue through various sources such as sale of application forms, space rentals, student fees, charges claimed from the Insurance and charges paid by patients for medical services and treatments.

Note: The Annual Financial Statements of the Institute for the previous financial years can be downloaded from Institute website.

Eligibility Criteria

The interested Firms shall **mandatorily comply** with the following eligibility criteria to participate in the tendering process:

- a) The firm must be a chartered Accountant (CA) Firm recognized and affiliated with the ICAI (Institute of Chartered Accountants of India)
- b) The firm must be registered with the Institute of Chartered Accountants of India for not less than 5 years as on 31st March 2025.
- c) The firm must be empaneled with Comptroller & Auditor General of India.
- d) The firm should have their registered office located either in the **union territory of Puducherry** (excluding Karaikal, Mahe, Yanam) **or Chennai**
- e) The firm must have a minimum of **three (3) fellow partners** as on date, **out of which at least one shall be a Fellow Chartered Accountant (FCA)**.
- f) The firm should have **experience in providing services of compilation of accounts / taxation work** to at least **three government organizations/PSUs/autonomous bodies/hospitals/educational institutes** during the last five financial years.
- g) The Firm is required to submit the Satisfactory Work Completion Certificate/ Documentary Proofs.
- h) The firm must be registered under the Goods & Service Tax Act
- i) The firm should have valid PAN and GST number
- j) The firm should possess an active bank account maintained in the firm's name.
- k) The firm should provide the man power strength of semi-qualified staff available with the firm
- l) The firm must have a minimum Average Annual Income of **Rs.50 Lakh** for at least 3 years in the last three financial years
- m) The firm/partner has not been debarred/blacklisted by any Bank / State Govt/ Central Govt./ State PSU / CPSU / SEB/ Public Utility / ICAI / CAG as on date.
- n) There should be no legal suit / criminal case pending or contemplated against firm on the ground of moral turpitude or for violation of any law in force.
- o) The firm shall ensure that the staff deputed to JIPMER for the assignment have a working knowledge of the regional language (Tamil) for effective communication.

RESOURCE TEAM

The firm shall deploy a dedicated team of 03 persons having requisite qualification/experience for completing the assignment.

Sl. N	Resource Team	Minimum Qualification & experience
1	Chartered Accountant (1 Person)	Should be an FCA-qualified Chartered Accountant from the Institute of Chartered Accountants of India, with at least five years of post-qualification experience in the preparation of accounts, auditing, taxation, etc. in Central/State Government Departments, PSUs, Autonomous Bodies, or Government Hospitals/Educational Institutions, preferably in a Tally ERP / SAP environment, in accordance with Ind AS.
2	Accounts Executive (1 Person)	Should possess a Graduate Degree in Commerce, with at least two years of post-qualification experience in the preparation of accounts, taxation, etc. in Central/State Government Departments, PSUs, Autonomous Bodies, or Government Hospitals/Educational Institutions in a Tally ERP / SAP environment, in accordance with Ind AS.
3	Data Entry Operator (1 Person)	Should possess a Graduate Degree in Commerce with working knowledge of Tally ERP and/or SAP environment, and familiarity with accounting practices as per Indian Accounting Standards (Ind AS).

Note: The FCA is expected to be available **throughout the contract period** and must ensure participation in **all major meetings and discussions** with the **Institute and C&AG Auditors** as and when required.

Responsibilities of the Chartered Accountant Firm

The selected CA firm shall be responsible for the following:

1. Engagement of Qualified Professionals:

- The firm shall deploy **one Fellow Chartered Accountant (FCA)** with a minimum of **five years of post-qualification experience**, for at least **10 man-days per quarter** during the contract period.
- The firm shall deploy **one Accounts Executive & one Data Entry Operator** on all working days of JIPMER, with working hours and holidays as per JIPMER rules, and shall also ensure availability for 24x7 support, including remote assistance outside office hours, as required.

2. Conduct and Availability:

- **Deployed personnel must maintain professional conduct within the office premises and carry their own laptops along with the necessary software. JIPMER will provide only workspace, furniture, and electricity while on duty.**
- Personnel should be **polite, courteous, and efficient**, and should uphold the **image and goodwill of JIPMER**.
- The firm will be held **accountable for any act of indiscipline** by its personnel.

Mandatory Requirements for the Resource Team

- a) The **CVs and background details** (name, designation, qualifications, relevant experience, and responsibilities handled) of all proposed personnel must be submitted with the Technical Proposal. Proposed personnel should be available for the **entire contract period**; any replacements require **prior approval** from JIPMER.
- b) **JIPMER reserves the right to verify** qualifications and experience of all proposed personnel. Only **eligible and competent personnel** should be proposed.
- c) JIPMER reserves the right to **request replacement** of personnel due to poor performance or misconduct.
- d) The firm shall bear all expenses related to **TA/DA, boarding, lodging**, and other associated costs.

SCOPE OF WORK

I. Compilation of Annual Accounts

- Compilation of Annual Receipts & Payments Account, Income & Expenditure Account, and Balance Sheet as per the format prescribed by CAG.
- Preparation of Schedule-wise details and annexures (Schedules 1 to 24 and any other applicable schedules).
- Verification and incorporation of:
 - Opening balances,
 - Ledger and trial balance reconciliation,
 - Bank reconciliation statements (BRS),
 - Asset and liability records,
 - Advances and adjustments

Data Collection & Validation

- Collection and review of data from all departments, project offices, and accounting units.
- Verification and classification of entries under correct heads of account (Revenue, Capital, Grants, Loans, etc.).
- Rectification of errors in accounting entries, if any, in consultation with the Accounts Section.

Financial Reporting

- Preparation of Monthly, Quarterly and Annual Financial Reports.
- Support in UC (Utilization Certificate) preparation and grant-wise fund reconciliation.
- Assistance in submission of financial data to Ministry of Health, PFMS, or other platforms.

