



अखिल भारतीय आयुर्विज्ञान संस्थान, नागपुर

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NAGPUR

Address: Plot No. 2, Sector-20, MIHAN, Nagpur– 441108

Email: - accounts@aiimsnagpur.edu.in

NOTICE INVITING TENDER

ALL INDIA INSTITUTE OF MEDICAL SCIENCES NAGPUR

(An Autonomous body under MoHFW, Govt. of India)

Two-Bid QCBS System e –TENDER

On behalf of, All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur), invites electronic online bids (e-Tender) through website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under **Quality and Cost Based Selection Two Bid system (Part I: Techno commercial bid & Part II: Price Bid or BOQ)** from reputed, experienced Firms **“For Empanelment of Chartered Accountants for: -**

1. Providing Consultancy, Accounting and Financial Management service.

Manual bids shall not be accepted.

AIIMS, Nagpur request bidders to quote in line with tender documents uploaded & submit the offer on our e-portal <https://eprocure.gov.in/eprocure/app>.

Upload of Tender: Tenderers are advised to download Notice Inviting Tender along with other tender documents and submit the declarations and tender documents along with clear scanned copies of requisite documents to substantiate the claim towards their credentials while the tender shall be submitted online in soft copy on our e-tendering portal.

All interested bidders have to submit techno commercial bid (Part I) & Price Bid (BOQ) (Part II) strictly in the tender format available online on e-portal. No other form of bid shall be accepted and the tender shall be summarily rejected. Bids shall be digitally signed and uploaded by someone legally authorized and competent on behalf of his firm / company and relevant documents w.r.t. the same to be uploaded along with the bid by the bidders.

1. Online electronic bids (e-tenders) under two cover systems are invited on behalf of, All India Institute of Medical Sciences, Nagpur (AIIMS Nagpur) bid system (Techno-Commercial Bid and Financial Bid) from reputed, experienced Firms.

“For empanelment of Chartered Accountants for: -

2. **Providing Consultancy, Accounting and Financial Management services.**
3. Manual bids shall not be accepted. The Bidder should submit bids and all the documents Online only.
4. Tender documents may be viewed and downloaded from the website of AIIMS, Nagpur www.aiimsnagpur.edu.in(for reference only) and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as Point No. 7 of NIT.
5. The bid is to be submitted online only on <https://eprocure.gov.in/eprocure/app> up to the last date and time of submission of bids.
6. Type of Tender: Open Tender –**QCBS Two Bid System.**

7. Critical Date sheet:

S. No	Particulars	Date & Time
I.	Published Date	31/10/2023 at 17.00 Hrs
II.	Bid Document Download Start Date	31/10/2023 at 17.05 Hrs
III.	Bid Submission Start Date	01/11/2023 at 09.00 Hrs
IV.	Bid Submission End Date	22/11/2023 at 15.00 Hrs
V.	Bid Opening Date	23/11/2023 at 15.00 Hrs
VI.	Price Bid Opening Date & Time	Date & time to be intimated later

8. Bid Submission:

Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderer/Contractor are advised to follow the instructions provided for online submission of bids. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

- 8.1 Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

- 8.2 Tenderer who has downloaded the tender from the website of AIIMS, Nagpur

www.aiimsnagpur.edu.in and Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app> shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected.

- 8.3 Intending tenderers are advised to visit again AIIMS, Nagpur web site www.aiimsnagpur.edu.in and CPPP website <https://eprocure.gov.in/eprocure/app> regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
- 8.4 Period of Bid Validity Days: -180 days from the date of bid opening.
- 8.5 Bids will be opened as per date/time as mentioned in the Tender Critical Date Sheet. After online opening of Technical-Bid the results of their qualification as well Price- Bid opening will be intimated later.
- 8.6 **AIIMS Nagpur reserves the right to reject any or all tenders and shall not be bound to assign any reason for such rejection.**

9. Submission of Tender

- 9.1. The tender shall be submitted online in two part, viz., technical bid and price bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.
- 9.2. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 9.3. **Duration: Two year (from the date of Work-order) extendable by one year based on performance.**

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

NAGPUR

(An Autonomous body under MoHFW, Govt. of India)

Tender No. **AIIMS/NAG/ACCT/CA Service/OTE/23-24/10**

Dated: 31-10-2023

Instructions for Online Bid Submission

The Director, AIIMS Nagpur, invites electronic online bids (e-Tender) through website of AIIMS, Nagpur www.aiimsnagpur.edu.in (for ref. only) and CPPP web site <https://eprocure.gov.in/eprocure/app> under **Two Bid Quality and Cost Based Selection system (Part I :Techno commercial bid & Part II: Price Bid or BOQ)** from reputed, experienced and financially sound Companies/Firms/Agencies “For Empanelment of Chartered Accountants for :-

1. Providing Consultancy, Accounting and Financial Management service.

More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>.

