


Government eProcurement System		eProcurement System Government of India				
Tender Details		Date : 05-Dec-2023 05:06 PM				
 Print						
Basic Details						
Organisation Chain	All India Institute of Medical Sciences-Mangalagiri-Andhra Pradesh					
Tender Reference Number	AIIMS-M/FA /Internal Audit /2023-24/CA Services					
Tender ID	2023_AIMSM_783919_1	Withdrawal Allowed	Yes			
Tender Type	Open Tender	Form of contract	Supply			
Tender Category	Services	No. of Covers	2			
General Technical Evaluation Allowed	No	ItemWise Technical Evaluation Allowed	No			
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No			
Is Multi Currency Allowed For Fee	No	Allow Two Stage Bidding	No			
Payment Instruments			Cover Details, No. Of Covers - 2			
Offline	S.No	Instrument Type	Cover No	Cover	Document Type	Description
	1	Demand Draft	1	Fee/PreQual/Technical	.pdf	Technical Bid
			2	Finance	.xls	Finanace bid
Tender Fee Details, [Total Fee in ₹ * - 0.00]				EMD Fee Details		
Tender Fee in ₹	0.00	Fee Payable To	Nil	Fee Payable At	Nil	
Tender Fee Exemption Allowed	No	EMD Amount in ₹	38,400	EMD through BG/ST or EMD Exemption Allowed	Yes	
		EMD Fee Type	fixed	EMD Percentage	NA	
		EMD Payable To	Payable To AIIMS Mangalagiri	EMD Payable At	Payable At Mangalagiri	
Click to view modification history						
Work /Item(s)						
Title	ENGAGEMENT OF SERVICES OF PROFESSIONAL CHARTERED ACCOUNTANTS/ COST ACCOUNTANT FIRM IN AIIMS MANGALAGIRI					
Work Description	ENGAGEMENT OF SERVICES OF PROFESSIONAL CHARTERED ACCOUNTANTS/ COST ACCOUNTANT FIRM IN AIIMS MANGALAGIRI					
Pre Qualification Details	As per tender document					
Independent External Monitor/Remarks	NA					
Show Tender Value in Public Domain	Yes					
Tender Value in ₹	19,20,000	Product Category	Miscellaneous Services	Sub category	NA	
Contract Type	Tender	Bid Validity(Days)	180	Period Of Work(Days)	60	

Location	AIIMS Mangalagiri	Pincode	522503	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	Procurement cell
Should Allow NDA Tender	No	Allow Preferential Bidder	No		

Critical Dates

Publish Date	05-Dec-2023 05:10 PM	Bid Opening Date	27-Dec-2023 05:10 PM
Document Download / Sale Start Date	05-Dec-2023 05:10 PM	Document Download / Sale End Date	26-Dec-2023 05:10 PM
Clarification Start Date	NA	Clarification End Date	NA
Bid Submission Start Date	05-Dec-2023 05:10 PM	Bid Submission End Date	26-Dec-2023 05:10 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	NIT	714.94

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Document.pdf	ENGAGEMENT OF SERVICES OF PROFESSIONAL CHARTERED ACCOUNTANTS/ COST ACCOUNTANT FIRM IN AIIMS MANGALAGIRI	1020.10
	2	BOQ	BOQ_824067.xls	BOQ	278.00

Bid Openers List


S.No	Bid Opener Login Id	Bid Opener Name	Certificate Name
1.	kumardash.fmt@aismmangalagiri.edu.in	Shreemanta Kumar Dash	SHREEMANTA KUMAR DASH
2.	bikash@aismmangalagiri.edu.in	Bikash Chandra Satapathy	BIKASH CHANDRA SATAPATHY
3.	fa@aismmangalagiri.edu.in	GOVINDA RAO DEVAKIVADA	GOVINDA RAO DEVAKIVADA
4.	ee_electrical@aismmangalagiri.edu.in	Rajeshkumar Pachigolla	RAJESHKUMAR PACHIGOLLA

GeMARPTS Details

GeMARPTS ID	LOW236RHILXB
Description	SERVICES OF PROFESSIONAL CHARTERED ACCOUNTANTS/ COST ACCOUNTANT FIRM
Report Initiated On	05-Dec-2023
Valid Until	04-Jan-2024

Tender Properties

Auto Tendering Process allowed	No	Show Technical bid status	Yes
Show Finance bid status	Yes	Show Bids Details	No
BoQ Comparative Chart model	Normal	BoQ Compative chart decimal places	2
BoQ Comparative Chart	L	Form Based BoQ	No