Fixed Assets & Grants Monitoring

- Reconciliation and preparation of fixed asset registers (including depreciation calculation, wherever applicable).
- Reconciliation of grants received and expenditure incurred.
- Assisting in creation of Fixed Assets Register

Revenue & Grants received from ICMR, DBT, etc.,

- Reconciliation and verification of:
 - Tuition, Application, and consultancy fees, etc.,
 - Insurance receipts (e.g., Ayushman Bharat, TNCMHS, etc.)
 - Interest on investments/bank balances
 - Research/project grants
- Ensure proper accounting treatment and classification as per accounting standards.
- Recommendations for revenue recognition and income disclosures in financial statements.
- Signing of Utilization Certificates for Research Grants

Voucher Entry & Ledger Posting in Tally

- To enter, process and maintain all day to day accounting transactions into TALLY system from the Vouchers, supporting documents.
- Capturing and recording all details of invoices and bills
- Verification of source documents and preparation of corresponding **voucher entries** in Tally
- Ensuring correct **ledger selection, narration, bill-wise details, and tax treatment**.
- Generating and reconciling **day books, ledger reports, and trial balances** for account compilation.

System Integration & Record Maintenance

- Assistance in integrating financial data from various systems (PFMS, Tally, etc.)
- Ensure proper maintenance and archival of records used in account compilation.

Advisory Services

- Advisory support on changes in accounting policies, government guidelines, or audit recommendations.
- Suggest improvements in internal financial controls and reporting mechanisms.

II. Taxation & its Compliance

Income Tax

- Preparation and filing of:
 - **Quarterly TDS returns** (Form 24Q, 26Q, etc.).
 - **Annual TDS reconciliation (Form 26AS & Form 16/16A).**
 - **Form 10E, Form 10BA**, or other applicable employee claim forms.
- Monthly verification of **TDS deductions** from salary and vendor payments.
- Generation and issuance of **Form 16 (Employees)** and **Form 16A (Vendors)**.
- Responding to TDS mismatches or demands raised by the Income Tax Department.
- Assistance in preparation of the institution's **Income Tax return**, if applicable.

New Pension Scheme (NPS)

- Monthly reconciliation and remittance of employee and employer NPS contributions.

General Provident Fund (GPF) Monitoring

- Monthly GPF deduction tracking and reconciliation.

Goods and Services Tax (GST)

- Verification and filing of
 - Monthly/quarterly **GST returns** (GSTR-1, GSTR-3B, GSTR-7 for TDS).
 - **Reconciliation of GSTR-2B/2A** with books of accounts.
- Maintenance of **GST Input Tax Credit (ITC)** records and support in availing eligible ITC.
- Filing of **GST Annual Return (GSTR-9/9C)** as applicable.
- Tracking **reverse charge mechanism (RCM)** liabilities.
- Support in replying to **GST notices or queries** from the GST department.

Professional Tax

- Calculation, deduction, and remittance of **Professional Tax** for employees.
- Filing of **monthly/annual returns** under the State Acts.
-

Employees Provident Fund (EPF) and ESI Compliance

- Verification and timely **monthly preparation and filing** of returns related to:
 - **EPF (Electronic Challan cum Return – ECR).**
 - **ESIC Contributions** and employee records.
- Support in compliance with **UAN/KYC updates**, employee transfers, and arrears.
- Coordination with respective authorities for **inspections and queries**.
- Maintenance of necessary registers and statutory documentation.

Representation & Advisory

- Represent the institution before **Income Tax, GST, PF, ESI**, and other authorities for hearings or clarifications.
- Advisory on **Tax planning, impact analysis, and changes in law.**
- **Providing periodical updates on circulars and notifications relevant to statutory and regulatory obligations.**
- Assist in **assessment or scrutiny cases** under Income Tax or GST

Note:-

- The firm shall be responsible for the **completion and finalization of the Annual Accounts** of the Institute in compliance with all applicable accounting standards and financial reporting requirements.
- The **Annual Accounts must be completed and submitted by 15th May of every year** during the contract period.
- Other related financial and accounting services as required by the Institute

REPORT(s) to be submitted

The selected firm shall be responsible for the following activities:

- i) Complete set of Annual Accounts (Physical and Soft Copy) in CAG-approved format.
- ii) Schedule-wise reports and financial statements.
- iii) Monthly and Quarterly Financial Progress Reports.
- iv) Reports on Grant Utilization, Advances, and Fixed Assets.
- v) Extend necessary support during CAG Audit.
- vi) Timely submission of returns under each statutory head.
- vii) Preparation of tax computation reports and generation of payment challans.
- viii) Periodic compliance status reports.
- ix) Year-end summary of all statutory payments and filings.
- x) Copies of acknowledgments, certificates, and returns filed.
- xi) Any other report as directed by the competent authority.
- xii) Responses to tax department notices, if any.

APPROXIMATE WORK LOAD AND ESTIMATE

The following data reflects the approximate nature and scale of work expected to be handled by the selected firm during the engagement period:

1. Volume of Accounting Vouchers and Assessments

- Approximately **350 accounting vouchers** are generated **per month**, encompassing various departments, functional units, and project activities.

2. Foreign Payments Requiring Compliance Certifications

- **15CA/15CB certificates** are required on an **as-and-when-needed** basis for:
 - **Letter of Credit (LC)** payments related to procurement of medical equipment and machinery.
 - **Remuneration to foreign experts** involved in collaborative research and academic consultancy.

3. Employee Base

- Total number of employees: **Approximately 4,685**
- Pensioners/retirees receiving benefits: **Approximately 657**
- Daily-rated employees covered under payment processes: **526**

4. Project-Based Reporting

- Issuance of project-related financial and utilization reports (approximate frequency):
 - **Quarterly**: 10 projects
 - **Half-Yearly**: 25 projects
 - **Annually**: 150 projects*(Subject to variation based on fund release and utilization status)*

5. Rental Invoicing

- Invoice generation is primarily handled by units such as:
 - **Guest House**
 - **Estate Section**
 - **Auditorium and Commercial Shops**
- **Approximately 35 line items** are processed **periodically**, covering rentals, lease payments, etc.

