

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	01-04-2026 16:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	01-04-2026 16:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Assam
विभाग का नाम / Department Name	Health And Family Welfare Department Assam
संगठन का नाम / Organisation Name	Fakhruddin Ali Ahmed Medical College And Hospital
कार्यालय का नाम / Office Name	Fakhruddin Ali Ahmed Medical College Barpeta
वस्तु श्रेणी / Item Category	Financial Audit Services - Review of Financial Statements, GST and TDS Consultancy and Return Filing, Hospital Management Services fund and Govt Transaction, Professional Taxes; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	1 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	8 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है/ Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	1
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/ Bid to RA enabled	No
बिड का प्रकार/ Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय / Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य / Estimated Bid Value	200000
मूल्यांकन पद्धति/ Evaluation Method	Total value wise evaluation

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the

date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

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

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
As per QCBS criteria	100	60	View File

Total Minimum Qualifying Marks for Technical Score: 60

QCBS Weightage(Technical:Financial):70:30

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
18-03-2026 15:00:00	Office of the Principal-cum-Chief Superintendent, Jatigaon, Jania Road, Barpeta, Assam - 781314

Financial Audit Services - Review Of Financial Statements, GST And TDS Consultancy And Return Filling, Hospital Management Services Fund And Govt Transaction, Professional Taxes; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Review of Financial Statements, GST and TDS Consultancy and Return Filling, Hospital Management Services fund and Govt Transaction, Professional Taxes
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit

विवरण/ Specification	मूल्य/ Values
Category of Work under Financial Audit	Audit of Financial Statements, Investigation Fraud, Compliance with law and regulations, Risk management, Bank transactions
Type of Industries/Functions	Operational & Administrative , Purchase & Procurement , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Monthly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Monthly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज /Additional Specification Documents

परेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Abhijit Das	781314,Fakhruddin Ali Ahmed Meical College , Jatigaon jania Road , Barpeta	Project / Lumpsum Based	N/A

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

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. **Generic**

Bidder financial standing: The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

3. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

4. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. **DOCUMENTARY EVIDENCE TO BE SUBMITTED.**

5. **Service & Support**

Dedicated /toll Free Telephone No. for Service Support : BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.

6. **Service & Support**

Escalation Matrix For Service Support : Bidder/OEM must provide Escalation Matrix of Telephone Numbers for Service Support.

7. **Service & Support**

The Service Provider must own 10% of the bid quantity of vehicles in Service Provider's name or in the name of the proprietor / partner of the Service Provider. Necessary documents relating to proof of ownership will be uploaded by the bidder for verification of the buyer. Such Service Provider owned vehicles will be part of the fleet to be deployed by the Service Provider in case he gets the contract against this bid.

8. **Past Project Experience**

Proof for Past Experience and Project Experience clause: For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.**Proof for Past Experience and Project Experience clause:** For fulfilling the experience criteria any one of the following documents may be considered as valid proof for meeting the experience criteria:a. Contract copy along with Invoice(s) with self-certification by the bidder that service/supplies against the invoices have been executed.b. Execution certificate by client with contract value.c. Any other document in support of contract execution like Third Party Inspection release note, etc.

9. **Buyer Added Bid Specific ATC**

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

अस्वीकरण/Disclaimer

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

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

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

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

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

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

---धन्यवाद/Thank You---

GOVT.OF ASSAM OFFICE OF THE
PRINCIPAL-CUM-CHIEF SUPERINTENDENT
FAKHRUDDIN ALI AHMED MEDICAL COLLEGE & HOSPITAL,
BARPETA, ASSAM

BID DOCUMENT

BID FOR FINANCIAL AUDIT SERVICES
FOR FINANCIAL YEAR 2026-27
IN
F.A.A. MEDICAL COLLEGE & HOSPITAL, BARPETA, ASSAM


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

SCOPE OF WORK/ TERMS & CONDITIONS

(1) COVERING LETTER:

Format of letter to be given by bidder for applying for Financial audit services which include GST, Hospital Management Services Fund & Govt Transaction, Professional Tax, TDS Consultancy, Return filling etc for the FY 2026-27 in F.A. A. Medical College & Hospital, Barpeta, Assam.

