

Request for Proposal for  
Empanelment/Appointment  
of Chartered Accountants' Agency  
for Preparation of Monthly/Quarterly/Annual Accounts of  
4 Trusts, timely retrieval of data relating to GST, TDS and NPS from  
Accounts Module of National Medical Commission, Timely  
generating of Challan's (GST, TDS, NPS), Timely Filling of GST and  
TDS returns and uploading of NPS contribution and other related  
work including Taxation Consultancy of  
National Medical Commission

**Address:**

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

Official Seal and Signature of Auditors firm

## **NOTICE INVITING TENDER**

**Subject : Empanelment/Appointment of Chartered Accountants' Agency for Preparation of Monthly/Quarterly/Annual Accounts of, Annual Accounts of 4 Trusts, filing of GST and TDS returns and uploading of NPS contribution and other related work including Taxation Consultancy for National Medical Commission.**

The National Medical Commission (NMC) has been constituted by an Act of Parliament known as National Medical Commission Act, 2019 which came into force on 25.09.2020 by Gazette Notification dated 24.09.2020.

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 accounts of Commission are maintained as per Double Entry System Accounting method on cash basis in a fully customized accounting software developed under the Digital Mission Mode Project (DMMP). The financial transactions of Commission are required to be monitored regularly and verified for better financial discipline and assessing its financial health. As a part of financial discipline as well as statutory requirements, the Commission has decided to empanel / appoint / engage the services of a Chartered Accountants' Agency for preparation of Monthly/Quarterly/Annual Accounts of 4 Trusts, Filing of GST and TDS Returns and Uploading of NPS contribution and other related work including advising NMC on Taxation matters.

The Commission is desirous of hiring/engaging a Professional Chartered Accountant Agency who shall perform the scope of services enumerated herein and provide timely services in terms of rules and regulation of NMC. For this purpose, suitable number of resources may be placed briefly at NMC Head-Office in Delhi. The agency should be a qualified Chartered Accountant Firm having requisite experience and knowledge on Government Accounting Norms and Rules and Regulations for preparation of annual accounts of Autonomous bodies.

Tender are invited from Chartered Accountant Firms (CA Firms) for engaging CA agency.

- The estimated cost of the assignment shall be Rs. 6.00 Lakh annually.
- The interested CA firms may submit their tender in the prescribed Performa provided herein, which includes Notice Inviting Tender, Eligibility Criteria, Scope of Work, General Terms and Conditions, Technical Bid (Experience and Capability Criteria) as per Annexure-I and the Financial Bid (Professional Fee) as per Annexure-II.
- Interested firms/agencies may submit their proposals along with required supporting documents on or before 2<sup>nd</sup> February 2024 on GeM (Government E-Marketplace). Only those financial bids shall be opened who qualify the technical parameters specified by NMC.
- The technical bid envelope must contain the technical bid format in prescribed Performa as per Annexure-I along with all relevant documents in support of eligibility and experience criteria. The financial bid envelope must contain only the financial bid format as per Annexure-II. The Financial bid shall include professional fee charge for all services. NMC will not accept any claim other than professional fee charges etc specified in financial bid.
- **Financial Bid must be submitted in prescribed format inclusive of all taxes and all fees/charges. Non observance of which shall result in cancellation of Bid.**
- The technical bid will be opened at as per the timelines given in the NIT. The Financial bid will be opened on the date which will be communicated to only those bidders who are found technically qualified after evaluation of technical bid as per selection criteria provided.
- **Eligibility/Qualification:** The bidder Agency is expected to examine all terms and instructions contained in these documents. Failure to provide all requested information will be at the risk of Agency and may result in rejection of your offer. It is expected that the agency has to examine all terms and conditions contained in these documents. **The key professional proposed to put for rendering the services must be permanent employee of the firm.**

- **Offer Evaluation:** A two-stage procedure will be adopted in evaluating offers as explained in bid.
  - (a) Eligibility evaluation: Which will be carried out prior to opening of Financial Offer.
  - (b) Financial evaluation: The Financial Bid of qualified agency will be opened.
- The period of Empanelment/Appointment shall initially for a period of one year, which may be extendable for a maximum period of 3 years, on year to year basis, subject to satisfactory services by the Agency.
- Any conditional offer/bid shall not be accepted and treated as rejected.