1. REGISTRATION

- 1.1 Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrolment” on the CPP Portal which is free of charge.
- 1.2 As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 1.3 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 1.4 Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode /eMudhra etc.), with their profile.
- 1.5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 1.6 Bidder then logs in to the site through the secured log-in by entering their user ID /password and the password of the DSC / e-Token.

2. SEARCHING FOR TENDER DOCUMENTS

- 2.1 There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2.2 Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e- mail in case there is any corrigendum issued to the tender document.
- 2.3 The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

3. PREPARATION OF BIDS

- 3.1 Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3.2 Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 3.3 To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

3.4 Any query / Clarification / objection / suggestion related to the Tender will be entertained only through the CPP Portal Query Section. Any query / Clarification / objection / suggestion received through any other medium like Email, Fax or Letter will not be entertained under any circumstances.

4. CORRIGENDUM

4.1 Corrigendum in technical specification issued after pre-bid meeting will be final & no corrigendum will be issued thereafter.

4.2 Corrigendum will be notified through <https://eprocure.gov.in/eprocure/app> and Website of AIIMS Nagpur.

5. SUBMISSION OF BIDS:

5.1 Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

5.2 The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

5.3 The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

5.4 All the documents being submitted by the bidders will be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.

5.5 Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.

5.6 The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

5.7 Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

5.8 The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

6. ASSISTANCE TO BIDDERS

6.1 Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

6.2 Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be call directed to the 24x7 CPP Portal Helpdesk.

6.3 Any query / Clarification / objection / suggestion related to the Tender will be entertained only through the CPP Portal Query Section. Any query / Clarification / objection / suggestion received through any other medium like Email, Fax or Letter will not be entertained under any circumstances.

7. Guideline for submission of bid:

- **Eligibility Criteria:**

The following documents are to be furnished by the Contractor along with Technical Bid as per the tender document:

- (i) Duly attested copy of PAN, duly attested copy of GST registration certificate.
- (ii) Copy of partnership deed.
- (iii) Signed and Scanned copy of Tender Acceptance letter & Tender acceptance form.
- (iv) Signed and scanned copy of Latest Firm Registration Certificate issued by the ICAI.
- (v) Firm should have at least 5 years of establishment as per firm certificate as on 30/09/2023.
- (vi) The firm should possess professional experiences of maintaining financial accounts of Central/State Government Hospital/Central Autonomous Bodies (Preferably Hospitals) in last 3 years. Relevant work order is to be attached
- (vii) Firm should have experience in generating Form No. 16 of at least 500 employees in at least one financial year during the last 3 financial years ending on 31/03/2023. Relevant certificate/letter from the concerned entity is required to be attached.
- (viii) Head office of the firm should be located in Nagpur as on 31/03/2023.
- (ix) Signed and Scanned Copy of checklist of the document submitted along with the page numbers.
- (x) Signed, Stamped and Scanned copies of Tender document
- (xi) Bid security declaration as per format attached

- (xii) The Firm should have CAG Empanelment for FY 2023-24.
- (xiii) Any other documents.

Marks will be allotted after fulfilling eligibility criteria mentioned above.

8. Price Bid / Financial Bid:

Schedule of price bid in the form of BOQ_XXXX.xls

- a. The below mentioned Financial Proposal/Commercial bid format is provided as BOQ_XXXX.xls along with this tender document at <https://eprocure.gov.in/eprocure/app>. Please refer annexure for the same. Bidders are advised to download this BOQ_XXXX.xls as it is and quote their offer/rates in the permitted column and upload the same in the commercial bid. Bidder shall not tamper/modify downloaded price bid template in any manner.
- b. Bidder must clearly specify the GST to be paid extra, failing which price will be taken as basic price excluding GST. GST will not be considered for deciding L-1

The AIIMS, Nagpur reserves the right to amend or withdraw any of the terms & conditions contained in the Tender Document or to reject any or all the tenderer without assigning any reason. The decision of the of AIIMS in this regard shall be final and binding on all.

SECTION – I

1. The bid along with the necessary document should be uploaded in <https://eprocure.gov.in/eprocure/app> Portal as per guidelines mentioned in the portal. Tender have to be submitted only online at <https://eprocure.gov.in/eprocure/app> in two bid system (i) Technical bid (ii) Financial bid in the prescribed pro-forma. All the documents in support of eligibility criteria are also to be scanned and uploaded along with the tender document. Tender sent in any other mode will not be accepted. The list of documents to be submitted along with technical bid and financial bid are detailed in the Tender document.
2. The AIIMS, Nagpur reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tender without assigning any reason. The decision of the of AIIMS, Nagpur in this regard shall be final and binding on all.
3. The bid is non-transferable.
4. The bidder submitting their bid would be deemed to have read and accept all the terms & conditions of tender. No verbal or written enquiries shall be entertained in respect of acceptance or rejection of the bid.