6. Statutory Deduction & Filing Requirements

- The following deductions are to be verified and reconciled as part of return filing:
 - **Form 24Q (Salaries)**: ~6,100 entries per annum
 - **Form 26Q (Other payments)**: ~2,100 entries per annum
 - **GST-TDS deductions**: ~12,000 entries per annum
 - **EPF / ESI deductions** : 12,624 entries per annum.

GENERAL INFORMATION TO FIRMS

Submission of offers

The FIRMS shall submit their proposals/offers in two parts

(i) Technical Bid & (ii) Financial Bid

- i) The RFP is a “Two Bid’ document. The **Technical Bid** should contain all the relevant information and desired enclosures in the prescribed format along with **Tender Document Fee & Earnest Money Deposit (EMD)** as mentioned in **ANNEXURE – II**. The **Financial Bid** should contain only price Bid Form as mentioned in the **ANNEXURE-VIII**. In case, any firm encloses the financial bid within technical bid, the same shall be rejected summarily.
- ii) All information called for in the enclosed forms should be furnished against the respective columns in the forms. If information is furnished in a separate document, reference to the same should be given against respective columns in such cases. If any particular query is not applicable, it should be stated as “**Not Applicable**”. However the Firms are cautioned that not giving complete information called for in the tender forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the firm being summarily disqualified.
- iii) The Tenders should be typewritten or handwritten but there should not be any overwriting or cutting or interpolation. Correction, if any, shall be made by neatly crossing out, initialing, dating and rewriting. The name and signature of firm’s authorized person should be recorded on each page of the application. All pages of the tender document shall be numbered and submitted as a package along with forwarding letter on agency’s letter head.
- iv) Firms must keep their offer open for a minimum period of 120 days from the date of opening of the tender, within which the Firms cannot withdraw their offer. However, subject to the period being extended further, if required, by mutual agreement from time to time.
- v) Reference, information and certificates from the respective clients certifying technical, delivery and execution capability of the firm should be signed and the contact numbers of all such clients should be mentioned. The JIPMER may also independently seek information regarding the performance from the clients.
- vi) The firm is advised to attach any additional information, which he thinks is necessary in regard to his capabilities to establish that the firm is capable in all respects to successfully complete the envisaged work. He is however, advised not to attach superfluous information. No further information will be entertained after tender document is submitted, unless the Institute calls for it.
- vii) **Incorrect or misleading information:** If the firm deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, JIPMER reserves the right to reject such a tender at any stage.
- viii) All explanatory remarks and clarifications, which the Firm may desire to make, must be, incorporated in the offer form, failing which the remarks / clarifications shall be ignored and the tender dealt with as it stands.
- ix) Even though agency may satisfy the qualifying criteria, it is liable to disqualification if it has record of poor performance or not able to understand the scope of work etc.

- x) **RFP should be sent by Registered Post/Speed Post/By Hand within last date so as to reach us before closing date i.e by 01.00 P.M on 29/07/2025**
- xi) Apart from the original quotation to be submitted in the manner detailed above, no copies should be sent to any other office of JIPMER. Such RFP will not be valid quotations. RFP sent through other than the above mode mentioned and RFP not submitted in the standard formats given in the tender document will be summarily rejected.
- xii) The payment shall be in Indian Rupees and shall be paid only after successful completion of work without error and delays. No advance payment shall be made and the successful firm has to sign an agreement on non-judicial stamp paper which shall contain clauses related to liquidated damages on account of delays, errors, cost and time over-run etc.. In case the firm fails to execute the contract, The JIPMER shall have liberty to get it done through any other agency or forfeiting the caution deposit.
- xiii) Firms are neither allowed to join hands to participate in the tender nor allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected. Bidding through consortium is not allowed.
- xiv) The Director, JIPMER reserves right to award the work/cancel the award without assigning any reason. In case of differences, if any, the decision of the Director, JIPMER shall be final. Initially the contract will be for one year extendable up to 3 years at the discretion of competent authority.

RIGHTS TO ACCEPT OR REJECT RFPs

A. The RFP is liable to be rejected inter-alia:

- a) If it is not in conformity with the instructions mentioned in the RFP document.
- b) If it is not properly signed by the Agency.
- c) If it is received by email or any other mode.
- d) If it is received after the expiry of the due date and time.
- e) If the DD towards the cost of the RFP Document fee & EMD is not enclosed.
- f) If it is not accompanied with proper documents.
- h) If the notarized affidavit accepting the terms and condition of the RFP is not submitted along with the RFP.

B. This office reserves the right to:

- a) Accept / Reject any of the RFPs in full or part thereof.
- b) Revise the requirement at any time or at the time of placing the order.
- c) Add, modify, relax or waive any or all of the conditions stipulated in the RFP specifications wherever deemed necessary.

Reject any or all the RFP in part or full without assigning any reasons thereof

QUALITY AND COST BASED SELECTION (QCBS)

Quality and Cost Based Selection (QCBS) is a widely adopted method for procurement of consulting and professional services. This approach ensures a **balanced evaluation** by assigning appropriate **weightage to both the technical quality** of the proposal and the **financial bid**. It is particularly effective when the **quality of service delivery is as critical as cost**, promoting value for money while maintaining high performance standards.

Evaluation and Comparison of Bids:-

There will be 70 % weightage for Technical Bid and 30 % for Financial Bid

Conversion of Technical Marks to Technical Score

$$\text{Technical Score (Ts)} = \frac{\text{Technical Marks of the firm}}{\text{Highest Technical Marks among all firm}} \times 100$$

Conversion of Financial Price to Financial Score

$$\text{Financial Score (Fs)} = \frac{\text{Lowest Financial Bid}}{\text{Firm's Financial Bid}} \times 100$$

$$\text{Composite Score (S)} = \text{Ts} * 0.7 + \text{Fs} * 0.3$$

The firm with the highest Composite Score (S) shall be awarded the contract. In the event that Rank 1 and Rank 2 receive the same Composite Score, price negotiations will be conducted between the two firms. The final selection will be based on the outcome of these negotiations and the revised highest Composite Score.