Rank Type	Government		
Show Bid Details in Public Domain stage	Technical Bid Opening		
 Government Procurement System			
TIA Undertaking			
S.No	Undertaking to Order	Tender complying with Order	Reason for non compliance of Order
1	PPP-MII Order 2017	Agree	
2	MSEs Order 2012	Agree	
Tender Inviting Authority			
Name	Director		
Address	AIIMS Mangalagiri		
Tender Creator Details			
Created By	Bikash Chandra Satapathy		
Designation	Assistant Faculty In Charge, Procurement Cell		
Created Date	05-Dec-2023 04:32 PM		

All India Institute of Medical Science (AIIMS) Mangalagiri
Mangalagiri – 522 502, District – Guntur, Andhra Pradesh, India
(An Autonomous Body under Ministry of Health & Family Welfare, Govt. Of India)

**ENGAGEMENT OF SERVICES OF PROFESSIONAL CHARTERED
ACCOUNTANTS/ COST ACCOUNTANT FIRM IN AIIMS MANGALAGIRI**



TENDER NOTICE No. AIIMS-M/F&A /Internal Audit /2023-24/CA Services

On behalf of the Director & CEO, **All India Institute of Medical Science (AIIMS) Mangalagiri** (hereinafter is referred as “THE INSTITUTE”) invites e-tender under two bid systems in prescribed format for **ENGAGEMENT of SERVICES of reputed PROFESSIONAL CHARTERED ACCOUNTANTS/COST ACCOUNTANT FIRM for two year period** from eligible bidders through CPP Portal.

Interested bidders, with experience in similar kind of work (i.e. Internal Audit of Central Government Institutions like AIIMS, IISERs, IISc, IIM, IIT, IIIT and NIT), may submit their bids in two bid system viz. Technical and Financial through CPP Portal.

The complete Tender document along with the terms & condition is available and downloadable at <https://eprocure.gov.in/eprocure/app> up to the stipulated date and time as per tender documents.

A. PREFACE

All India Institute of Medical Sciences (AIIMS) Mangalagiri was established in 2018 by the PMSSY Division, under Ministry of Health & Family Welfare, Government of India and has been recognized as an Institute of National Importance vide Gazette Notification dated 24th January 2018.

The Books of Accounts of the Institute are being maintained in the Finance & Accounts (F&A) Section on accrual basis following the applicable Indian Accounting Standards. The expenditure of the Institute is attributed to two major Recurring and Non-Recurring heads which are further sub-divided into minor-heads as per the nature of the expenditure. The recording of transactions pertaining to payments related data (average about 600 voucher entries per month) are done in tally software (Tally ERP 9).

The accounts of the Institute are prepared as per the format issued by the Ministry of Health & Family Welfare, Government of India applicable to the Central Government Autonomous Institutes. Most of the payments like salary, stipends /Scholarships and others etc. made to the employees/ students are done via PFMS (EAT/TSA module). Receipts are directly received into the banks.

B. SCOPE OF THE WORK:

The nature of work of the Chartered Accountants /Cost Accountants Firm shall be as follows:-

1. Monthly Upkeep and updating/adjustment of all types of Advances as required to be maintained in Accounts section of AIIMS, Mangalagiri.
2. Preparation of Cheque Stock Register, Cheque Register, Cancelled Cheque Register. To record the daily transactions in Tally software as part of the book keeping including Cash and Bank reconciliation. Preparation of Bank reconciliation Statement duly reconciled with Bank Book at the end of every month and presenting various reports such as Interest Earned, Bank Charges, Delayed cheques Clearing by Bank, Time Barred List etc. and intimating the concerned authority if any payment or collection related discrepancy is found.
3. **The service provider will be required to depute atleast two qualified resources (atleast CA inter passed) to visit AIIMS Mangalagiri to record the transactions on a daily basis at AIIMS Mangalagiri.**
4. Filing of all statutory returns within due dates. Filing of periodic/Annual Income Tax/GST and other Returns of AllMS, Mangalagiri on or before the Date

(including Annual returns for the previous year's also.) and persuasion for refund of any claim from such authorities.

5. Processing of Salaries for the staff of AIIMS Mangalagiri based on inputs given by the F&A section, and computing of Income Tax of Employees / Contractual staff etc. with provision of Form 16/16A in time to duly reconcile with TRACES and 26AS. To advise on the tax-planning like benefits/ rebates/ deductions/ exemptions available under Income Tax Act. Estimation of Total tax liability including salary and perquisite income. Proper deduction of Income Tax and issue of Form No. 16/ 16A in time duly reconciled with TRACES and 26AS.