5. Subletting of contract, wholly or partially, in any form is strictly prohibited and would entail termination of contract with forfeiture of security deposit and imposition of penalty and such other action as may be deemed essential in the sole discretion of the, AIIMS, Nagpur.
6. All the pages of the bid and supporting document, annexure/enclosure etc. must be numbered serially, signed and stamped by the bidder and mention the total no of pages on the Technical bid form at Part-A.
7. Only those bidders who successfully qualify in the Technical Bid will be allowed to participate in the bidding process.
8. The Institute reserves its right to reject any or all bids received at any point of time without assigning any reason.
9. The Institute reserves the right to seek clarifications on any documents or any information provided by the bidder at the stage of technical evaluation. However, no additional certificate/document shall be entertained.

I. Bid shall be rejected if

- (a) Bidder fails to upload the document, certificates
 - (b) Authenticity of any of the supporting document found to be fabricated.
 - (c) Bid sent through courier service or deposited by hand.
 - (d) Bidder tries to influence any official of the Institute, in any manner whatsoever.
 - (e) Bid is found to be incomplete in any respect.
 - (f) Bid is found to be conditional.
 - (g) Any affidavit / declaration / certification is found to be false or untrue or incorrect or forged or deceitful at any point of time.
- a. The concern firm should have adequate man-power to spare towards the assigned works at AIIMS Nagpur. The essential requirement of visit of qualified Chartered Accountant, partner who is specifically designated for AIIMS, Nagpur to visit at least four times a week. In addition to this, the Firm should assign at least Two accounting staff full time (excluding CA Article Assistants) specially for the work of AIIMS, Nagpur at AIIMS Premises. Kindly note that signature with stamp of a duly qualified Chartered Accountant will be required on all reports submitted to AIIMS Nagpur.
 - b. The successful bidder shall ensure that there is no disruption of services because of absenteeism of human resource. As far as possible the team of a Chartered Accountant Partner and two Accounting staff should be maintained with the same individuals. In case of absenteeism the successful bidder must have an alternative backup plan for continued availability of human resource to ensure that there

is no disruption to the services.

9.2. RESPONSIBILITIES OF THE SUCCESSFUL BIDDER:

1. The successful bidder will have to provide two manpower (other than CA Article Assistants) for Completion and finalization of various accounts of the Institute. The manpower will have to attend office at AIIMS Nagpur on daily basis on each working day.
2. The successful bidder shall provide all the services as provided in Section – IV. The successful bidder shall provide such services on all working days and even on holidays, if so required even on holidays.
3. Apart from providing the aforesaid services, as and when call for, the successful bidder shall discharge any duty, which in the opinion of the institute are within the scope of work of the successful bidder, and the successful bidder shall carryout the duty with diligence and care.
4. The successful bidder shall provide speedy and competent services as per the performance benchmark and shall also deploy the required number of personal to this effect.
5. The manpower deployed by the successful bidder for carrying out the services under the terms of the contract shall be employees of the successful bidder. No relationship of master and servant is created between the deployed manpower and the Institute under this contract. The successful bidder shall be solely responsible for their affairs and will be under mandatory / obligation to complete with the statutory obligation such as GST, TDS etc. as and where applicable. These personnel shall have no claim whatsoever, to be treated as employees of the Institute. In the event of any such claims made by the personnel of the successful bidder on the Institute, the successful bidder shall be wholly responsible and successful bidder shall indemnify the Institute against any such claims, either monetary or otherwise.
6. Successful bidder shall be fully responsible for any accident or mishap involving manpower engaged by him and any claim made on this part will be paid by the successful bidder. The successful bidder shall indemnify the Institute from any claims arising out of accident or mishaps, disabilities of any nature or death, or arising out of provisions under law or of any other nature in respect of all manpower engaged by the successful bidder.
7. In case the Successful bidder fails in fulfilling the obligations of work or Service under the contract, fully and in time, the Institute shall have the absolute right to take up the work at the Successful bidders cost and risk and recover all such expenses from the amounts due to the Successful bidder including their Security Deposit.
8. In case the successful bidder fails in fulfilling the obligations of work / service under the contract, full and in time, the Institute shall have the absolute right to take up the work at the successful

bidder's cost and risk, and recover all such expenses from the amount due to successful bidder including their security deposit.

9. Manpower deployed should be with qualification of CA Inter / Graduate in Commerce / MBA(Finance)
10. (One) qualified Chartered Accountant designated specifically for AIIMS Nagpur will visit the Institute at least Four times a week for review.
11. A monthly meeting as and when scheduled with the higher authorities will be held to appraise the status of work.