CRITERIA FOR OPENING OF FINANCIAL BID:

The financial bid shall be opened of only those Firms who have been found to be technically eligible i.e Firms with **Technical Bid score of 60** and above will be qualified. The financial bids shall be opened in presence of representatives of technically eligible Firms, who may likely to be present. The Institute shall inform the date, place and time for opening of financial bid.

All other financial bids will not be opened. Earnest Money Deposit submitted by the disqualified agency shall be released after opening of the financial Bid.

Financial Bid Evaluation:

The Financial bid of those Firms, who qualify in the technical bid evaluation, will only be opened. The financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of QCBS based evaluation, explained in section below.

An illustration is given in the next page.

ILLUSTRATION

STAGE 1 TECHNICAL BIDS EVALUATION	
Firm details	Technical Marks Obtained
Firm1	92
Firm2	85
Firm3	52
Firm4	75

STAGE 3 FINANCIAL BID EVALUATION	
Firm details	Financial Bid Amount
Firm1	1,30,000
Firm2	1,20,000
Firm4	1,00,000

STAGE 2 CONVERSION OF TECHNICAL MARKS TO TECHNICAL SCORE	
Firm details	Technical Score based on Grading System
Firm1	100
Firm2	92.39
Firm3	Rejected #
Firm4	81.52
# Since the eligible technical score should be 60 & above, firm 3 is rejected	

STAGE 4 CONVERSION OF FINANCIAL BID AMOUNT TO SCORE		
Firm Details	Financial Bid Amount	Financial Score (LFB/BF*100)
Firm1	1,30,000	$100000/130000 \times 100 = 76.92$
Firm2	1,20,000	$100000/120000 \times 100 = 83.33$
Firm4	1,00,000	100

Consolidated Technical & Financial Score		
Firm Details	Technical Score (Ts)	Financial Score
Firm 1	100	76.92
Firm 2	92.39	83.33
Firm 4	81.52	100

STAGE 5 **COMBINED TECHNICAL AND FINANCIAL SCORE (CTFS) WITH WEIGHTAGE 70:30**

Firm Details	Applying weights for the Technical Score & Financial Score	Composite Score (CTFS)	Rank of the Firm
Firm1	$100 \times (70/100) + 76.92 \times (30/100)$	93.07 (70+23.07)	R1
Firm2	$92.39 \times (70/100) + 83.33 \times (30/100)$	89.66 (64.67+24.99)	R2
Firm4	$81.52 \times (70/100) + 100 \times (30/100)$	87.06 (57.06+30)	R3

Technical Bid Evaluation:**EVALUATION OF THE BIDS**

The committee will evaluate and award the marks as detailed below. The committee may call the responsive Firms for discussion or presentation to facilitate and assess their understanding of the scope of work and its execution. However, the committee shall have sole discretion to call for discussion/presentation

Criteria for Technical Bid evaluation

Sl. No	Description	Points to be allotted	Maximum Marks Allotted (points) (100)
1	Years of Registration with ICAI	Mandatory 5 years (=10 Marks), plus 2 marks for each year experience beyond 5 years. (Cut off date shall be 31.03.2025)	20
2	Peer Review Certificate from ICAI	5 Marks will be awarded if the firm holds a valid Peer Review Certificate from the Institute of Chartered Accountants of India (ICAI), issued on or after January 1, 2025.	5
3	No. of Partners	One (1) Marks for each partner who is ACA. Two (2) Marks for each partner who is FCA	10
4	No. of Qualified Assistants	CISA/DISA Qualified Professionals 3 (Three) Marks per person Accounts Executive (B.Com with Tally Certification Course) 1 (One) Marks Per person	10
5	<u>Types & Turnover</u> of Clients		
a)	Experience in handling similar nature of work in Central / State Government / PSUs / Government Bodies (excluding Banks and Insurance PSUs), specifically related to Compilation of Accounts and Taxation matters.	Central or state Govt. PSUs/ Government Bodies / Central Institute like AIIMS, IIT, NIT, University, etc., (Excluding Banks & Insurance PSUs) having (a) Turnover > Rs.1000 Cr: 5 marks per organization (b) Turnover Rs. >500–1000 Cr: 3 marks per organization (c) Turnover Rs. > 40–500 Cr: 2 marks per organization	25
b)	Experience in conducting various types of audits for Central / State Government / PSUs / Government Bodies (excluding Banks and Insurance PSUs),	Central or state Govt. PSUs/ Government Bodies / Central Institute like AIIMS, IIT, NIT, University, etc., (Excluding Banks & Insurance PSUs) having (a) Turnover > Rs.1000 Cr: 5 marks per organization (b) Turnover Rs. >500–1000 Cr: 3 marks per organization (c) Turnover Rs. > 40–500 Cr: 2 marks per organization	10
7	<u>Annual Business turnover</u> for last three financial years.	Average annual turnover for last 3 years: (a) Rs. >1.5 Crore – 20 marks (b) Rs. >1 Crore – 1.5 Crore – 15 marks (c) Rs ≥ 50 Lakhs – 1 Crore – 8 marks	20

