

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	19-08-2025 13:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	19-08-2025 13:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम / Department Name	Department Of Health And Family Welfare
संगठन का नाम / Organisation Name	National Medical Commission
कार्यालय का नाम / Office Name	Delhi
वस्तु श्रेणी / Item Category	Financial Advisory Services - Onsite; As per ATC Documents
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	50 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	5
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	1400000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईएमडी राशि/EMD Amount	25000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	State Bank of India
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this

Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Secretary, NMC

Delhi, Department of Health and Family Welfare, National Medical Commission, Ministry of Health and Family Welfare

(Raghav Langer)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
3. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
4. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
5. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
6. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services

over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of years of experience as on date of which at least XX years should be in providing similar advisory services to Government departments, PSUs, PSBs, Municipalities and centrally funded institutions.:As per ATC Document

Number of XX qualified professionals in full time employment at senior level with experience in handling similar or relevant projects.:As per ATC Document

Scope of work to be uploaded by buyer:[1753161658.pdf](#)

Financial Advisory Services - Onsite; As Per ATC Documents (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Deployment Location	Onsite
Category of financial advisory service	As per ATC Documents
Sub-category of Financial Advisory Services	As per ATC Documents
Financial Advisory Reports	Yes
Frequency of Progress Report	As per ATC Documents
Type of Professional/Resources required	As per ATC Documents
Qualification of Professional/Resources required	As per ATC Documents
Certification of Professional/Resources required	As per ATC Documents
Total Experience of Professionals / Resources (In years)	As per ATC Documents
एडऑन /Addon(s)	
Post Financial Advisory Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Namrata Kumari	110077,Pocket-14, Sector-08, Dwarka Ph-1, New Delhi	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or

bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

Tender Document For Empanelment/Appointment of Chartered Accountant Firms

National Medical Commission invites proposals from eligible Chartered Accountants Firms for empanelment/appointment to undertake the preparation and presentation of Monthly/Quarterly/Annual Accounts, Financial Statements, preparation and filing of Income Tax, GST, NPS, UPS and other statutory returns, Tax Advisory, Financial Consultancy and Other Financial Services.

NIT

Address:

Secretary, National Medical Commission
Pocket- 14, Sector - 8, Dwarka, Phase-1
New Delhi - 110077

NOTICE INVITING TENDER (NIT)

1. Subject: Tender Documents for hiring of services of Chartered Accountant Firms for National Medical Commission (NMC) Delhi

National Medical Commission (NMC) invites tenders in the prescribed format from interested, eligible and experienced Chartered Accountant firms for empanelment/appointment to undertake professional accounting assignments such as preparation and presentation of Monthly/Quarterly/Annual Accounts/Financial Statements, preparation and filing of Income Tax, GST, NPS, UPS and other statutory returns, Tax Advisory and Other related Accounting Services for the period as specified in Clause 3 of this Notice.

The National Medical Commission (NMC) is an Indian regulatory body which regulates medical education and medical professionals in the country and it has been constituted by an Act of Parliament.

The Commission grants recognition of medical qualifications, gives accreditation to medical colleges, grants registration to medical practitioners, and monitors medical practice and assesses the medical infrastructure in India.

The Books of Accounts of the Commission are maintained as per Government rules and framework primarily under Cash-based Accounting and Double Entry Systems in an integrated Accounts and HRMS package developed under the Digital Mission Mode Project (DMMP).

The Commission is desirous of hiring/engaging a Professional Chartered Accountants Firm which shall deliver services in a time-bound manner as per the scope of work enumerated in para 2 of this Notice in accordance with the rules and regulation of NMC. In order to fulfil its responsibilities, the selected firm shall place a suitable number of resources at NMC Head-Office in Delhi. The Firm should be a qualified Chartered Accountant Firm having requisite experience and

knowledge of Government accounting norms, Rules and Regulations relating to accounting procedures and related issues of Autonomous bodies.