**Award of Work:** The selected agency will Empanelled/Engaged for the Preparation of Monthly/Quarterly/Annual Accounts of 4 Trusts, timely retrieval of data relating to GST, TDS and NPS from Accounts Module of National Medical Commission, timely generating of Challan's (GST, TDS, NPS), timely filling of GST and TDS returns and uploading of NPS contribution and other related work including Taxation Consultancy of National Medical Commission

**Earnest Money Deposit (EMD):**

1. Rs. 12,000/- in form of Demand Draft drawn in favor of Secretary, “National Medical Commission” payable at New Delhi.
2. EMD of unsuccessful bidder shall be returned on award of Contract to selected bidder.
3. EMD is liable to forfeit in case of denial after selection.
4. For the selected Firm, EMD will be returned only after receiving Performance Bank Guarantee in favor of “National Medical Commission” of 5% of the Contract Value.

**Important dates:**

1	Last Date for Submission of Tenders:	2 <sup>nd</sup> February 2024
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All technically qualified agencies shall be informed of the opening of their financial bids.

## **[A] Eligibility Criteria:**

The interested CA firms are advised to read and understand the eligibility criteria mentioned herein before submitting their tender:-

1. The Auditors firm should be registered with the Institute of Chartered Accountants of India.
2. The CA firm should have its head office in New Delhi and GST Registration in Delhi.
3. The CA firm must have an average annual turnover of Rs. 24.00 Lakh during the last immediate financial years i.e. 2020-21, 2021-22 and 2022-23.
4. The Agency shall have to enclose a full CV of Partners, who will head this assignment and make at least one visits quarterly or as and when asked by NMC. The Partner must be a Chartered Accountant (FCA) and have an experience of minimum 5 years as practicing CA.
5. The CA firm must be empaneled with the Comptroller and Auditor General of India.
6. **Technical experience of the firm**
  - a. 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 experience should be in education sector which derives income from various types of fees.
  - b. The firm must have experience in Statutory Audit of at least 2 (two) Government Organizations/Undertakings, Ministries, SPVs of Ministries, PSUs, Statutory Bodies, Autonomous Bodies etc. during the last five years.
  - c. The firm must be empaneled 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.

7. The Consortium/Joint Venture/any arrangement shall not be allowed. The Works shall be sub-contracted to any other firms in any circumstances.
8. The Auditors firm should not be debarred/delisted in past by any Government organization/undertakings or by any other institution. It has also to disclose that any disciplinary action has been taken by ICAI against the firm/proprietor/Partner or any of its Directors. In such cases the firm is not eligible for Empanelment/Appointment.
9. The firm or its proprietor/partner/directors should not have any interest in NMC or in any scheme/funds implemented by it.

**B.: Evaluation:**

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

**C.: Other Terms:**

- (i) Sub-Contracting is strictly prohibited and will be liable for immediate termination of assignment.
- (ii) Any Scheme, Programme of NMC during any time of financial year will be considered part of NMC's activity and its Accounts has to be covered under the work of Audit 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 proposal.

- (iv) **The Auditors/Agency should have adequate number of professionals and supervisory staff to enable them to depute required number of employees for the allotted work on regular basis. The Qualified CA / proprietor / partner / Director should have to attend & verify the related work with own signature.**
- (v) The work will be carried out at the Office of the NMC.
- (vi) Team for this work of NMC should be decided by Auditors firm and the same should be informed to the designated officer of the NMC. Any change in team, once decided shall be permitted only after intimation to designated officer of NMC.
- (vii) The agency has to submit all the required information on the prescribed format only. Any deviation from it or information submitted in any other format will be treated a non-submission of bid and the application/tender will be liable to be cancelled.

#### **D. SCOPE OF WORK:**

- (a) Preparation of Monthly/Quarterly/Annual Accounts of NMC in prescribed format together with relevant schedules.
- (b) Annual Statutory audit of 4 Trusts of NMC.
- (c) Preparation of filing monthly and annual GST returns and any other return of GST mandated by the law for the NMC.
- (d) Quarterly and Annual income tax TDS returns and any other such return in Connection with TDS required by law for the NMC.
- (e) Preparation and uploading of NPS contribution and other related work in connection with NPS.
- (f) Advising on GST and TDS matters as and when required by National Medical Commission.
- (g) Any other work not mentioned above in connection with Annual Accounts, GST, TDS returns and NPS contribution uploading.
- (h) Generation of Form 16 and providing of calculation sheet of employees.
- (i) It shall be the responsibility of the Agency to reconcile the correctness of retrieved data with relevant books of accounts of NMC.
- (j) The Agency must ensure that the:-
  - (i) Transactions are recorded as per principles of commercial accounting and are booked to proper accounting heads.
  - (ii) Counterpart funds are utilized for purposes for which they are provided.
  - (iii) Transactions are duly supported by proper supporting documents and clear linkage between books of accounts and reports presented to Bank/FA.