GENERAL CONDITIONS OF CONTRACT

1. **Contract Period :** The Contract shall be awarded to the successful firm for the FY 2025-2026.
2. **The contract shall be extendable to the 2nd and 3rd year depending upon the satisfactory performance of the CA Firm. (On extension, the financial terms (price) may be renegotiated, subject to a maximum increase of 5% over the originally quoted financial bid for each additional year.)**
3. Prior to expiration of the period of bid validity, the Institute shall notify the successful firm in writing that its bid has been accepted. This letter [hereinafter called 'the Letter of Acceptance (LOA)'] shall indicate the consideration which the Institute shall pay to the firm for execution of the assignment as prescribed in the Scope of Work. The LOA shall constitute the Institute's intention to execute the contract.
4. **Terms of Payment.**
 - a) The Firm shall be paid 1/4th of 60% of the total audit fee upon submission of Quarterly Reports, 20% upon submission and acceptance of the draft Separate Audit Report by CAG, and the remaining 20% upon receipt of the final Separate Audit Report (SAR) from CAG
 - b) JIPMER will normally settle the bill within 30 days from the receipt of the bill. However, for delayed payment, the agency will not charge any penalty or interest.
 - c) Bill to be made in the name of The Director, JIPMER, Puducherry
 - d) No advance payment will be made under any circumstances.
 - e) TDS/ Income Tax etc. are to be deducted at source from the bills of Contractor as per rule. GST No, Pan No and account details should be clearly mentioned on the bill of Firm.
5. **Performance Security:** Within 10 (ten) days of the date of issue of the Letter of Acceptance, the successful firm shall deliver to the Institute, a Performance Security in the form of **Bank Guarantee** for an amount equivalent to 5% (five per cent) of the contract price from a scheduled commercial bank for a period of 120 days from the date of expiry of contract or the extendable period mutually agreed by the Institute and the selected firm. The Bank guarantee should be issued by the bank on behalf of successful firm. In case the successful firm fails to submit the requisite Performance Security even after expiry of mutually agreed period, the contract shall be terminated. The failed firm shall be debarred for a period of two years to bid for any the Institute contract. Performance Security will be released after successful completion of contract.
6. If the firm does not start the work or if it is felt at the Institute that the pace of work is slow and is likely to delay the assignment, the Institute reserves the right to terminate the contract forfeiting the performance security and/or levy the penalty and also reserves the right without prejudice to the available legal remedies, to carry out such work/service/supply at the risk and cost of the firm/firm.
7. The firm and its staff shall take all proper and reasonable precautions to preserve from loss, waste or misuse the assets of the Institute and shall not knowingly lend to any person or Institute any of the effects or assets of the Institute, and the control of the firm and its personnel. In the event of any accident / damage loss etc. caused due to negligence of staff deployed by the firm shall be considered as due to the inefficiency of the firm and the firm has to make good all such damage or loss
8. **Termination of Contract:** In case it is found that the work/ level of service is not as per requirement/standards, time lines, then the Institute retains the right to terminate the Contract forfeiting the performance security and, in such case, the firm/firm shall not be entitled to claim any damages from the Institute or make any claim for fees in respect of such unsatisfactory/ substandard services.

9. In case the R1 bidder fails to execute the scope of work as per the terms and conditions of the tender, the work may be awarded to the R2 bidder, subject to their willingness and fulfillment of all eligibility criteria.
10. The termination shall be without any liability, including any compensation or damage on the Institute.
11. In case of termination of contract, the Performance security submitted by the successful firm shall be encashed and forfeited.
12. **Penalty clause**
- a) In case the Firm fails to commence/ execute the work as stipulated in the agreement or there is a breach of any terms and conditions of the tender and reserves the right to impose the penalty as detailed below:
 - i. 2% of cost of order/ agreement per week, up to 2 weeks delay.
 - ii. After 2 weeks delay, The Director, JIPMER reserves the right to cancel the contract and withhold the agreement and get this job be carried out from other firm (s) from open market at the competitive rates. The defaulting firm will be blacklisted for a period of 3 years.
 - b) For any breach of contract, JIPMER shall impose a penalty to the extent of Rs.10,000/- on the first occasion upon the firm in the event of breach, violation or contravention of any of the terms and conditions contained herein brought to the notice of JIPMER.
 - c) If the lapse is repeated, the extent of penalty will be doubled on each such occasion
13. **Conflict of Interest:** The Chartered Accountant firm shall maintain objectivity and independence in its professional work and must avoid any situation that could lead to a conflict of interest in carrying out its responsibilities under this contract.
14. **Disclaimer:** The Institute reserves the right to amend or modify the scope of work, eligibility criteria, terms and conditions, and evaluation parameters at any time without prior notice.
15. The agreement may be terminated by the Institute in case of the following:
- a) If the work is not performed as per the terms and the conditions of the contract to the satisfaction of the Institute.
 - b) The Successful Firm assigns its rights / role in its Agreement with the Institute, to any third party without prior written approval of the Institute.
 - c) The Successful Firm commits default in complying with any of the terms and conditions of the Agreement.
 - d) The Successful Firm is dissolved.
 - e) The Successful Firm is declared insolvent.
 - f) The Successful Firm is unable to pay its debt or is under liquidation proceedings.
 - g) The Successful Firm deviates from the approved scheme of working.
 - h) Where Successful Firm continues to fail in satisfactorily, timely execution of the work awarded.
 - i) If the Successful Firm is convicted of any criminal offence and has been debarred to participate in the tender.
 - j) If any proceedings are initiated against the Institute due to non-compliance of any applicable statutory law by the Successful Firm or non-payment of any statutory taxes.
16. In the event of the firm committing any breach of any terms and conditions herein contained and / or required to be observed and performed by the firm for the satisfactory and faithful performance of the contract, and if such breach is not cured within 30 days of notice of the Institute, the Institute shall be at liberty to terminate this contract by giving one month's notice and without assigning any reason and in such event the Institute shall be entitled to forfeit the performance security. In case of breach of contract by the Institute and the same is not cured within 30 days of notice of the firm, the firm has the right to terminate the contract by giving three months' notice.