2. Scope of Work

The empaneled CA firm shall be required to provide the following services:

- i. Preparation and presentation of Monthly/Quarterly/Annual Accounts, (Financial Statements) of all Funds and Grant Accounts of National Medical Commission.
- ii. Preparation and filing of Income Tax, GST, NPS, UPS and other concerned statutory returns as per stipulated laws and regulations within the prescribed due dates.
- iii. Provide advice in the matter relating to tax, finances and other related matters
- iv. Assist in Tax Assessments, Appeals, and Representations to Taxation Authorities.
- v. Assist in Reconciliation of Bank Statements of all funds' of NMC.
- vi. Generation of Various types of challans relating to Direct and Indirect Tax Payments within the prescribed time-frame.
- vii. Generation/corrections of Forms 16/16A and computation of Taxes on Quarterly/Annually basis.
- viii. Review of Books of Accounts and concerned Reports.
- ix. To attend meetings with regard to Annual Accounts/Financial Statements, Direct and Indirect Tax matters or any other meetings as per requirement of the NMC at NMC headquarters.

3. Period of Contract:

- i. Initially, the CA Firm shall be hired for a period of Two (02) Years from the date of signing of the contract, however, the currency of the contract during the 1st year would be up to 31st March of the Financial year and payment for the same would be made on *pro rata* basis of the cost of the assignment.
- ii. Notwithstanding anything contained herein above, the National Medical Commission reserves the right to discontinue the services of Chartered Accountant firm at any time, if their services are not found satisfactory during the period of the contract.

- iii. The prospective bidder/ CA firms shall quote their rates as per enclosed price bid format for two financial years subject to the condition mentioned in point (i) above.

Note: - *The Firm shall submit clause-wise compliance to the eligibility requirements specified below. The Firm is required to furnish all details strictly in the prescribed formats provided in this tender document, namely:*

- *Annexure-I (Eligibility Certificate)*
- *Annexure-II (Financial Proposal)*

*Any deviation from the prescribed formats or submission of information in any other manner shall be treated as **non-compliance**, and the bid is liable to be rejected.*

4. Periodicity of Visits and deputation of staff:

- i. The qualified Chartered Accountant of the CA Firm shall visit the NMC office as per the requirement of the Commission.
- ii. The CA Firm shall also depute at least one of its officials in NMC, who should be well-versed with the matters, mentioned in the Scope of Work.

5. Eligibility Criteria/ Technical experience of the firm:

Sl. No.	Qualification Criteria	Documents Required
1	The Bidder(s) should have been in existence for at least 10 years and should be registered with the Institute of Chartered Accountants of India.	Firm Registration Certificate/Official document from ICAI
2	The bidder should be a single business entity/ sole bidder. No consortium or JV is allowed to bid for the assignment.	Self-Declaration
3	The bidder should have an average annual turnover of at least Rs. 1.00 crores from professional services during the last 3 financial years 2021-22, 2022-23 and 2023-24. The CA firm must be generating profit during the last three financial years.	i. Audited Financial Statement for last 3 financial years viz. 2021-22, 2022-23 and 2023-24; and ii. Certificate from the Chartered Accountant clearly specifying the annual turnover from professional services.
4	The CA firm should have at least five partners , and out of the three partners, two partners must be a	Relevant document issued by ICAI.

