



अखिल भारतीय आयुर्विज्ञान संस्थान, रायबरेली All India Institute of Medical Sciences, Raebareli

(An Autonomous Institute under the Ministry of Health and Family Welfare, Govt. of India)

Munshiganj, Raebareli - 229405, Uttar Pradesh, India

www.aiimsraebareli.edu.in

AIIMS/RBL/2023-24/Accounts/155/087

Date: 19-01-2024

Inviting Quotations for Chartered Accountant Services for Direct Tax Indirect Tax, Compliances Balance Sheet and Other Allied Services, AIIMS Raebareli.

QUOTATION NOTICE

Sealed quotations are invited from intending registered Stockist / Distributors having GST and relevant documents for Purchase of Chartered Accountant Services for Direct Tax Indirect Tax, Compliances Balance Sheet and Other Allied Services, AIIMS Raebareli. The quotation with copy of certificate of GST & other documents should be submitted to **Tender Box, Ground Floor, AIIMS Medical Collage Block, Munshiganj, Raebareli-229405. up to 29-01-2024 till 12:00 pm.** The quotations will be opened on the same day at 12:30pm. Details of item are given as under:-

Requirement of Chartered Accountant Services for Direct Tax Indirect Tax, Compliances Balance Sheet and Other Allied Services, AIIMS Raebareli.

S. No.	Name of Item	Qty.	Basic price	GST %	Total Cost Inclusive of GST
1	Chartered Accountant Services for Direct Tax Indirect tax, compliances balance Sheet and other allied Services (as per detail enclose)	1 year			

Terms & Condition

1. GST, if any (Kindly mention in above table) should be clearly mentioned in the offer.
2. Document relating to registration of firm i.e. GST number and relevant document should be submitted along with quotation.
3. Supply should be made within 15 days from the date of purchase order.
4. Price should be FOR Destination basis (i.e. concerned department).
5. **Payment will be released on quarterly basis after certification from HOD of Department of Account.**
6. **Quotation Name and No. must be mentioned on top of envelope.**
7. Liquidated damage shall be as per the penalty/Delay charge livered as per extent rule/act of taxes.
8. AIIMS Raebareli reserves the right to place order for full or part quantity to one or more firms. The AIIMS, Raebareli reserves the right to increase/decrease the number of required quantity all other terms & condition.
9. Sealed quotation should be submitted in quotation box in **Tender Box, Ground Floor, Medical Collage Block**, or by speed post/copy courier to **Tender Box, Ground Floor, AIIMS Medical Collage Block, Munshiganj, Raebareli-229405.**
10. **Validity of the quotation should be 90 days from the date of opening.**
11. **Sample to be submitted as and when required.**
12. **Firm to submit documentary evidence in support of claim of GST at the time of submission of bills.**

Sd/-

Administrative Officer
AIIMS, Raebareli (UP.)

Annexure-1

Section-I: Scope of work for services shall be as under

- (i) To conduct the internal checking of all vouchers at AIIMS, Raebareli and facilitating preparation of correct vouchers for each transaction for statutory compliances.
- (ii) To check bank reconciliation statements (BRS) for all bank accounts of the institute with duly reconciled with bank book/ cash book at the end of every month (including AIIMS Raebareli and research/ project banks accounts etc) and suggest necessary corrections.
- (iii) To compile, check, verify data/calculations & return filling of all Direct & Indirect taxes, like GST, TDS, TDS on GST, PT, commercial taxes, labour cess or any other tax as applicable on monthly, quarterly & annual basis to facilitate AIIMS Management for statutory compliances and corresponding with the authorities without delay & penalties.
- (iv) To file statutory returns (monthly, quarterly & annual) and propose necessary rectification/ correction therein pertaining to Income tax, TDS on GST,GSTTDS,PT, Labour cess etc as well as to facilitate the AIIMS Management in furnishings of replies with required data for various appeals, hearings, all kinds of statutory demand, notices etc.
- (v) To check and verify salary deduction of all employees like EPF,GPF,NPS, GIS, CGIS,PT etc on monthly, quarterly & annual basis and take necessary action to facilitate timely deduction and depositing.
- (vi) To review, verify and suggest rectification and propose for adjustment of various advances, creditors etc. and to extend timely advise for its settlement/recovery.
- (vii) To conduct ledger scrutiny on regular basis to find out discrepancies in accounting, if any.
- (viii) To assist in calculation of Income Tax dues of Faculty/Officers/Staff of AIIMS, Raebareli and facilitating to issue form-16 and 16A and file corrections if any in time, duly reconciled with traces and 26AS.
- (ix) To Prepare Utilization certificates of various schemes/ projects of AIIMS Raebareli including research projects (approx-25-30 nos) as and when required.
- (x) Apply for non-deduction of TDS certificate with respect to interest earned from bank or any other sources and verification of accrual interest certificate from the bank.
- (xi) To facilitate in preparation of replies to observations of various audits including CAG Audit, Audit by MOHFW etc.