17. **Sub-contracting:** The firm should not enter into sub-contracting with or hiring of any other vendor / firm for part / full of the Institute work in any manner whatsoever. In case, a firm/ individual is required to be engaged for specialized professional/ creative assignment, prior written permission of the Institute should be sought.
18. **Confidentiality:** The firm shall maintain strict confidentiality of all the documents, information, data coming in knowledge and/or possession of the firm as a result of performance/execution of its obligations as per the contract and also any oral, written or other information disclosed for evaluation or for any other purposes shall be considered as confidential information passed on to the firm. The code of conduct of staff provided by the firm shall be submitted for approval of the Institute and the same shall be observed scrupulously. Any staff violating such code of conduct shall be replaced forthwith, besides a penalty on the firm as decided by the Institute shall be imposed and repeated violations in this regard may lead to termination of the Contract as and when decided by the Institute as per the procedure prescribed herein. This clause relating to Confidentiality shall survive upon the termination/expiration of the Contract and the Institute shall have right to claim damages for violation of this Clause within 02 years next after the termination/expiration of the Contract. The firm shall also enter into a Confidentiality Agreement with the Institute.
19. **Use of data/ documents/information:** The firm shall ensure that the documents, data, information etc. are / is not used or permitted to be used in any manner (directly or indirectly) violation of any direction or instruction as authorized by the Institute. The information shall be safeguarded and the firm shall take all necessary actions to protect the Institute's interest against misuse, loss, destruction, alterations or deletions thereof. Any violations of the same will be liable for action under the law which shall entitle the Institute to claim damages from the firm apart from taking action under the applicable law. This is an irrevocable condition and it will continue to be in force upto two years after termination/expiry of the contract. This clause shall survive upon the termination/expiration of the Contract and the Institute shall have the right to claim damages for violation of this clause within next after two years of the termination/expiration of the Contract
20. In the event of any breach or threatened breach of any clause by the firm and/or individual assigned by the firm for the performance of the services, the firm shall be liable to pay damages as may be quantified by the Institute depending upon the loss caused to the Institute. The Institute can recover the said amount from the performance security. Apart from the above, the Institute shall have the right to proceed against the firm and / or its assigned/authorized person(s) under applicable law
21. **Time is essence of Contract:** The firm shall carry out the assignment as per the specifications and standards laid out within the stipulated time. Hence, completion of the assignment as per the scope of work in time is the essence of the contract. Not adhering to the time shall entail the Institute to rescind the contract and forfeit the performance security deposit and in which case there shall not be any claims for damages against the Institute by the firm. Further, the Institute shall have the right to get the unfinished assignment completed, if any, at the risk and cost of the selected firm, by virtue of the said revocation of the contract, through other sources and the expenses incurred thereof shall be borne by the firm in default. The firm shall also indemnify the Institute against any loss, damage, expenses, costs etc. incurred by the Institute as a result of the said delay in timely completion of the said assignment, by the firm.

22. **Force Majeure.** Neither party shall be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to force majeure, Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a firm or by or of such firm's agents or employees, nor (ii) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract. A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible. Unless otherwise directed by the Institute in writing, the firm shall continue to perform its obligations under the contract agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event
23. This contract shall be governed by the Indian laws as in force and all matters pertaining to this contract shall be subject to the jurisdiction of the courts in Puducherry only.
24. If for any reason whatsoever any provision of the Agreement is or becomes invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the Parties shall negotiate in good faith with a view to agreeing one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearly as is practicable to such invalid, illegal or unenforceable provision. Failure to agree upon any such provisions shall not be subject to dispute resolution under the Agreement or otherwise.
25. Nothing contained in the Agreement shall be construed or interpreted as constituting a partnership between the Parties. Neither party shall have any authority to bind the other in any manner whatsoever.
26. In the event of a Force Majeure, which restricts the firm from performing their services, the firm shall be entitled to payments for the work actually performed by the firms as mutually agreed under the terms of this contract.
27. **Indemnity Clause.** The selected firm/Firm shall fully indemnify the Institute in case of any decree or order is passed against the Institute by any Court, Forum, or Tribunal due to death of or injury to any of the agent or servants of the firm while carrying out the work under the agreement & indemnify, protect, defend and hold harmless the Institute its officers, employees and agents from and against any and all demands, claims, suits and causes of action and any and all liabilities, costs, expenses, settlements and judgments arising out of the failure of the successful firm to discharge its obligations under this agreement and to comply with any provisions of applicable laws and any permit or approval that may have been obtained or may be required or arising out of or attributable to any act or omission of the successful firm. In case any proceedings in any Court/ forum are initiated against the Institute due to any omission or commission on the part of the successful firm or due to any non-compliance of any statutory laws, the successful firm shall provide the cost of litigation and expenses incurred by the Institute in defending such proceedings in addition to any other action that the Institute may take

28. In case two provisions of the tender document are considered to be contradictory, the same shall be pointed out and the Institute's decision in this respect shall be final. In case of any difference in interpretation of any clause, the Institute's decision shall be final and binding.
29. In case of mergers and acquisitions of the successful firm's Institute, all the contractual conditions and obligations shall automatically be transferred to the acquiring Institute/entity, with the prior written permission from the Institute, and acquiring Institute must assume all the obligations of the contract till the end of the contract period
30. The Institute shall have all rights on the content/formulas and formats designed by the firm under this contract.
31. This RFP document, together with the Letter of Acceptance (LOA), shall constitute the binding Agreement between the Institute and the selected firm

DISPUTE RESOLUTION / ARBITRATION

Any question, dispute or differences arising out of or in connection with the Contract, empanelment proposal or breach, termination or validity thereof, shall be first endeavored to be settled through discussions or negotiations between the parties. If the dispute cannot be resolved through negotiation within 30 days, it shall be referred to arbitration in accordance with the Arbitration and Conciliation Act, 1996, as amended. The venue of arbitration shall be Puducherry, and the language of arbitration shall be English. The decision of the arbitrator shall be final and binding on both parties

GUIDELINES FOR SUBMISSION OF RFP

The RFP should **INVARIABLY BE SUBMITTED IN TWO BID SYSTEM CONTAINING TWO PARTS AS DETAILED BELOW:**

1. PART-I: TECHNICAL BID IN ONE SEALED COVER.

- a) **Annexure-I (Index/ Compliance Sheet) duly filled and signed**
- b) **Annexure- III (Declaration) duly signed.**
- c) Prescribed Format mentioned in the **Annexure- II** along with annexures.
- d) Annexure-IV, V, VI & VIII duly filed and signed along with enclosures
- e) A Separate Demand Draft of **Rs.1000 /-(Rupees One thousand only)** towards the cost of the **Tender Document Fee** to be drawn in favour of “**The Director, JIPMER, Puducherry- 6.**”, payable at Puducherry shall be enclosed along with the RFP. **(This amount is non-refundable.)**
- f) A Separate Demand Draft of **Rs. 50,000/- (Rupees Fifty Thousand Only)** towards the cost of the **EMD** to be drawn in favour of “**The Director, JIPMER, Puducherry- 6.**”, payable at Puducherry shall also be enclosed along with the RFP.
Exemption for payment of EMD will be granted to firms registered under MSME as per the applicable government norms, subject to submission of valid supporting documents.
(This amount will be refunded to the unsuccessful firm/agency and the amount will be refunded to the successful firm after the submission of Performance Security.)