6. Report on books of Accounts and ancillary records maintained by the Institute. To assist the Institute in preparation of Annual/ closing of Accounts and comments thereon raised by C &AG, if any.

7. Providing comments, suggestions or opinion on any finance, Taxation, Audit related queries/ questions being asked by FA/ DDA/ Finance & Accounts wing of AIIMS, Mangalagiri. Proposal/ advice on internal control deficiencies identified and offer recommendation for improving Institute's operation.

8. To make correspondence with statutory organizations/departments like Income Tax and GST etc. for any case filed or notice received with respect to compliance.

9. Any other work assigned by Office of FA/DDA/ Finance & Accounts wing, AIIMS Mangalagiri like 80 G, and 35 of Income Tax Act, 1961 etc.

C. INSTRUCTIONS TO THE BIDDERS:

The bidders are advised to go through the tender document and understand the terms and conditions specified therein before submit the tender.

PREPRATION OF BID & MODE OF SUBMISSION OF BID:

1. The offer/bid should be prepared in two bid systems i.e. in Technical bid and financial bid. The technical bid should consist of all technical details along with commercial terms and conditions as described in the tender document.

2. **Cover 1**(Technical Bid) should contain the following.

- a) Application for PRE-QUALIFICATION-CUM-TECHNICAL BID along with all Proforma as per **ANNEXURE - A**.
- b) Declaration in prescribed form as **ANNEXURE- B**.
- c) TENTITIVE DATES FOR EXECUTION OF TENDER –**ANNEXURE-D**
- d) Copy of submission of Earnest Money Deposit.

e) All other requisite supporting documents in support of all claims made in tender document and Copy of Income Tax Return filed for last 3 (Three) financial years.

3. **Cover 2 (Financial Bid):** Should contain Price bid in the prescribed format as per Financial bid **Annexure-C** and also detailed breakup of all taxes on organization letter head. In the light of the ICAI circular dated 04 Apr 2016, the minimum fee to be quoted is Rs.80,000 (Rupees Eighty thousand only) + applicable taxes.

4. Bid documents for the Cover 1 and Cover 2 shall be uploaded through CPP Portal using the Digital Signature Certificate of the authorized signatory.

5. Submission of a tender by a Tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work.

6. Tender received after the due date of receipt indicated in Tender notice shall not be taken in to consideration.

7. All pages of the tender document shall be signed by the person or persons duly authorized to sign, on behalf of the bidder.

8. Agency/Firm must confirm the acceptance of all the terms and conditions of the tender.

9. Furnishing of any false information/ fabricated document would lead to rejection of tender at any stage.

10. At any time prior to the last date of receipt of bids, Institute may for any reason, whether at its own initiative or in response to a clarification requested by prospective bidder, modify the Tender document by an amendment. In this case a sufficient time for submission of bid will be announced.

11. The Institute reserves the right of accepting any bid other than the lowest or even rejecting all the bids without assigning any reasons therefore. The decision of the Director & CEO, AIIMS Mangalagiri or any Person authorized by him is final in all matters of this tender.

D.GENERAL TERMS AND CONDITIONS

1. **Period of Validity:** Offer shall remain valid for acceptance at least for a period of 120 days from the date of opening of bid.

2. **Arbitration and Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director & CEO, AIIMS MANGALAGIRI shall be final.

3. **Delivery Address:** The delivery address of the services is as follows:
All India Institute of Medical Science, Mangalagiri,
Guntur (District), Pin: 522 502(Andhra Pradesh)

4. **Tender Queries:** The interested Firms may seek clarification on Tender document from the Financial Advisor (Finance & Accounts) through email only (Email: fa@aiismangalagiri.edu.in).

5. **Time Period:** The Chartered Accountants/Cost Accountants firm will be required to provide the desired services initially for a period of Two years and can be extended up to 1 year on satisfactory performance on the same terms and conditions and professional fees. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountants /Cost Accountants firm in the event their services are evaluated as unsatisfactory at any time during the period.

E. SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide adequate office space (if needed) (On the written request of successful bidder) to the Firm to perform its services. In terms of hardware the Institute may provide the same subject to requirement from the Firm, (if any). The Institute will provide all primary data to the firm for carrying out the jobs listed in the scope of work.