9.3. CONSIDERATION / COMPENSATION / PAYMENT:-

- a. The successful bidder shall submit monthly bill in duplicate to the Institute for the services rendered by the successful bidder in the preceding month. The payment shall be released on satisfactory performance of work, which shall be certified by the officer designed by the Institute for the said purpose.
- b. The successful bidder shall submit bills complete in all respect in the first week of every month. Subject to any clarification, dispute and difference, the Institute agrees to settle the bills raised by the successful bidder within 30 days from the date of receipt of bills, submitted along with proofs of payment under statutory obligations.
- c. The successful bidder should also fully indemnify any legal and financial liability bestowed upon the Institute in respect to the personnel employed / deputed under the agreement as executed between the Institute and successful bidder.
- d. The successful bidder shall abide by and follow all laws enforce from time to time in respect of his staff. The Institute will in no way be responsible for any liability or claim of the personnel employed by the successful bidder. Institute shall be indemnified from any dispute / claim arising out of the work done under the contract by the successful bidder. The successful bidder shall be fully responsible for the payment of any amount of compensation arising out of any accident etc. to their personnel or outside agency deployed by them for fulfilment of the terms of the contract. The successful bidder will make full arrangement and responsible for safety and security of all such staff.
- e. If, at any later date, it is found that the information, documents, and certificate submitted by successful bidder / contractor are wrong / forged / fake / false or manipulated, bid / contract shall be cancelled.
- f. In case of any lapse, default and negligence, fraud etc. on the part of successful bidder or its personnel deployed in the Institute premises, due to which the Institute suffers any loss, the

successful bidders shall be responsible to indemnify the loss or damages to the Institute. However, Institute will be at liberty to recover such losses from the security deposit and / or other payment due to him.

- a. The successful bidder shall indemnify the Institute against any action proceeding, claims or demands of any person, or its personnel made against the Institute in respect of services. The successful bidders shall also indemnify the Institute for any commission or omission or default on the part of successful bidder, its personnel or agent which the Institute may have to pay, incur or sustain by reason of any such action, proceedings, claims or demands or otherwise in relation thereto, or any reasons whatsoever.

9.4. EARNEST MONEY DEPOSIT [EMD]:-

Earnest Money Deposit (i.e. ₹ 72,000/-) to be deposited in the form of **Insurance Surety Bonds/Account Payee Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee)** from any of the commercial Banks. Scanned copy to be enclosed with technical bid. It is also clarified that the bids submitted without earnest money will be summarily rejected. The Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) may be prepared in the name of "**The Director, AIIMS, Nagpur**". The EMD (Original Insurance Surety Bonds/Demand Draft/ FDR/Banker's Cheque or BG (including e-Bank Guarantee) or any exemption certificate) must reach at Store Office, Ground Floor, Admin Block, Plot No. 2, Sector 20, MIHAN, Nagpur prior to opening of tender.

- No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the AIIMS Nagpur in respect of any previous supply will be entertained. Tenderer shall not be permitted to withdraw his bid or modify the terms and conditions thereof. In case the tenderer fail to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited

- Tenders without Earnest Money will be summarily rejected.

- No claim shall lie against the AIIMS Nagpur in respect of erosion in the value or interest on the amount of EMD.

- If MSME firm (only Micro and Small Enterprises) is registered for above tendered item, then the firm will be exempted for submission of EMD amount. Firm must upload scanned copy of following documents in support of exemption.

- a) District Industries Centers (DIC)
- b) Khadi and Village Industries Commission (KVIC)
- c) Khadi and Village Industries Board
- d) Coir Board
- e) National Small Industries Corporation (NSIC)
- f) Directorate of Handicraft and Handloom
- g) Any other body specified by Ministry of MSME (MoMSME)
- h) Udyog Aadhaar Acknowledgment/Udyog Aadhaar Memorandum/Udyam issued by MoMSME.
- i) Startups firms as recognized by Department of Industrial Policy & Promotion (DIPP) is also exempted for depositing of EMD amount. Valid documents should be uploaded.

The earnest money will be returned/refund to the unsuccessful tenderers after the tender is decided.

EMD should remain valid for a period of 180 days beyond the final bid validity period. When the tenderer agrees to extend the validity of bid, he shall also extend the validity of EMD suitably.

9.5. **VALIDITY OF TENDER:** -

The initial validity of the offer made in tender document is **180 days** from the date of opening of the technical bid.

MISCELLANEOUS LIABILITY AND RESPONSIBILITY

- a. The successful bidder shall not divulge any information confidential or otherwise that he may come across. The successful bidder has been granted permission by the Institute to enter the premises only for the purpose of carrying out the contractual obligations or not for any other reasons or purpose. It is specifically made clear to the successful bidder that such license is valid only during the subsistence of the contract and such license shall not be construed to confer any right or on the successful bidder and or for its personnel including the right to tenancy, sub-tenancy etc.
- b. Any financial liability arising to the Institute under the contract shall be deducted from the bills of successful bidder and if the full amount is not recovered then the same shall be recovered from the security money of the successful bidder.
- c. The successful bidder and their staff / personnel shall follow the instruction / direction / orders / rules and regulation of the Institute enforce or as amended from time to time from competent

authority of the Institute or officer nominated by the Institute or Nodal Officer from the Institute. The successful bidder on the direction, order or advice of the Institute will be under mandatory obligation to change the personnel immediately.