2. Part-II: FINANCIAL BID IN ONE SEALED COVER.

- a) Prescribed format mentioned in the **Annexure- VIII**

The financial bid rate for services provided by the Firm shall not be less than the revised minimum recommended scale prescribed for Class 'B' cities by the Institute of Chartered Accountants of India (ICAI).

Please note that prices should not be indicated in the technical bid. The pre-qualification documents including Tender Fee & E.M.D. As required in the RFP invariably be accompanied with the technical bid.

Note: Tenders submitted without following two-bid system procedure as mentioned above would be summarily rejected.

BOTH THE SEALED ENVELOPES SHOULD THEN BE PUT IN OTHER COVER INDICATING THEREON:

A.Reference No. of the Tender	:	_____
B.Tender regarding	:	_____
C.Due date for submission of the tender	:	_____
D.Due date for opening of the tender	:	_____
E. Name of the firm	:	_____

The final sealed cover should be addressed to:

**The Accounts Officer
Ground Floor,
JIPMER Administrative Block
JIPMER, Dhanvantari Nagar,
Puducherry- 605 006.**

For any Queries Contact

Land line No: 0413-2296134 / Email ID : auditwing@jipmer.ac.in

ANNEXURE-I

INDEX/ COMPLIANCE SHEET
(To be submitted on the letterhead of the Agency/ Firm)

Sl. No	Document Name	Compliance (Yes / No)	Page No		Remarks
			From	To	
1.	Technical Bid as per Annexure-II				
2.	Demand Draft of Tender Processing Fee and EMD				
3.	IF EMD is not submitted, then copy of MSME Registration certificate				
4.	Tender Acceptance Letter as per Annexure-III				
5.	Copy of Permanent Account Number (PAN)				
6.	Copy of GST Registration Certificate				
7.	Copy of Registration Certificate issued by Institute of Chartered of India				
8.	Copy of latest Comptroller & Auditor General of India Empanelment Letter.				
9.	Copy of latest Constitution Certificate from Institute of Chartered Accountant of India to be furnished as a proof of No. of FCA Partners				
10.	Copy of documentary evidence in this respect to number of staff of the firm.				
11.	Copies of Audited Income & Expenditure Accounts and Balance Sheet to claim the Turnover related eligibility of last three financial years (FY 2022-23, 2023-24 and 2024-25). Provisional Profit & Loss Accounts and Balance Sheet will not be considered except for the FY 2024-25				
12.	Details of work experience (as per Annexure- IV)				
13.	Proof of Experience: Copies of Appointment Letters/Agreements/Work Orders along with Satisfactory Performance Report, issued by Organization / Institute.				
14.	MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- V along with a Copy of a cancelled cheque of your bank for ensuring accuracy of the bank name, branch name and code number for fund transfer				
15.	Duly signed and stamped of the entire Tender document along with its addendum/corrigendum if any				
16.	All other documents, as required to claim eligibility				

Place:

Date:

(Signature with stamp of the Agency)

ANNEXURE - II**TECHNICAL BID****(To be submitted on the letterhead of the Agency/ Firm)****Copies of all supporting documents duly signed and stamped by the Agency in support of below particulars must be attached along with this checklist**

Sl.No	Description	Details to be filled by the Agency / Firm
1)	Name of the Agency (In Block Letters)	
2)	Registered Office Address (With telephone no. & email address)	
3)	Registration No.	
	Date of Registration with Institute of Chartered Accountants of India	
	Date of Incorporation/ Registration:	
	Date of Opening of Main Office or Branch Office	
4)	Year of empanelment with Comptroller & Auditor General of India.	
5)	No. of FCA Partners as on 31st March 2025	
6)	Authorized Signatory Details	Name: _____ Designation: _____ Mobile No: _____ Email: _____
7)	Details of Contact Person Other :: than Authorized Signatory	Name: _____ Designation: _____ Mobile No: _____ Email: _____
8)	PAN No.	
9)	GST No. and Date of Registration under Goods & Service Tax Act.	
10)	Details of Work experience (as per Annexure-IV) in support of Experience related eligibility criteria). Total No. of Year of Experience in Compilation Of Accounts / Taxation Work, At Least Three Government Organizations In Central / State Government / PSUs / Government Bodies (excluding Banks and Insurance PSUs) / PSUs / With Annual Turnover exceeding 40 Crores	

Sl.No	Description	Details to be filled by the Agency / Firm
11)	Total No. of Year of Experience in Conducting Statutory / Internal Audit of Central / State Government / PSUs / Government Bodies (excluding Banks and Insurance PSUs) With annual Turnover exceeding 40 Crores.	
12)	Details of Professional Strength	
13)	No. of Staff of the Firm	
14)	Number of DISA/CISA qualified professionals	
15)	Annual Business turnover for last three financial years duly certified by the Chartered Accountant (in Lakhs)	FY 2024-25: Rs _____ (in Lakhs / Crore) FY 2023-24: Rs _____ (in Lakhs / Crore) FY 2022-23: Rs _____ (in Lakhs / Crore) Avg Turnover of Last Three Years: Rs. _____ (in Lakhs / Crore)
16)	<p>Details of Demand Drafts of Tender Processing Fee (Application Fee) of Rs.1000/- (Rupees One Thousand Only) and EMD of Rs.50,000/- (Rupees Fifty Thousand Only)</p> <p>If EMD is not submitted on account of MSME registration, the bidder must enclose a valid copy of the MSME registration certificate along with the bid.</p>	<p>Details of Tender Processing Fee: Amount: DD No: Date: Bank & Branch:</p> <p>Details of EMD: Amount: DD No: Date: Bank & Branch:</p>
17)	Any other details the Firm would like to furnish (Example: Awards & Accreditations)	

Verification:

The details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information. The application shall be liable to be rejected besides initiation of panel proceedings by JIPMER, Puducherry, if it deems fit.