	Fellow Members with the Institute of Chartered Accountants of India.	
5	At least one partner of the Firm must have completed the GST Certification Course from ICAI.	Copy of Certificate Issued by ICAI
6	The Firm must be a peer-reviewed firm by ICAI.	A valid peer review certificate from ICAI
7	The Firm must be empaneled with the GST Department for Departmental Audits	Proof of empanelment
8	The Firm should have minimum staff strength of 15 persons to demonstrate size and capability to handle the assignment.	Staff details along with 6 months bank statement as a proof of salary payment
9	The CA firm should have its head office in New Delhi and GST registration in Delhi.	Copy of GST registration certificate and ICAI document mentioning HO at Delhi.
10	The CA firm must be empanelled with the Comptroller and Auditor General of India.	Letter from CAG Office
11	The firm must be empanelled for GST works for at least two years with any of Government Organizations/undertakings, Ministries, SPVs of Ministries, PSUs, Statutory Bodies, Autonomous Bodies etc. during the last five years.	Copies of Empanelment Certificate/Work Orders/Engagement Letter/LOAs or other documents demonstrating the relevant experience
12	The firm must have experience of working with at least five Government Organizations/undertakings, Ministries, SPVs of Ministries, PSUs, Statutory Bodies, Autonomous Bodies etc. during the last five years. (Experience of PSU Banks shall not be considered under this clause). Out of the five, at least one organisation should be in education sector which deriving income from various types of fees.	Copies of Work Orders/Engagement Letter/LOAs or other documents demonstrating the relevant experience
13	The firm must have experience in preparation of Annual Accounts comprising of Balance Sheet, Income & Expenditure Account and Receipt and Payment Account in the format prescribed by the Governing statutory regulations for at least 3 FYs.	Copies of Work Orders/Engagement Letter/LOAs or other documents demonstrating the relevant experience
14	The Consortium/ Joint Venture/any arrangement shall not be allowed. The works shall not be sub-contracted to any other firms in any circumstances.	Undertaking on the letter head regarding no formation of Consortium/JV explicit or implied and the work shall not be sub-contracted to any other firm

15	The firm should not be debarred / delisted in past by any Government organization/ undertakings or by any other institution. It has also to disclose about any disciplinary action taken by ICAI against the firm/ proprietor/ Partner or any of its Directors. In such cases the firm will not be eligible for Empanelment/ Appointment.	Self Declaration from the Firm
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6. Payments Terms:

- i. The payment shall be made on a quarterly basis subject to satisfactory completion of the assigned work.

7. Submission of offer and opening of bids:

- i. The interested Firms may submit their offers/price bids along with signed tender documents and the other documents as mentioned in the tender, on or before _____ on Gem (Government E- Marketplace).
- ii. Only those financial bids shall be opened that qualify the technical parameters specified by the NMC.
- iii. The technical bid must be in prescribed Performa as per Annexure-I along with all relevant documents in support of eligibility and experience criteria. The financial bid must only in the format as per Annexure-II. The Financial bid shall include a professional fee charge for all services. NMC will not accept any claim other than professional fee charges etc specified in the financial bid.
- iv. The financial Bid must be submitted in the prescribed format exclusive of all taxes/fees/charges. Non observance of which shall result in cancellation of the bid.
- v. Any conditional offer/bid shall not be accepted and treated as rejected.

8. Earnest Money Deposit (EMD):

- i. The CA Firms are required to deposit **Rs. 25,000/-** in the form of a Demand Draft drawn in favor of "Secretary, National Medical Commission" payable at New Delhi.
- ii. The EMD of the successful bidder shall be refunded on deposit of **Performance Bank Guarantee** in favor of "National Medical Commission" of **5%** of the Contract Value with validity up to **60 days** beyond the period of the contract.
- iii. The EMD is liable to forfeit in case of denial after selection.

9. Important Details once again furnished in a tabular form below:

Sr. No.	Description	Detailed Information
1	Tender Reference Number	
2	Issue of NIT in GeM	
3	Last date of submission	
4	Opening of technical Bids	
5.	Financial Bid Opening	

10. Offer Evaluation:

A two-stage procedure will be adopted in evaluating offers as explained in bid.

i. Technical-cum-Eligibility evaluation:

This will be carried out prior to the opening of the financial offer.

ii. Financial evaluation:

The Financial Bid of only technically qualified bidders will be opened.

All technically qualified agencies shall be informed of the date/time of opening of their financial bids in advance.

11. Evaluation:

- i. The firm's eligibility for qualification will be evaluated based on the Eligibility criteria mentioned in Para "5" above.
- ii. The financial bid of the Agencies who has been qualified as per eligibility criteria are only to be opened.
- iii. The financial Evaluation of the proposal will be based on the lowest quoted price for the appointment.