- d. The Director of the Institute or any officer authorized by the Institute may review or ascertain and enforce due and proper observation of the laws and rules and regulation. The officer so authorized by the Institute or the of the Institute may investigate into any complaint regarding default in terms & conditions of bid / agreement committed by the successful bidder.
- e. No party shall be allowed to represent by the legal or expert during any investigation, enquiry, appeal or any other proceeding by or before any officer of the Institute against the successful bidder.

9.6. COMMENCEMENT OF WORK:

The successful bidder is required to sign the Agreement and start the work within fifteen (15) days from signing of the Agreement. In case it is found that the work has not been taken up within such days from the date of signing the Agreement, the Institute as its sole discretion may cancel the same and forfeit the earnest money deposit or security deposit, as the case may be.

9.7. PERIOD OF CONTRACT AND ITS RENEWAL:

- a. The life of the contract shall be for a maximum period of **Two year** from the date of execution of the Agreement, which may be renewed for another one year based on satisfactory performance.
- b. Renewal of contract shall be made on the same terms & conditions on which the initial agreement has been entered into.

9.8. TAXES AND DUTIES:-

- a) Statutory levies like Turnover Tax, Income Tax, deduction at source and other statutory levies, as applicable from time to time, will be deducted from the bills of the successful bidder.
- b) GST and other taxes, as applicable from time to time, shall be paid additionally

9.9. PERFORMANCE SECURITY DEPOSIT:-

The Successful L-1 bidder shall submit an irrevocable Performance Guarantee of **5% (five percent)** of the bid amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the Contract Agreement, (not withstanding and/or without prejudice to any other provision in the contract) **within 15 Days** from the Date of issuing of Letter of

Acceptance/Notification of Award by AIIMS, Nagpur. This guarantee shall be in the form of **Insurance Surety Bonds/Account Payee Demand Draft/ FDR or BG (including e-Bank Guarantee)** from a Commercial Bank valid for **60 days** beyond the date of completion of all contractual obligations from any Commercial bank in accordance with the form annexed hereto in favor of “**The Director, AIIMS Nagpur**”, Payable at Nagpur. In case a Fixed Deposit Receipt of any Bank is furnished by the contractor to the Government as part of the Performance Security Deposit and the Bank is unable to make payment against the said Fixed Deposit Receipt, the loss caused thereby shall fall on the contractor and the contractor shall forthwith on demand furnish additional security to the Government to make good the deficit.

The Performance Security Deposit shall be initially valid for the period of 26 Months. In case the time for completion of work gets enlarged, the contractor shall get the validity of Performance Security Deposit shall be extended to cover such extended time for completion of work. After recording of the completion certificate for the work by the Competent Authority, the Performance Security Deposit shall be returned to the contractor, without any interest.

In the event of the contract being terminated or rescinded under provision of any of the Clause/Condition of the agreement, the Performance Security Deposit shall stand forfeited in full and shall be absolutely at the disposal of the Executive Director, AIIMS Nagpur.

SECTION – II

SCOPE OF WORK AND SPECIAL TERMS & CONDITIONS FOR: -

I. EMPANELMENT OF CHARTERED ACCOUNTANT FOR INTERNAL AUDIT, COMPILATION AND FINALIZATION OF VARIOUS ACCOUNTS OF THE INSTITUTE

- A. The financial activities in the Institute can be majorly summarized under the following heads: -
 - a. Institute's main Accounts.
 - b. Hospital Accounts.
- B. IPD Purchase & Sales Accounts (procurement & sale of Drugs and Consumables to patients and any other internal check required to prevent losses).
- C. Fixed Asset Accounts (Physical Verification Process and any other internal check required to prevent losses of Assets).
- D. Maintenance of Accounts of Extramural Grants.

- **Professional services required to undertake tasks as per scope of work defined below**

A. The financial activities in the Institute can be majorly summarized under the following heads: -

a. Institute's Main Accounts:

1. Settlement / adjustment of entries standing in the Bank Reconciliation Statements for various bank accounts of the Institute. Necessary inputs including old books of accounts, vouchers and details / information from concerned banks shall be provided by the Institute. It is understood that details of very old entries may not be readily available and in all such cases all necessary cooperation shall be extended to you for clearing / settling the pending entries to the extent possible.
2. Preparation of computerized books of accounts for main accounts. This is required to be done on day to day basis in Tally. Necessary vouchers shall be provided to you for feeding in the computer. The task shall also involve regular reconciliation of bank statements on month to month basis and settlement / adjustment of entries standing therein on a regular basis.
3. Providing advice on settlement / adjustment of audit objections, if any, pertaining to accounts. In all such cases necessary details / information / records shall be provided.
4. Compilation of annual final accounts of the Main Accounts and merging of other Units' final

accounts, including checking and reconciliation of fixed assets depreciation with annual account as per the prescribed policy”.