F. PRE-QUALIFICATION CRITERIA:

1. **OFFICE:** The bidder should be based in the state of Andhra Pradesh and should preferably have a branch to the extent of Vijayawada / Guntur.
2. **NUMBER OF PARTNERS:** Bidder should have at least 5 (Five) partners and two paid assistants.
3. **REGISTRATION:** The bidders must be registered with the Institute of Chartered Accountants of India (ICAI) or The Institute of Management Accountants of India (erstwhile ICWAI) and have Income Tax Permanent Account (PAN) and GST Registration, Professional Tax Registration, Trade License and other statutory documents which are required as per laws.
4. **PERIOD OF OPERATION:** The bidders must be in operation for at least 5 (five) years after its registration. At least one of the partners or proprietor should be a senior Chartered Accountant /Management Accountant of minimum five years experience as auditor.
5. **TURNOVER:** The bidders must have average Annual turnover (i.e. Average Gross Professional Fees earned during the last 3 (Three) financial years ending on March 31st 2023 must be equal to or more than Rs. 10 (Ten) lakhs.
6. **EXPERIENCE:** The Firm should have at least 3 years experience in handling the book keeping / Internal Audit during the last five financial years (ending on 31.03.2023), in Educational Institutes like AIIMS, IISER, IISc., IIM, IIT,

NIT and IIIT etc. The Director & CEO may at his discretion relax any of the above conditions in order to encourage greater participation.

G. DISQUALIFICATION:

In case of any bidder is not having empanelment with C&AG, acted as Internal Auditor earlier of any Institute and the services provided was found to be not satisfactory, the Institute may disqualify/not consider such bid(s).

H. PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

1. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period.
2. In case of any revision of statutory liabilities during the contract period, the same will be applicable and borne by the Institute to the extent.
3. The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be final in this regard.
4. The Service Provider will raise the monthly bills in duplicate and needs to submit the same to the Institute for payment of remuneration.

I. PERFORMANCE SECURITY

The successful bidder will be required to deposit of 3 % **(three percent) of the order value** towards Performance Security by transferring the same to the bank account stated earlier by NEFT/RTGS. The same will be kept for 2 months beyond the completion of contract period.

K. EVALUATION OF THE TENDER

The Tender will be evaluated by Tender evaluation committee constituted by the Director & CEO, AIIMS MANGALAGIRI. Tender evaluation committee will submit their recommendation to the Director & CEO. On recommendation of the Tender evaluation committee, the decision of the Director & CEO, AIIMS Mangalagiri shall be final.

L. GENERAL TERMS AND CONDITIONS:

- a) **Period of Validity:** Offer shall remain valid for acceptance at least for a period of 120 days from the date of opening of bid.
- b) **Arbitration and Dispute:** In the event of any dispute arising out of the bid or from the resultant contract, the decision of the Director, AIIMS MANGALAGIRI shall be final.

Sd/-
Director & CEO

INSTRUCTION FOR TECHNICAL BID:

The Bidder should fill the following Proforma with the correct information based on the enclosed supporting document along with the Undertaking and upload the same in the designated folder in technical cover as mentioned.

PRE-QUALIFICATION-CUM-TECHNICAL BID

***Name of the Bidder :** _____

***Office Address:** _____

***Email ID:** _____ ***Contact No.** _____

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The Chartered Accountants Firm/Cost Accountants firm should be based in and around Andhra Pradesh / Telangana and should have a branch(s) to the extant (Vijayawada/ Guntur). <i>(Submit supporting document regarding address)</i>	Name of The Firm	
		Address of the Firm	
		Address of Branch at Vijayawada/ Guntur	
		Name and address of the authorized official	
		Telephone No Mobile: E-mail:	

2.	The Chartered Accountants Firm/Cost Accountants Firm should have at least three partners.	Yes or No .If Yes, pls. mention the name with registration no.	
3.	The Chartered Accountants/Co st Accountants Firm should be registered with The Institute of Chartered Accountants of India (ICAI)/ The Institute of Management Accountants of India (erstwhile ICWAI) and have Income Tax Permanent Account Number (PAN), GST Registration, Professional Tax registration, Trade License and other statutory documents which is required as per law.	Registered with ICAI/ ICWAI? If yes then mention Registration Number (Pls. provide supporting document.)	
PAN of the CA/CMA Firm (Pls. provide supporting document.)			
GST Registration Number. (Pls. provide supporting document.)			
Professional Tax Registration No. (Pl. provide supporting document)			
Trade licence Number. (Pl. provide supporting document)			
Other (specify with			

		supporting document)	
4.	The Firm should have been in operation for at least 5 years after its registration	Year of Registration/ Starting of operation (Pls. provide supporting document.)	
		Nos. of years in operation after registration	
5.	<p>Average Annual Income (i.e. Average Gross Professional Fees earned during the last 3 years) of the Firm in the last 3 financial years ending on March 31st 2023 must be equal to or more than ₹10,00,000/-</p> <p><i>[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March, 2023 along with a Certificate in A1 proforma as per annexure]</i></p>	As per Annexure -A1	
6.	The Firm should have at least 3	Name of the Institutes where Internal Audits have been conducted by the bidder with copy of the Order.	

<p>experiences in handling Internal Audit during the last five financial years (ending on 31-03-2023), in Educational Institutes like AIIMS, IISER, IISc., IIM, IIT, NIT, IIIT. The Director may at his discretion relax any of the above conditions in order to encourage greater participation.</p> <p><i>(Details to be provided in proforma A2. Attach copies of works Order/work completion as evidence)</i></p>	Sl. No	Name of the Institute	Year of Audit

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA/CMA Firm.

**Please mention whether documents were submitted or not by mentioning YES/NO.*

Date:

Seal and Signature of the Bidder

Proforma to Annexure-A

PROFORMA : A1

DETAILS OF CA/CMA FIRM'S PROFESSIONAL INCOME

[Gross Professional Fees earned]

Particular	Financial Year 2020-2021	Financial Year 2021-2022	Financial Year 2022-2023	Average Annual Income
Annual Income* (₹ in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for the all 3 (three) years

Date:

Signature : _____

Place:

Name & Designation : _____

DETAILS OF CA /CMA FIRM'S EXPERIENCE OF SIMILAR SERVICES

[During last 5(five) years]

Sl. No	Name of the Institutes	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit as a whole of the Institute or part)	Work Order details (Copy to be attached)	Completion Certificate issued by the respective Institutes (if any)	Any other Remarks (If any)
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above

Date:

Signature : _____

Place:

Name & Designation : _____

(UNDERTAKING)

(To be printed on the letter-head of the Organization)

1. I/We undertake and studied all the terms and conditions & understood the parameters of the
2. Proposed order and shall abide by them.
3. I/We also undertake that “All the terms and conditions and Annexure” mentioned in this Tender, and shall conduct the strictly as per these.
4. I/We further undertake that the information given in the bid documents against this tender are true and correct in all respect and I/we hold the responsibility for the same.
5. I/We also undertake that the work done will be in accordance with the scope of work given in the Tender Document.
6. I/We also hereby undertake not to give any subcontract, if the authority awards the contract to me/us.

Date:

Company Name.....

Designation.....

Place:

Name of the Signatory

ANNEXURE- C

(TO BE PRINTED ON THE LETTER-HEAD OF THE ORGANIZATION)

FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Total Fees per month **			The service Provider will raise the monthly bills in duplicate on submission of the Report to the Institute
B.	Add: GST as per applicable rate on the services provided			
C.	Total Fees to be paid (including GST (A+B))			

**** The quoted fee should be inclusive of all the expenses including taxes, if any.**

N.B.: Statutory Changes deductions shall be made by the Institute as per the norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Company Name.....

Designation.....

Date & Place:

Name of the Signatory

TENTITIVE DATES FOR EXECUTION OF TENDER

(May be change on situation):

Critical Data Sheet	
Mode of Tender	E- Tender
Type of Bid	Two Cover Bid
Tender Publishing Date	05-12-2023 5.00 PM
Last date and time for submission of Tender	26-12-2023 5.00 PM
Date and time for opening of tender	27-12-2023 5.00 PM
EMD	Rs. 38,400/-
Performance Security Deposit	3% of total contract value
Period of Contract	Two years and can be continued/renewed for a (01) year at same price awarded in contract
Validity of Bid	180 days after Bid Opening
For viewing, quoting the detailed NIT bidders may also visit our website	http://aiimsmangalagiri.edu.in https://eprocure.gov.in/eprocure/app
For Communication	O/o F I/C (Procurement), AIIMS Mangalagiri, Guntur, Andhra Pradesh 522503 procurement@aiimsmangalagiri.edu.in fa@aiimsmangalagiri.edu.in

I, _____ the authorized signatory of the _____ hereby declare that, I have read and understood all the terms and condition of this tender. I/We also undertake that the quality of work done shall be strictly as per the requirement of the Institute and delivery of finished material shall be made with the delivery schedule.

Date:

Company Name.....

Designation.....

Place:

Name of the Signatory

ANNEXURE-E

FORM OF BID-SECURING DECLARATION
(To be printed on Organization Letter Head)

To
The Director & CEO
All India Institute of Medical Science, Mangalagiti

Tender Ref. No. _____ dated _____

We, the undersigned hereby certify 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 we fail to submit a performance security before the deadline defined in this tender document, we will be suspended for the period of 3 years from being eligible to submit Bids for contracts for which tenders are floated by the Institute.

Dated this _____ day of _____

For and on behalf of M/s. _____

Address:

Signature