12. Other Terms:

- i. Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
- ii. Any Scheme or Program of NMC during any time of the financial year will be considered part of NMC's activity, and its Accounts have to be covered under the work of the contract assigned to the firm.
- iii. The NMC/designated officer will be the sole authority for any interpretation of terminology or any contents of the tender document. The firm can clarify any of its doubts before submission of the proposal.
- iv. The firm should have an adequate number of professionals and supervisory staff to enable them to depute the required number of employees for the allotted work. The Qualified CA should have to attend & verify the related work with own signature.
- v. The work will generally be carried out at the Office of the NMC.
- vi. The details of the team of the firm assigned for the work of the NMC should immediately be communicated to the designated officer of the NMC immediately on assignment of the contract. Any change in team, once decided, shall be permitted only after prior intimation to the designated officer of NMC.
- vii. The firm has to submit all the required information in the prescribed format only. Any deviation from it or information submitted in any other format will be treated as a non-submission of a bid and the application/tender will be liable to be cancelled.

13. Jurisdiction:

In the event of any disputes arising under these conditions of the contract/performance of the firm, the dispute shall be resolved by both parties with mutual discussion, failing which the matter shall be put up before the HOD of the Accounts/Finance section of the NMC. The decision of the HOD of the Accounts/Finance section shall be final and binding on both the parties. Further for any dispute, Delhi will be the only Jurisdiction.

14. Confidentiality Clause:

Without the NMC's prior written consent, the Firm and its personnel shall not disclose any information or publicize recommendations arising from the Services.

15. Indemnity:

The firm shall indemnify, protect and save NMC, its employees, and representatives from all claims, losses, damages, liabilities, costs (including reasonable legal fees), and proceedings arising from:

- i. Any act, omission, negligence, or misconduct of the firm, its employees, or agents in performing services;
- ii. Breach of contract, representations, warranties, or confidentiality obligations;
- iii. Loss or compromise of data;
- iv. Non-compliance with applicable laws or regulatory requirements.

Annexure-1

PROFILE

1. Name of the Firm:
2. Date of Establishment:
3. Constitution (Partnership/ LLP):
4. Office Address:
5. Registration No. of the firm with ICAI:
6. Mobile No:
7. Official Landline No.:
8. Email:
9. Head Office Address(With full Details): Phone No.:
10. Details of Partners/ Directors:

Sr. No.	Name	Qualification	Year of Reg. as C.A.	Membership No.	Address	Place of practice
1						
2						
3						
4						
5						

11. Details of supporting staff:

A. Details of Total Staff:

Sr. No.	Particular	No.
1.	CA	
2.	Accounts Staff	
3.	Article Staff	
4.	Other	
Total		

12. Experience:

a. Gov. /Semi. Gov. Organization:

Sr. No.	Name of Org.	Address of Org.	Order No. & Date	Year allotted for Accountancy
1				
2				
3				
4				
5				

Note: Please attach the copy of appointment order.

b. Other Relevant Experience:

13. Details of key Personal (Team) deputed for accountancy work of NMC:

Sr. No.	Name	Designation	Qualification	Total Experience	Date of Appointment in Firm	Contact no. & Address
1						
2						

3						
4						
5						

Certificate:

This is to certify that
I (Undersigned) is fully
authorized by (Name of Firm) to
submit this document for "Empanelment/ Appointment of Chartered
Accountant Firm for Preparation of Monthly/ Quarterly/ Annual Accounts,
filing of GST and TDS returns and uploading of NPS/UPS contribution and other
related work including Taxation Consultancy of National Medical Commission.

This is further certified that our firm is not debarred/delisted by any government
organizations/undertaking or there is no adverse action taken or proposed
against the firm or any of its partners/directors. We hereby confirm that all the
information given in the tender document submitted here is correct to the best of
our knowledge.

Date:

Place:

Annexure II

**FINANCIAL PROPOSAL
NIT**

Sr. No.	Name of Work	Firms Fees Quoted(Rs.) (Without GST)
(1)	(2)	(3)
1	Preparation and presentation of Monthly / Quarterly/ Annual Accounts, (Financial Statements) of all Funds and Grants Accounts.	
2	Preparation and filing of monthly and Annual GST return	
3	Preparation and filing of quarterly and Annual TDS returns	
4	Uploading of NPS/UPS contribution	
5	Misc. work as per scope of work	
	Total	

Note: Above fees are inclusive of all expenses and charges. GST will be paid extra as per rate prevailed at that time.