5. Preparation and filing of GST returns and audit under GST Act required, if any.
6. Preparation and filing of Income Tax TDS/ TCS returns and generation of TDS/ TCS Certificates.
7. GST TDS return filing and generation of GST TDS certificates.
8. Verification of payment vouchers and other records (on test check basis) and quarterly report to be submitted.
9. Any rectification needed due to incorrect filing of return on a/c of income tax/GST will be done by the chartered Accountant.
10. Physical verification of Fixed Asset in terms of prescribed inventory management process with the details entered in register for the same being maintained by Central store/Engineering section on quarterly basis and finally its reconciliation with Annual Account.
11. Income Tax return filing on yearly basis
12. Income Tax calculation of Faculty /Officers/Staff of AIIMS, Nagpur and issue form-16 and 16A in time duly reconciled with TRACES and 26AS
13. Professional Tax Timely Payment and Return Filing.
14. Day to day accounting in Tally software on the basis of documents provided by AIIMS, Nagpur
15. Preparation of Trial Balance on monthly basis.
16. Any Assignment related to PFMS at AIIMS
17. TDS reconciliation in every month
18. Preparation or generation of receipts & payments account of year ending.
19. Preparation of balance sheet, Income and Expenditure Account of year ending.
20. Consultation with respect to GST TDS and Income Tax TDS Deduction.
21. Preparation of CAG Audit observation reply.
22. To prepare annual utilization report of Grants received from MoHFW
23. Any work assigned by the authorities in respect of accounts, tax and statutory matter.
24. Any discrepancy noticed/rectification needed may be brought into notice respective heads of department of the institute on fortnightly basis.

b. Hospital Accounts

1. Reconciliation of all accounts of money received.
2. POS reconciliation, reconciliation with supplier statement.
3. Physical verification of all stock quarterly to check expiry / damage and report expiry / short expiry and damaged.
4. To suggest improvement in system / process / procedure for higher efficiency.

B. IPD Purchase & Sales Accounts (procurement & sale of Drugs and Consumables to patients and any other internal check required to prevent losses).

C. Fixed Asset Accounts (Physical Verification Process and any other internal check required to prevent losses of Assets).

D. Maintenance of Accounts of Extramural Grants

1. Preparation of Balance Sheet, Income and Expenditure Account and day to day accounting separately for each extramural grant received from Government as well as Private funding agencies.
2. Audit of Grant Utilization Certificates prepared for each grant.
3. Tax consultancy related to various matters of Research Grants.
4. Accounting work of clinical Trials and Independent Ethics Committee.
5. Accounting and audit related work of Rogi Kalyan Samiti.
6. Maintenance of records such as Fixed Assets and Capitalization of Fixed Assets.
7. Incorporation of grant wise research projects in AIIMS Annual Financial Statement.
8. Providing solutions to the Principal Investigators of Projects regarding various doubts raised related to the Interest earned and other matters.
9. Filing of Income Tax TDS and GST TDS Returns for VRDL and other such projects in which it is required.
10. Providing certificates related to Interest earned in each research project.

1. Detailed evaluation criteria and marking system as per NIT

Sr. No.	Parameter as on the date of notice inviting tender	Marks
1.	Firms Existence in Years <ul style="list-style-type: none"> Upto 5 years- 5 Marks For every one year, exceeding 5 years, 1 mark each for 1 (one) Completed year up to 10 years. (Completed years as on 30/09/2023) 	(Full Marks – 10)
2.	Total No. of CA Partners <ul style="list-style-type: none"> Upto 2 Partners 5 Marks More than 2 Partners 10 Marks (Partners as per Firm Certificate)	(Full Marks – 10)
3.	Experience of Employee income tax calculation & generation of “Form No. 16” in Central Government/State Government/ Central Autonomous bodies/PSUs <ul style="list-style-type: none"> Upto 200 employees 2 Marks 201 to 800 employees 6 Marks Above 800 employees 10 Marks (Undertaking as per “Annexure V” to be attached)	(Full Marks – 10)
4.	Experience in accounting in Tally Software of Central Government Hospital (in Last 3 Years till 30/09/2023). <ul style="list-style-type: none"> Minimum 200 Upto 500 beds <ul style="list-style-type: none"> Experience upto 2 Years- 5 Marks Experience more than 2 Years- 10 Marks Above 500 beds <ul style="list-style-type: none"> Experience upto 2 Years- 10 Marks Experience more than 2 Years- 20 Marks (Certificate from concerned organization to be attached)	(Full Marks – 20)
5.	Experience of providing accounting services for any Medical Research Project which is funded wholly by Central Government in last 3 Years (as on 30/09/2023). <ul style="list-style-type: none"> 2 Marks for Each Research Project Assignment (Work order/Certificate copy should be attached) 	(Full Marks – 10)
6.	DISA (Diploma in Information System Audit)/Certificate Course on Public Finance in Government Accounting. <p>Qualified Partners</p> <ul style="list-style-type: none"> For 1 DISA Partner 2.5 Marks will be allotted- Maximum 5 Marks For 1 Certificate course on Public Finance and Government Accounting Partner 5 Marks will be allotted- Maximum 5 Marks 	(Full Marks – 10)
TOTAL SCORE		70