- (iv) Where special accounts have been used, they have been maintained in accordance with the provisions of the relevant financing agreements.
- (v) Checking of daily cash, bank and expense journal transactions to ensure Transactions are recorded in principles of commercial accounting and are booked to proper accounting heads.
- (k) Checking the maintenance of books of accounts and records.
- (l) Checking the bank reconciliation statements on monthly basis.
- (m) Checking of components-wise, category-wise and account head-wise expenditures.
- (n) Checking of investments, short term deposit etc. made by the authority from time to time.
- (o) Checking of compliance of various tax like PF, IT, PT, TDS.
- (p) Suggesting revision in forms and formats from time to time along with the changes/improvements in the Accounting Software (DMMP)
- (q) To verify and comment on Bank Reconciliation Statement complied for different bank accounts.

#### **E. Verification & Certification:-**

Auditor shall have to verify & certify of data, calculation, statement and other required data as asked by NMC.

#### **F. Report:-**

1. CA Firm has to submit the monthly/quarterly/annual accounts of NMC in prescribed format including annual statutory audit of its four trusts in accordance with prescribed timelines.

#### **G. Jurisdiction:**

In case of any dispute, New Delhi will be only Jurisdiction.

#### **H. Payment Terms:**

Payment on quarterly basis shall be made on satisfactory completion of work.

*Note :- The Agency shall submit the clause wise compliance to the above eligibility requirements. Agency shall have to furnish details in prescribed format as attached with this tender document in Annexure-I. Certificate and Annexure-II (Financial proposal). Any deviation in submission of information in a manner other than prescribed format should be treated as non-submission of information and the bid will be rejected.*

## **PROFILE**

- 1. Name of the Firm:-**
- 2. Date of Establishment:-**
- 3. Constitution (Proprietor/Partnership/LLP):-**
- 4. Office Address:**
- 5. Registration No. of the firm with ICAI:**
- 6. Phone No:-**
- 7. Fax No.:-**
- 8. Email:-**

- 9. Head Office Address (With full Details):-**

Phone No.:

Fax No.:

- 9. Details of Proprietor/Partners/Directors:-**

**10.**

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

**11. Details of supporting staff:-**

**(A) Details of Total Staff:-**

<b>Sr. No.</b>	<b>Particular</b>	<b>No.</b>
	CA	
	Accounts Audit Staff	
	Article Staff	
	Other	
<b>Total</b>		

**12. Experience:-**

**(a) Gov./Semi. Gov. Organization:-**

<b>Sr. No.</b>	<b>Name of Org.</b>	<b>Address of Org.</b>	<b>Order No. &amp; Date</b>	<b>Year allotted for Audit</b>	<b>Type of Audit</b>	<b>Audit Report submitted or not?</b>
1						
2						
3						
4						
5						

**Note:- Please attached the copy of appointment order (Statutory Audit Only).**

**(b) Other Relevant Experience:-**

**13. Details of key Personal (Audit Team) deputed for audit work of NMC:-**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Total Experience</b>	<b>Date of Appointment in Bidder Firm</b>	<b>Contact no. &amp; Address</b>
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 of, Annual Accounts of 4 Trusts, filing of GST and TDS returns and uploading of NPS contribution and other related work including Taxation Consultancy of National Medical Commission.

This is further certify 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 partner/directors. We here by confirm that all the information given by in tender document submitted here by is correct to the best of our knowledge.

Date:

Place:

Official Seal and Signature of Auditors firm

*Annexure II*

**FINANCIAL PROPOSAL**

<b>Sr. No.</b>	<b>Name of Work</b>	<b>Nos.</b>	<b>Audit Fees Quoted (Rs.) (Without GST)</b>	<b>Total</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(3*4)</b>
<b>1</b>	Annual/Monthly/Quarterly accounts of NMC			
<b>2</b>	Annual Statutory audit of 4 Trusts of NMC.			
<b>3</b>	Preparation and filing of monthly and annual GST return			
<b>4</b>	Preparation and filing of quarterly and annual TDS returns			
<b>5</b>	Uploading of NPS contribution			
<b>6</b>	Misc. work as per scope of work at D			
	<b>Total</b>			

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

Official Seal and Signature of Auditors firm