Signature of authorized signatory

Name:

Seal:

TENDER ACCEPTANCE LETTER
(On the letter head of the Agency)

To,

The Director
JIPMER,
Puduchery-605006

Sub: **Engagement of firm of Chartered Accountancy Services for the FY 2025-26 – Reg.**

Dear Sir,

1. Being duly authorized to represent and act for and on behalf of..... (herein the applicant), and having studied and fully understood all the information provided in the Bid document, the undersigned hereby apply as a firm to Bid Engagement of firm **Chartered Accountancy Services of JIPMER, Puducherry** for the FY 2025-26 according to the terms & conditions given in the tender.
2. **Bid Securing Declaration**. We, hereby, submit Bid securing declaration accepting that if we withdraw or modify our Bid during the period of validity, or if we are awarded the contract and fail to sign the contract, or to submit a performance security before their specified deadline, we shall be suspended for a period of two years from bidding for any NPCC contract from the date of an such event.
3. Information as well as supporting documents related to eligibility criteria is furnished in the Technical Bid
4. I/we agree and undertake to abide by all terms & conditions of RFP document.
5. I/we have not been blacklisted by any government department/ PSU in last three years.
6. All information provided in the Application, Appendices and Annexures is true and correct and all documents accompanying this application are true copies of their respective originals. I/we acknowledge that in case it is found at any stage about false information and submission of fake/tampered documents or suppression of facts, the bid is liable to be rejected and job, if awarded to the firm, shall be cancelled. In such a case, the firm reserves the right to blacklist such firm for a period at its own discretion and forfeiture of EMD

Yours faithfully,

Date:

Place:

Signature of authorized Signatory
(With Full Name and Seal)

DETAILS OF EXPERIENCE
(To be submitted on the letterhead of the Agency/ Firm)

Sl · No	Name of the Organization / Institute Where Services Were Provided	Type of Organization (Central Govt. / State Govt. / PSU / Central Autonomous / State Autonomous)	Duration of Contract		Mention whether (Compilation of Accounts / Filing of tax) or both	Turnover of Audited Entity	Copy of appointment Letter and Financial Statement is enclosed (Page No.)	Remarks
			From	To				

Sl · No	Name of the Organization / Institute Where Services Were Provided	Type of Organization (Central Govt. / State Govt. / PSU / Central Autonomous / State Autonomous)	Duration of Contract		Types of Audit (Statutory Audit / Internal Audit, etc.,)	Turnover of Audited Entity	Copy of appointment Letter and Financial Statement is enclosed (Page No.)	Remarks
			From	To				

Note:

Firms are required to provide the above information **strictly in the given format** and in **reverse chronological order** (i.e., starting from the most recent organization/institution to the oldest).

- If the entity was audited for multiple years, **mention only the year in which the entity had the highest turnover.**
- Firms must **attach a copy of the appointment letter/contract along with Financial Statement (Balance Sheet) and performance certificate** for each organization/institution, **in the same sequence** as provided in the table.
- Additional rows may be added within the table as required. If the number of organizations/institutions is large, firms may continue the details on a **separate sheet in the same format.**

Signature of Agency

Name: _____

Designation: _____

Organization Name: _____

Contact No.: _____

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

(To be submitted on the letterhead of the Agency/ Firm)

**The Director,
JIPMER, Puducherry**

Sub: Authorization for release of payment Electronic Fund Transfer/RTGS Transfer.

1. Name of the Firm:

2. Address of the Firm:

City_____

Pin Code

E-Mail ID

Mob No: _____

Permanent Account Number

3. Particulars of Bank

Bank Name		Branch Name	
Branch Place		Branch City	
PIN Code		Branch Code	
MICR No			
IFS Code			
Account Type (Kindly tick whichever is applicable)		Saving / Current	
Account Number			

DECLARATION:

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information, I shall not hold The Director, JIPMER, Puducherry responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place:

Date: _____

Signature of Agency

Name: _____

Designation:

Organization Name: _____

ANNEXURE-VI

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF BID/ PROPOSAL

(On a Stamp Paper of Rs.100/-)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr. / Ms.(Name), son/daughter/wife of _____ and presently residing at _____, who is presently employed with us/ the Authorized representative for this assignment and holding the position of _____, as our true and lawful attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our bid for Engagement of firm for **Chartered Accountancy Services of JIPMER, Puducherry** for the FY 2025-26 AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHERE OF WE..... THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS.....DAY OF 2025.

For.....

(Signature, name, designation and address)
of person authorized by Board Resolution
(in case of Firms)/Partner in case of
Partnership Firms Accepted

(Signature, name, designation and address of the Attorney)

Witnesses:

1.

2.

Notarized Person identified by me/personally appeared before me/signed before me/Attested/Authenticated*

(*Notary to specify as applicable)

(Signature, Name and Address of the Notary) Seal

of the Notary

Registration Number of the Notary

Date

Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants (s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.
- Wherever required, the Firm should submit for verification of the extract of the charter documents and documents such as Board or Shareholders Resolution/Power of Attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Firm.

ANNEXURE-VII

Details of Resource Team with the Firm

Sl. No	Name of personnel	Designation	Educational Qualification	DISA/ CISA Qualif ied	Tally Certific ation Course	Years of Exper ience	Contact number	Any other inform ation

Verification — Certified that all the details furnished in the application are true and correct to the best of my/our knowledge and that in case of furnishing any false information or suppression of any material information, the application shall be liable for rejection, besides initiation of penal proceedings by the Institute if it deems fit.

Signature of authorized Signatory
(With Full Name and Seal)

Date:

Place:

ANNEXURE-VIII**FINANCIAL BID**

**Name &
Address of
the Firm**

Price Details

Sl. No	Particulars	Rate per Annum (Rs.) (Excluding GST)
01	Fees for the scope of work as per JIPMER, Puducherry	
	Total	

Rupees in words _____

We hereby agree with all the terms and conditions of the JIPMER, Puducherry and we hereby undertake to abide by same.

Date:

Place:

**Signature of authorized Signatory
(With Full Name and Seal)**