Minimum qualifying marks will be 45 out of Total score mentioned above.

Evaluation of serial number 1 to 6 will be done on the basis of supporting documents submitted along with the technical proposal.

2 Evaluation of Financial Proposal

The bid containing the financial shall not be opened till the technical evaluation is completed. The financial proposal of only such bidders will be opened who obtain minimum qualifying marks / standards prescribed for the technical proposal.

3 Final Evaluation

The selection method is **Quality cum Cost Based Selection (QCBS)**.

The above score will be combined with bid amount equivalent score calculated score through the QCBS scheme.

Technical Bid score will get a weightage of 70% (denoted by ST) and Financial Bid score a weightage of 30% (denoted by SF).

The process of selection of successful bidder for the purpose of award of contract shall be as follows: -

a. Calculation of Technical Score (ST)

T= Technical Marks obtain by the individual Bidder

TH= Highest Technical Marks obtain by the individual Bidder

ST = Technical Score obtain by the individual Bidder

Calculation of ST will be as per the below formulae: -

$$ST = 100 \times (T/TH)$$

b. Calculation of Financial Score(SF)

F = Total Financial Bid amount quoted by individual Bidder (Excluding GST)

FL = Lowest Total Financial Bid amount quoted by individual Bidder (Subject to Minimum specified fees (Rs. 1,00,000 and above) (Excluding GST))

SF = Financial score obtain by the individual Bidder (Excluding GST)

Calculation of SF will be as per the below formulae: -

$$SF = 100 \times (FL/F)$$

c. **Calculation of Final Composite Score(S)**

The Final Composite Score (S) shall be computed for each firm by assigning 70% weightage to Technical Score (ST) and 30% weightage of Financial Score (SF) using the formula given below: -

$$S = (ST \times 0.7) + (SF \times 0.3)$$

- **Final Selection Method**

Bidder with the highest final composite score will be awarded the contract. In case of a tie in the final composite score, the bidder with the higher Technical Score will be invited for negotiations and selection first.

- **Important Note**

For Evaluation of financial bid minimum price to be quoted should be 1,00,000 per month excluding GST. That means value of FL should be 1,00,000 and above.

TENDER ACCEPTANCE LETTER
(To be given on Firms Letter Head)

Date:

To,

The Director

AIIMS Nagpur

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No:

Name of Tender / Work:

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/ Work' from the web site(s) namely:

as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

TENDER ACCEPTANCE FORM

For Empanelment of Chartered Accountants for: - Providing Consultancy, Accounting and Financial Management service.

Tender No:

S. No	Item	Details
1.	Details of Bidder	
	i. Name of Bidding Entity	
	ii. Registration number of the Bidding Entity	
	iii. Regd. Address	
	iv. PAN No.	
2.	Details of Authorized Signatory of bidder for the tender	
	i. Name	
	ii. Designation	
	iii. Address	
	iv. Office Telephone No.	
	v. Mobile No.	
	vi. Email address	

9. Declaration by the contractor: -

This is to certify that I / We before signing this tender have read and fully understood all the terms and conditions and instruction contained herein and undertake myself / ourselves abide by the said terms and conditions.

(Signature of Tenderer)

Name:

Designation:

Check List for Submission of Online Bid (Scanned Legible Photocopies of Authenticated Documents (With Signature's and Firm Seal) To Be Submitted:

<u>S.no</u>	<u>Particulars</u>	<u>Uploaded</u> <u>(Yes/No)</u>	<u>Page No.</u>
1.	Signed and Scanned copy of Tender Acceptance letter & Tender Acceptance form “ Annexure-I ”.		
2.	Latest Firm Registration Certificate issued by the ICAI.		
3.	Complete Postal address of the of Office located at Nagpur		
4.	Copy of Partnership Deed.		
4.	DISA Certificates to be attached		
5.	Signed and Stamped undertaking as per “ Annexure-V ”- for experience in generation of Form No.16		
6.	Signed & Scanned Copy of check list of the document submitted along with the page numbers		
7.	Signed, Stamped and Scanned copies of Tender document.		
8..	Experience in accounting of Central Government Hospitals- relevant letter to be attached		
9.	Experience of handling various professional assignments in Tally ERP 9 of Local Authority / Central Government/ State Government / Private Entities in last 3 (Three) years. - relevant letter to be attached		
10.	Any other documents.		
11.	EMD of Rs 72,000/- (original DD/FD/BG) or valid certificate for EMD exemption as per NIT, if EMD exempted		

Note: All the pages of tender document and its enclosures must be numbered and signed with stamp.