- (xii) To verify accounting entries in software to ensure its accuracy & compliance to the statutory acts/rules/regulation as applicable to the Institute.
- (xiii) To scrutinize the cash book & receipts (including Hospital & External Vendors) on regular basis to ensure its proper maintenance and verification by CA.
- (xiv) To scrutinize and reconcile the major advances given by the Institute.
- (xv) Preparation of Trial Balance on monthly basis and preparation& finalization of annual accounts (Balance sheet, including Receipt & Payment and Income & Expenditure Statement) on completion of financial year and to certify the same (through a qualified chartered Accountant).
- (xvi) To give opinion on various taxation related / account related issues as and when requested by the competent Authority of the AIIMS, Raebareli
- (xvii) Carrying out of any allied work assigned by the competent Authority of the AIIMS, Raebareli in respect of accounts, taxation or of statutory nature etc.
- (xviii) To prepare form 15CA&15CB at the time of foreign remittance as well as preparation of e-way bills as per GST Act.
- (xix) To facilitate for updation & compliances of 80G certificate and 12AA/AB certificate and other certificate for claim exemption from statutory and custom etc & to suggest such compliances as required for same.
- (xx) To suggest and help the Institute in adhering to all mandatory/ statutory compliances with respect to all kind of tax matters, including exemptions.
- (xxi) To furnish an internal compliance report with UDIN certification on quarterly basis to the ED, AIIMS Raebareli.
- (xxii) The function as specified in the scope and coverage is illustrative & may vary depending upon the need of the institute without change in the remuneration.
- (xxiii) The firm/CA will be responsible for any omission or commission on its part in respect of any transaction seen by them. In case of any serious act of omission and commission is noticed in the working of the audit firm, the Institute (AIIMS Raebareli) reserves the right to refer the matter to the Institute of Chartered Accountant of India/ CAG of India for such actions as they deem fit.
- (xxiv) Monthly summary and quarterly audit report should be submitted in the prescribed format.

The essential qualifications & Evaluation Criteria

- i. The firm should be empanelled with the Comptroller and Auditor General of India (CAG) with valid certificate of practice from the ICAI.

Non-disclosure

- a) The Firm/Company shall not disclose directly or indirectly any information, materials and details of the Institute's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Firm/ Company during the course of discharging contractual obligations in connection with this agreement to any third party and shall at all times hold the same in strictest confidence. The Firm / Company shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under the contract or to comply with applicable laws. The Firm/ Company shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Institute. The Firm/ Company shall indemnify the Institute for any loss suffered by it as a result of disclosure of any confidential information.
- b) Failure to observe the above shall be treated as breach of contract on the part of the Firm/ Company and the Institute shall be entitled to claim damages and pursue legal remedies. The Firm/ Company shall take all appropriate actions, as required, to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Firm's/ Company's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- c) The selected firm is required to submit an affidavit-cum-indemnity bond on non-judicial stamp paper (value as per local stamp laws) at the time of appointment/ extension of the term of appointment, as to the maintenance of confidentiality and secrecy of the Institute's systems and procedures as also to indemnify the Institute against any claim due to loss or damage arising because of disclosure of any information by it.

Section II: GENERAL TERMS AND CONDITIONS

AIIMS reserves the right to terminate the contract, at any time in future, without assigning the contract any reasons and after give of a notice of one month to the contractor and authorize the recover the penalty due to delay/ non-compliance of rules etc.

The normal payment terms are after 30 days of submission of correct bill.

ACKNOWLEDGEMENT

The Contractor acknowledges that Engagement of services of a professional Firm in AIIMS Raebareli is to be done as per the terms, clauses and conditions, specifications and other details of the contract. The Contractor shall not plead ignorance on any matter as an excuse for deficiency in service or failure to perform or with a view to asking for increase of any rates agreed to in the contractor to evading any of his obligations under the contract.

UNDERTAKING

I/We have read and understood all the terms and condition of all sections of the bid document.

I/we hereby quote for Engagement of services of Professional Firm in AIIMS Raebareli as per scope of work specified in the bid document and as set forth in the terms and conditions of the contract, which will be binding upon me/us in the event of the acceptance of my/our tender.

Read and accepted.

**Signature and stamp of the Bidder
or Authorized signatory**

SECTION III

TECHNICAL BID

Please respond in Yes or No: In case you do not fulfil any of the conditions, please specify.

Sr. No.	Item	Please Write (Yes / No)
1.	Practising CA registration copy to be provided with validity	
2.	PAN copy and GST registration copy	