To,

The Principal-cum-Chief Superintendent,
F.A.A. Medical College and Hospital, Barpeta, Assam

Sub: Financial audit services which include GST, Hospital Management Services fund & Govt Transactions, Professional Tax, TDS Consultancy, Return filling etc for the FY 2026-27 in Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta, Assam

Dear Sir,

This is with reference to your Bid document No.....
I have examined the bid document and understood its contents. I hereby submit my Bid for Request for Financial audit services for GST, Hospital Management Services Fund & Govt Transaction, Professional Tax, TDS Consultancy, Return filling certificate for the FY 2026-27 in F.A.A. Medical College & Hospital, Barpeta, Assam.

1. The Bid is unconditional for the said Tender.
2. It is acknowledged that the authority will be relying on the information provided in the bid document and the document accompanying such bid for qualification of the Bidders for the above subject Engagement and I/we certify that all information provided in the bid and in Annexure is true and correct; nothing has been misrepresented and omitted or information misleading; and all documents accompanying the Bid are true copies of their respective originals.
3. This statement is made for the express purpose of the above-mentioned subject.
4. We shall make available to the Authority, additional information it may find necessary or require to supplement or authenticate the Qualification statement.
5. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

6. It is declared that:
 - a. We have examined the bid document and have no reservations to the bid document.
 - b. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, Fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or state.
7. It is understood that the institute may cancel the Bidding process at any time without incurring any liability to the institute and that you are neither bound to invite the applicants to Bid for the services nor to accept any Bid that you may receive.
8. It is understood that the institute can use any evaluation scheme/evaluation metrics/weight age or take the help of any consultant, as required in selecting the successful agency/Agencies and we agree to abide by it.
9. It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.
10. It is further certified that no investigation by any regulatory agency is pending against us.
11. It is hereby affirmed that we are complying of/ shall comply with the statutory requirements of the Govt. of India, as applicable.
12. We hereby irrevocably any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, or in connection with the selection/bidding process itself, in respect of the above-mentioned services and the terms and implementation thereof.
13. We agree to undertake to abide by all terms and conditions of the bid document.
14. We agree to undertake to be liable for all the obligations of the Tenderer under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the bid document.

Place:

Date :

Yours faithfully,

(Signature, name and designation of the Bidder/Authorized Signatory) (Office Seal)


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

2. **GENERAL PARTICULARS OF BIDDER**

- a. Name of the Bidder/Chartered Accountant Firm/Agency
- b. Full Address with contact number, website, e-mail, etc.
- c. Income Tax PAN no of the firm:(attach copy)
- d. GST No of the Firm:(attach copy)
- e. Empanelment no with C&AG: (attach copy)
- g. Constitution of The Firm/Agency with ICAI: (attach copy with date)
 - a. Indian Companies Act 1956.
 - b. Indian Partnership Act 1932. (Please give names of partners)
 - c. Any other Act, if not the owners.
 - h. Any relevant additional information in relation to above

Place :

Date:

(Authorized Signatory)
Signature of Bidder
(Office Seal)


Superintendent
F.A.A Medical College Hospital
Barpeta, Assam.

3. ELIGIBILITY CRITERIA:

1. Bidder Eligibility Criteria:

- a. The BIDDER should be in continuous practice of doing TDS, GST and allied works for a period of 5 years or more.
- b. The Bidder should have experience for conducting Audit related Services in Medical Colleges of Assam.
- c. The head office of the firm should be in the state of Assam in continuous existence for a period of at least 10 years.
- d. The Bidder should have experience of TDS salary return filing, Professional tax etc of a government Dept./ Institution/Govt. Medical College etc. of Assam.
- e. The average annual turnover of the Bidder shall not be less than Rs. 25 (twenty five) Lakh in the last three financial year i.e. 2022-23;2023-24 & 2024-25
- f. Self declaration in the letter pad of the bidder/firm should not have been blacklisted by any organization in respect of any assignment i.e. Government/Public Sector organization.
- g. The bidder should have valid PAN and GST number.
- h. The bidder shall be a firm of C&A.G. empanelled Chartered Accountant.
- i. Acceptance letter of all the terms & conditions by the bidder in letter pad.
- j. The Audit services must be carried out in the office of Principal-cum-Chief Superintendent, FAAMCH, Barpeta.

It is essential that, all the above criteria prescribed in this bid is fulfilled to be eligible for appointment.

The eligibility criteria shall have to be met at the time of evaluation and the firm shall continue to meet the criteria throughout the concurrency of the agreement.

4. SUBMISSION OF BID

- A) The Tender must be complete in all aspect and should contain requisite certificate, informative literature etc.
- B) The Bid shall include:
 - i. Forwarding letter by the Bidder
 - ii. All Required documents.


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

- C) Expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of BID submission till final compliance, shall be borne by the bidder.

5. GENERAL TERMS AND CONDITIONS:-

- A. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
- B. The Institute will, finally, contact only those Bidders meeting the requirements including the rates as per GeM portal.
- C. The decision of acceptance of the bid will lie with the competent authority of F.A.A. Medical College & Hospital, who does not bind himself to accept the lowest bid and who reserves the right to himself to reject or partially accept any or all bid received, without assigning any reason.
- D. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids; no extra charge consequent on any misunderstanding or otherwise shall be allowed.
- E. At any stage during finalization of bidding process, the competent authority of the institute is free to use any evaluation metrics/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
- F. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
- G. This notice inviting Tender will form part of the contract document including additional terms/additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
- H. The successful Bidder on acceptance of his bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forms the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the assignment.

- I. The agency shall not sublet the work or part of the work.
- J. Payment for the service will be made only after successful completion of work and submission of related returns etc. TDS will be deducted as per rules.
- K. Payment shall be made as subject to availability of fund /Govt. budget.
- L. The contract can be terminated at any point of time if the services of the Firm are not found satisfactory, by giving 30 days' notice. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
- M. The bid document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
- N. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid.

5. Liquidated damages clause

- A. The Bidder shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.
- B. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the institute.
- C. The Principal- cum- chief Superintendent, F.A.A. Medical College & Hospital, Barpeta, Assam reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Principal-cum-Chief Superintendent, F.A.A. Medical College & Hospital, Barpeta shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

(Authorized Signatory) Signature of Bidder

(Office Seal)


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

6. **TECHNICAL BID:**

PART-A

Terms & conditions of the assignment will be as under:			
Note:1	We agree to this-write 'Y' for Yes for 'N' for No in the first cell	1	2
Note:2	We have the competency-write Y(for Yes) or N (for No) in the second cell		
(A)	SALIENT POINTS OF THE ASSIGNMENT		
1.1	TDS form 24Q to be filed on a quarterly basis		
1.2	TDS form 26Q to be filed on a quarterly basis		
1.3	Generation of form 16 ,statutory forms for all the employees of F.A.A. Medical College & Hospital, Barpeta		
1.4	Generation of form 16A for all non-salary expenses of F.A.A. Medical College & Hospital, Barpeta		
1.5	Financial Audit of Hospital Management Society (HMS) for quarterly submission of Internal Audit report		
1.6	TDS returns are to be file on quarterly basis within the due date as applicable or notified.		
1.7	Filing of GST ,TDS returns on a quarterly basis by due date & Professional tax (P.T) on monthly basis		
1.8	Generation of required certificate of GST deduction.		
1.9	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of GST provision.		
2.0	The consultant CA will required to visit for a minimum of 2 days during the month and assist the college authorities in compliance of TDS/ P.T. provision.		
2.1	The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction,		
2.2	Any late fee arising out of untimely filing of TDS returns will not be borne by F.A.A. Medical College & Hospital, Barpeta if the details for filing the returns have been provided on time.		
2.3	Any late fee arising out of untimely filing of GST returns will not be borne by F.A.A. Medical College & Hospital, Barpeta if the details for filing the returns have been provided on time.		
2.4	All traveling expenses, local transportation and boarding and lodging will not be provided by F.A.A. Medical College & Hospital, Barpeta		
2.5	Any rules & regulations as per norms		

(Authorized Signatory) Signature of Bidder
(Office Seal)


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

7. **FINANCIAL BID**

Request for Financial Audit Services including GST, TDS Consultancy, Hospital Management Services Fund, Professional Taxes, Return Filing along with return certificate for the FY 2026-27 in F.A.A. Medical College & Hospital, Barpeta

SL No.	Description of Work	Amount (Rs) Inclusive of GST	
		In Figure	In Word
A.	Financial Audit Services including HMS Fund & Govt transactions, GST, TDS, Professional Tax, Consultancy and Return filing etc.		

Signature _____

Name of Bidder _____

Official Seal _____


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

8. Letter of Consent/Undertaking

A) We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by the F.A.A. Medical College & Hospital, Barpeta if we are appointed for Financial audit services including Hospital Management Services Fund, GST, TDS Consultancy, Professional tax, Return Filing along with return certificate for the FY 2026-27 in F.A.A. Medical College & Hospital, Barpeta.

B) We also agree to continue with our services to the F.A.A. Medical College & Hospital, Barpeta, Assam in the subsequent 3 months as per item category and as per applicable rules and regulations.

Place:

Date:

Signature _____

Name of Bidder _____

Official Seal _____


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

9. The brief details of works/activities are as under:

○ Tax related jobs of FAAMCH, ○ Audit of Accounts of Hospital User's Fund of FAAMCH, ○ Audit of Accounts of PMJAY Scheme in FAAMCH including certification of UC and SOE, ○ Audit of All Accounts under College Section, ○ Preparation and submission/filing of quarterly returns of e-TDS/TCS (24Q, 26Q and 27EQ) based on the data provided by FAAMCH within prescribed time frame of Income Tax Act/Rules including generation of e-TCS Form 27A ○ Generation of FVU file, ○ Validation of return using NSDL utility etc., ○ Preparation of replies to the income tax department in respect of notices/communications received by FAAMCH in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs, ○ Preparation/generation of TDS certificates in Form 16 and Form I6A. Validation of PAN number with PAN database of NSDL., ○ Issue of FORM-16A quarterly & Form-16 Part-A & Part-B with Form 128 & 12 BA annually within the prescribed time frame of Income Tax Act/Rules, ○ Preparation of form 27-A and filing of quarterly returns after checking of TDS Data as provided by FAAMCH every month as per time frame notified by Income Tax Department and generation/providing of Forms 16A & 27D with regard to non-salaried after validation, ○ Rectification/filing of revised return for any error/discrepancy noted at any stage after completion of e-filing return of every quarter immediately, ○ Furnishing the original e-filing acknowledgement for having quarterly return filed and sharing the soft copy of uploaded file towards quarterly and annual return in excel after filed returns of all forms, ○ Calculation of GST amount from the data provided by FAAMCH and after that payment of GST, filing of GST return including generation of returns certificate, ○ any other matter/work related to the Income Tax Act.


Superintendent
F.A.M. Medical College Hospital
Barpeta, Assam.

ANNEXURE-I

NON BLACKLISTING DECLARATION

TO WHOM SO EVER IT MAY CONCERN

I/we/our organization, M/s _____
hereby undertake and declare that neither me our organization including our
Partners/Shareholder/Directors were ever blacklisted/prosecuted by any government
department/statutory body/public sector undertaking in any State or by any court of
Law.

Signature of the Bidder with date & Seal


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

ANNEXURE-II

**Certificate Regarding Annual Turn Over of Bidder during
The last three financial Years**

I/ We, M/s _____ the bidder for the tender of Chartered Accountant firm for ' TDS, GST Consultancy, Return Filling for the financial year 2026-27' is hereby confirm that the average annual turnover of the firm/company during the last three financial/assessment years, i.e 2022-23, 2023-24 & 2024-25 is Rs. 25 (twenty five) lakh or more. The financial/assessment year-wise break-up is given below :

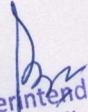
Serial No.	Financial /Assessment Year	Annual Turnover of the Year
1		
2		
3		

Signature of the Bidder with date & Seal

Certificate by Chartered Accountant

I/ we _____ Chartered Accountants, certify that the figures regarding Annual Turnover for the Financial Years mentioned above in respect of M/s _____ Are true and found correct as per their Books of Accounts and other related records.

Signature & Seal of the Chartered Accountant


Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.

Quality And Cost Based Selection (QCBS) Criteria

Sl. No.	Particulars	Points to be Allocated	Maximum Marks	Page Nos. of Relevant attached documents
1	Average Annual Turnover during last 03 financial years	25 lakh and above = 10 marks Every additional 1 lakh for 1 mark, subject to maximum number of 20 marks	20	
2	Number of Support staff associated with the firm	Less than 5 = No mark 5 and above = 05 marks 10 and above = 10 marks	10	
3	Number of years of experience of firm	Less than 5 = No mark Every additional 1 year for 1 mark, subject to maximum number of 20 marks	20	
4	Performance of the firm/No. of Assignments : Experience of carrying out Audit in Government Department at State Level (PHE-SBM)	0 to 04 = 10 marks Above 4 = 20 marks	20	
5	Performance of the firm/No. of Assignments : Experience of carrying out Audit in Government Department at Division/District Level (PHE-SBM)	0 to 5 = 05 marks Above 5 = 15 marks	15	
6	Experience of carrying out Audit in Government / Externally Aided programs pertaining to Medical Line	Less than 7 years = 05 marks 7 years above = 15 marks	15	
TOTAL MARKS		100		

Superintendent
F.A.A. Medical College Hospital
Barpeta, Assam.