Signature of the
Bidder with
Address and Seal

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY

(To be executed by any scheduled bank, on a non-judicial stamp paper under bank's covering letter mentioning address of the bank)

To
The Director
All India Institute of Medical Sciences,
Nagpur-441108.

In consideration of All India Institute of Medical Sciences, Nagpur (hereinafter referred to as 'AIIMS' which expression unless repugnant to the context and meaning there of shall include its successors and assigns) having agreed to exempt M/s
(hereinafter referred to as 'supplier / contractor' which expression unless repugnant to the context and meaning thereof shall include its successors and assigns) from depositing with AIIMS, Nagpur a sum of Rs..... (Rupees)
towards security / performance guarantee in lieu of the said contractor having agreed to furnish a bank guarantee for the said sum of Rs..... (Rupees
.....) as required under the terms & conditions of contract/work order no.....
dated..... (hereinafter referred as the 'order') placed by AIIMS on the said supplier /contractor. We,..... the bank (hereinafter referred to as 'the bank' which expression shall include its successor and assigns) do hereby undertake to pay AIIMS
an amount not exceeding Rs.....
(Rupees.....) on the demand made by AIIMS on us due to a breach committed by the said supplier / contractor of the terms & conditions of the contract order.

1. We..... the bank hereby undertake to pay the amount under the guarantee without any demur merely on a demand from AIIMS stating that there is breach by the supplier / contractor of any of the terms & conditions contained in the order or by the reasons of the supplier's / contractor's failure to comply with the terms & conditions as stipulated in the order or amendment (s) thereto. The demand made on the bank shall be conclusive as to the breach of the terms & conditions of the order and as regard to the amount due and payable by the bank under this guarantee, notwithstanding any dispute or disputes

raised by the said supplier / contractor regarding the validity of such breach and we agree to pay the amount so demanded by AIIMS without any demur. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs... (Rupees ..).

2. We,the bank further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said order and that it shall continue to be enforceable till the dues of AIIMS under or by virtue of the said order have been fully paid and its claim satisfied or discharged or till AIIMS certifies that the terms & conditions of the order have been fully and properly carried out by the supplier / contractor and accordingly discharge the guarantee.

3. We,.....the bank undertakes to pay to AIIMS any money so demanded notwithstanding any dispute or disputes raised by the said supplier / contractor in any suit or proceedings pending before any court or tribunal relating thereto a sour liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of your liability for payment thereunder and the said supplier / contractor shall have no claim against us for making such payment.

4. We, the bank further agree that AIIMS shall have full liberty, without our consent and without affecting in any manner our obligation hereunder to vary any of the terms & conditions of the order / contract or to extend time of performance by the said supplier / contractor from time to time or to postpone for any time or form time to time any of the powers exercisable by the AIIMS against the said supplier / contractor and to forbear or enforce any of the terms & conditions relating to the order and shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier / contractor or for any forbearance, act or omission on the part of AIIMS or any indulgence by AIIMS to the supplier / contractor or by any such matter or thing whatsoever which under the law relating to sureties would but for this provisions have effect of so relieving us.

5. Our liability under this guarantee is restricted to Rs... (Rupees) and shall remain in force upto Unless demand or claim under this guarantee is made on us in writing within six (6) months from the date of expiry viz. We shall be discharged from all liabilities under this guarantee thereafter.

6. This guarantee will not discharge due to change in the constitution in the bank or the said supplier /contractor.

7. The bank hereby agrees to address all the future correspondence in regard to this bank guarantee to the , AII India Institute of Medical Sciences, Nagpur.

8. We, the bank lastly undertakes not to revoke this guarantee during its currency except with the previous consent of the AIIMS inwriting.

Signed on day of

Signature for the Bank

Name (s) & Designation(s)

Witness:

Name & Address

UNDERTAKING FOR GENERATION OF FORM NO. 16

(To be given on Firms Letter Head)

Date:

To,

All India Institute of Medical Sciences,

Nagpur

**I/We have generated form No.16 of (Entity Name) having.....
(Number of employees) for FY (any of last three financial year, reckoned backward
from FY 22-23)**

(Relevant Work order to be attached)

Signature of the bidder

Name:

Designation:

Add:

Seal: