

**NIZAMS INSTITUTE OF MEDICAL SCIENCES  
(A University Established Under State Act)  
Panjagutta:: Hyderabad, Telangana**



**e-TENDER NOTICE**

**FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM/  
CONSULTANCY FOR FINANCIAL, ACCOUNTING AND INTERNAL AUDIT  
SERVICES**

**AT NIMS**

**(2026-2028)**

**Through e-procurement**

Visit at: <https://tender.telangana.gov.in>

Website: [www.nims.edu.in](http://www.nims.edu.in)

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**Nizam's Institute of Medical Sciences  
( A University established Under the State Act)  
Punjagutta:: Hyderabad (NIMS)**

**Tender Schedule for financial, accounting and internal audit services through e-procurement**

**IMPORTANT DATES AND EVENTS**

<b>SNo.</b>	<b>Description</b>	<b>Important dated or particulars</b>
1.	Tender Notice No	PI-I/08/2024/Auditors
2.	Tender Inviting Authority	Executive Registrar, NIMS, Hyderabad
3.	Commencement date of Tender	28.03.2026
4.	Bid starting date in e-portal	30.03.2026 @ 9am
5.	Bid closing date/time in e-portal	04.04.2026 @ 3pm
6.	Last date for submission of Hard copies	04.04.2026 @ 4pm
7.	Bid opening date/time	04.04.2026 @ 5pm
8.	Validity of tender from the date of opening the bids	180 days
9.	Services to be offered	<b>FINANCIAL, ACCOUNTING AND INTERNAL AUDIT SERVICES</b>
10.	Duration of Contract/Professional work	2 years
11.	Processing fee (Non-refundable) (For two years contract/professional work period)	Rs. 1000/-
12.	EMD ( online)	Rs. One lakh only
13.	Average Annual Turnover for the latest three financial years 2022-23, 2023-24 and 2024-25	Rs.2 crores
14.	Performance Security	10% of contract value

**e-Tender notice for Engagement of Chartered accountant firm/consultancy for financial, accounting and internal audit services at NIMS**

## SECTION – I

### **1.1 INTRODUCTION:**

Nizam's Institute of Medical Sciences (NIMS), Punjagutta, Hyderabad, a University with attached Super Specialty Hospital with the bed strength of about 1500 Invites through e-procurement tenders(in two bid system) for engagement of Chartered accountant for Financial, accounting and internal audit services covering financial, regulatory and propriety aspect of institutional operations, from reputed Chartered accountant Firms/ Consultancy Entities having minimum 10 years of professional experience.

The engagement shall be for Two (2) years, extendable by one (1) year based on performance

Objectives:

- i. Strengthen internal control systems
- ii. Improve financial discipline and compliance
- iii. Identify risks and process gaps
- iv. Support statutory audit readiness
- v. Enhance transparency and accountability

- 1.1.2 Bidders to Register on the e-Procurement portal “www.eprocurement.gov.in” and submit bids
- 1.1.3 The Bid should be typewritten and every correction and interlineations in the bid should be attested with full signature by the Bidder. Bidders need to scan and upload all required Original documents in the same order as per the check list in e-portal. The original attested copies of these uploaded documents must be submitted offline to NIMS on or before the date indicated in bid document. Bidders should upload the documents in the format required on e-procurement platform with suitable description with page numbers.
- 1.1.4 Bidders must pay Processing Fee (Non-refundable) as indicated in Bid document in the form of Demand Draft drawn in favour of Director, NIMS Hyderabad. In absence of such fee, bid will be treated as non- responsive and accordingly be treated invalid.
- 1.1.5 Bidder shall also pay a non-refundable transaction fee M/s. Telangana State Technology Service (Telangana Unit), the service provider for e-Procurement Platform, as per Government Orders from time to time.
- 1.1.6 Bidder should submit attested copies of documents related to constitution of the company/ firm; Memorandum of Articles of Association, partnership deed, power of attorney, resolution of board etc., The merger/ amalgamation /transfer of business /transfer of assets/share in sister concern /share in joint venture/spin off etc., of a firm which affect the bid condition relating to “Turnover” in preceding years. The eligibility of a bidder in such cases shall be ascertained by the Technical Evaluation and the Decision of the Technical Evaluation Committee shall be Final.
- 1.1.7 Bids must be filed in the given Formats only.

- 1.1.8 NIMS shall not hold any risk and responsibility for loss of documents or any other problem including electronic, technical, manual and physical reasons encountered by bidder while submitting bid.
- 1.1.9 The bids shall consist of technical bid and financial Bid. Technical Bid cover contains the material for eligibility criteria. The tenderer shall submit the uploaded technical bid documents in a sealed cover and write on the cover "Technical bid for provision of financial, accounting and internal audit services". The financial bid format shall be put in a separate sealed cover and write on the cover "Financial bid for provision of financial, accounting and internal audit services". The bidder shall put the sealed covers of Technical bid and Financial bid in another cover and seal and to write on the cover "Bid for provision of financial, accounting and internal audit services".
- 1.1.10 Bidders must sign all the documents, statements and certificates uploaded, owning responsibility for their correctness and authenticity.
- 1.1.11 Tender Inviting Authority (TIA), the NIMS shall not hold any risk and responsibility for loss of data/files/documents/visibility/ readability during uploading of the scanned documents or any other problem encountered by bidder while submitting bid online.
- 1.1.12 NIMS, the TIA shall not be responsible for any postal delay in submitting hard copies.
- 1.1.13 The interested Bidder for participation, please visit website at <http://www.eprocurement.telangana.gov.in>.

**Note: ONLY ONLINE BIDS ARE ACCEPTED. THOSE WHO SUBMIT THE BIDS ONLINE, SHALL SUBMIT THE SAME UPLOADED DOCUMENTS IN HARD COPIES ALONG WITH PROCESSING FEE TO THE EXECUTIVE REGISTRAR, NIMS BEFORE THE STIPULATED DATE AND TIME. HARD COPIES ARE NOT ACCEPTED, IF THE BIDDER HAVE NOT SUBMITTED THE BID IN ONLINE PORTAL.**

## **SECTION – II** **EXPLANATIONS**

- i. Bids (in two bid system) are invited for engagement of Chartered accountant firm/ consultancy entity for Financial, accounting and internal audit services from reputed Chartered accountant Firms/ Consultancy Entities having minimum 10 years of professional experience, through e-procurement in the NIMS for a period of 2 years.
- ii. The Bidders must apply and quote by online through e-portal. Online bids only are accepted. The bidders shall submit the hard copy of uploaded documents in e-portal.
- iii. The Bids should be typewritten/computer generated without any over typing or over writing. Overtyped and over written bids shall be treated invalid and rejected.
- iv. The bidder shall remit non-refundable Tender Processing fee of Rs.1,000/-. The processing fee shall be in the form of Demand Draft or Cash receipt from NIMS Cash Counter drawn in favor of Director, NIMS, Hyderabad. Failure to pay the Processing fee by the tenderer shall result in non-processing of the tender of the bidder treating it as invalid.
- v. The E.M.D of Rs.1 lakh/- (one lakh) shall be paid by online transaction through e-procurement portal.
- vi. Authorization letters nominating responsible persons on behalf of the bidder to transact the business with the Tender Inviting Authority (NIMS) should be submitted in the Prescribed Formats. It should be duly signed by the Authorized signatory of the Company /Firm and such Authorized person's Latest Photograph and Specimen signatures are to be provided, under attestation by the competent authority of the organization.
- vii. Bidders must sign all the documents, statements and certificates uploaded, owning responsibility for their correctness and authenticity. The tender document should be signed by the bidder on all pages with office seal and should be "Serially Numbered".
- viii. There is a tendency among some bidders to submit bids deficit of some documents. Bidders are cautioned that bids devoid of proper documents or adequate information shall be treated as invalid and are liable to be rejected. Tender may be rejected if it is not submitted by the date/time prescribed for acceptance and any of the documents listed are either not attached or attached but they are not in proper form/properly attested /not signed by authorized /competent person. Tender is also likely to be rejected if instructions for filing up the tender /submission of quotations are not fully and properly adhered to.

- ix. Utmost care should be taken to see that all the required/proper documents are enclosed as there will be no further chance for rectifying the defects/furnishing the missing documents

### **SECTION- III**

#### **3.1 ELIGIBILITY CRITERIA:**

- a. ICAI registered CA firm/ Consultancy Entity with minimum 10 years of Professional experience
- b. Average annual turnover of at least Rs: 2 Crores in the last three financial years(2022-23, 2023-24, 2024-25)
- c. Minimum three years experience in Financial, Accounting or internal audit services of Government/PSU/Autonomous bodies/Hospitals/Universities.
- d. Office located in Hyderabad / Greater Hyderabad
- e. Valid PAN and GST registration
- f. Firm / Partners should not have been blacklisted / debarred by any Government organization
- g. No disciplinary proceedings pending against the firm/partners with ICAI or any regulatory body

During technical evaluation, NIMS reserves right to seek and examine those documents of other time periods to verify bidder's experience. Failure to submit the relevant documents in support of their experience etc., will entail rejection of the tender.

#### **3.2 Track record and Financial background:**

**Annual turnover:** The bidder should have an average annual turnover of Rs: 2 crores in the last three Financial Years 2022-23, 2023-24 and 2024-25 certified by a competent authority. Turnover must be related to scope of work described in the present tender.

**3.3 Technical evaluation:** Technical evaluation shall be carried out by technical team nominated for the purpose

**SECTION- IV**  
**DOCUMENTS FOR TECHNICAL EVALUATION**

- 4.1.1 Processing fee of Rs.1,000/- by DD/ Receipt of payment made in the cash counter of NIMS.
- 4.1.2 Earnest money deposit (EMD) of Rs. 100000/- by online transaction in e-portal
- 4.1.3 **Experience related:** experience of more than 10 years in Financial, accounting and internal audit services with Minimum three years experience in Financial, Accounting or internal audit services of Government/PSU/Autonomous bodies/Hospitals/Universities
- 4.1.4 Track record and financial background:
- a. Certificate of incorporation / registration of the organization with competent authority
  - b. Average Annual turnover shall be Rs: 2 crores in the last 3 financial years 2022-23, 2023-24 and 2024-25 duly certified
  - c. Income Tax returns of last 3 financial years
  - d. Proof of GST returns for the last three financial years by submitting GST 3B / GST 9
- 4.1.5 **Other supporting documents**
- a. Brief description of firm / Agency
  - b. Organization Permanent Account Number (PAN).
  - c. Registered with the Institute of Chartered Accountants of India (ICAI)
  - d. EPF & GST registration
  - e. Experience Certificate
  - f. **Declaration:** Bidders shall give an undertaking that all the statements made and submitted by him are true to his best of knowledge and any information subsequently found incorrect or false will entail automatic cancellation of the tender and the bidder will be liable for penalty besides forfeiting his EMD and Security Deposits. This declaration should be made on Non-judicial stamp paper of Rs.100/-.
- 4.1.6 **Proof of Eligibility To Be Submitted By Bidder**
- a. Bidders should submit all the Documents enlisted in the Checklist along with any documents sought in this tender as relevant documents in claims of the Bidder.
  - b. The Documents submitted should be the latest wherever specified.
  - c. The Documents submitted should be self attested wherever specified.
  - d. The Documents submitted should be Notarized on Non-Judicial Stamped Paper wherever specified.
  - e. All the Documents submitted / filled up and signed by the Bidder, shall be stamped with the Firm/Company seal.
  - f. All documents should be legible / readable, if not, tender maybe rejected.

**SECTION- V**  
**NON-ELIGIBLE BIDDERS**

- 5.1.1 Bidders who have withdrawn their bids in any of the previous tenders of TS MSIDC/NIMS during last 3 years (from bid calling date) without proper justification.
- 5.1.2 Bidders who are on black list of any Government (Central or State) or its agencies as on bid notification date.
- 5.1.3 Bidders who are on black list of any Government or its agencies for any period during the period from bid calling date to signing of contract/Professional work.
- 5.1.4 Bidders who are declared Non-dependable by any Government or its agencies during last 5 years (from bid calling date) and declaration is in force as on bid calling date or at present (During the period from bid calling date to signing of contract/Professional work).
- 5.1.5 Bidders who are being prosecuted (on Trial) for any offence with regard to any particular services for which the NIMS is inviting bids; bidder is Not Eligible to Participate in Tender in respect of services in this tender.
- 5.1.6 Bidders, declared ineligible on account of the above conditions, do not have any right to question the action and decision of TIA.

## SECTION- VI

### SCOPE OF WORK

- 6.1.1 Accounts & Finance
  - a. Vouching of receipts and payments
  - b. Ledger scrutiny and accounting classification
  - c. Bank reconciliation review
  - d. Advances, deposits and imprest verification
  - e. Payroll, TA and contingent expenditure checks
  - f. Capital works and investment review
  - g. Provident Fund/NPS verification
  - h. Review of annual accounts and schedules
  - i. Accounts validation including verification of transaction accuracy, supporting documentation, and compliance with accounting standards
  - j. Reconciliation of all financial accounts, including inter-departmental transfers, vendor ledgers, and third-party reconciliations (beyond bank statements)
  - k. Preparation of financial statements, including balance sheet, income & expenditure account, cash flow statements, and related schedules in compliance with applicable accounting standards and statutory requirements
- 6.1.2 Revenue Audit
  - a. OP/IP billing verification
  - b. Tariff compliance
  - c. Pharmacy, diagnostics and ward revenue linkage
  - d. Guest house and other institutional receipts
- 6.1.3 Statutory Compliance
  - a. Income Tax/TDS review
  - b. PF, ESI and other statutory obligations
  - c. Follow-up of notices and departmental communications
- 6.1.4 Internal Controls & Risk
  - a. Review of internal control framework
  - b. Identification of irregularities
  - c. Risk reporting and mitigation recommendations
  - d. Follow-up of previous audit observations
  - e. Support during statutory audits and inspections
- 6.1.5 Reporting
  - a. Quarterly internal audit reports
  - b. Thematic audit notes
  - c. Risk register updates
  - d. Annual consolidated internal audit report
- 6.1.6 Other Assignments
  - a. Advisory on financial procedures
  - b. Special audits if assigned

- c. Support in policy/process documentation
- d. Finance Management tasks including budgeting support, financial planning, cash flow forecasting, cost control measures, and variance analysis
- e. System upgrade (Tally) and maintenance tasks, including assessment of current Tally software setup, recommendations for upgrades to latest versions/modules, implementation of upgrades, ongoing maintenance, user training, and customization for NIMS-specific needs (E.g., integration with Hospital Management Systems)

## SECTION- VII

### GENERAL CONDITIONS OF CONTRACT/PROFESSIONAL WORK AND RELATED ISSUES

#### **7.1. General Conditions:-**

- a. The Successful bidder shall enter into an agreement with the NIMS on Rs. 100/- Non-Judicial stamp paper within 15 days from the date of award of contract/Professional work.
- b. Bank Guarantee from Nationalized /Scheduled Banks of 10% of contract/Professional work value should be submitted in 15 days after issue of work order as a part of security deposit.
- c. Compensation for any loss resulting from the Agency's default in discharge of its obligations under the Contract/Professional work, specified in the terms of the contract/Professional work, shall be recovered from the performance security / EMD. Shortfall on account of recovery of penalty from EMD for security deposit shall be made good by the contractor/Consultant from the next Professional fee bill claim by the contractor/Consultant.
- d. A Bank guarantee issued by a Nationalized /Scheduled Banks will be accepted for Security deposit
- e. The security deposit will be discharged by the Institute authority and returned to the Agency not later than 30 days following the date of completion of the Agency's performance obligations under the contract/Professional work subject to recoveries and deductions if any.
- f. The Agency's request(s) for payment of bills shall be made to the institute in writing, accompanied by an invoice describing, as appropriate, the Services delivered or performed and upon fulfillment of other obligations stipulated in the contract/Professional work after being certified by the authorized officials of NIMS.
- g. No interest shall be paid to the Contractor/Consultant either on EMD or on Security Deposit.
- h. EMD will be forfeited for breach of any of the agreement conditions along with Security deposit.
- i. The amount quoted by the bidder in the online financial bid form will only be considered for financial evaluation.

- 7.2 . **Contract/Professional work Amendments:** No variation in or modification of the terms of the Contract/Professional work shall be made except by written amendment signed by the parties i.e. agency and implementing authority.

- 7.3. **Prohibition of Sub-contracting / Assignment of work:** The Agency shall not Sub Contract/Professional work or assign, in whole or in part, to any other party, its obligations to be performed under the contract/Professional work.
- 7.4. The Contract/Professional work shall be interpreted in accordance with the laws of India and state of Telangana and regulations of Government of Telangana.
- 7.5. Any notice given by one party to the other pursuant to this Contract/Professional work shall be communicated to other party in writing or by facsimile and confirmed in writing to the other party's address. Notice shall be effective when delivered or on the effective date as per notice, whichever is later. Electronic communication by e-mail and whatsapp will also be reckoned as effective notice.

**7.6 Termination of contract/Professional work by the implementing authority :**

- a. The contract/Professional work shall be terminated even before the expiry of contract/Professional work period by giving three months notice to the contractor/Consultant in case of any breach of terms and conditions or unsatisfactory services. The performance security and EMD will be forfeited. Further such agencies shall be ineligible to participate in the future tenders invited by the NIMS up to next three years.
- b. The Director, NIMS reserves the right to accept/ cancel/recall the Tender or all the Tenders issued herein without assigning any reasons thereof. The decision of the Director, NIMS in this regard will be final.

**7.7 Deliverables:**

- i. Quarterly audit reports
- ii. Compliance tracking matrix
- iii. Risk observation dashboard
- iv. Annual internal audit report
- v. Management action tracking

**7.8 Performance Requirements:**

The firm/entity shall:

- i. Deploy qualified team
- ii. Ensure timely reporting
- iii. Maintain confidentiality
- iv. Coordinate with departments
- v. Attend audit committee meetings if required

**7.9 Payment Terms:**

Fees payable shall be in equal quarterly instalments

- 7.10 Jurisdiction:** The courts of Hyderabad shall have the Jurisdiction to entertain any disputes arising out of implementation and violation of tender conditions

## SECTION-VIII

### **8. BID OPENING AND EVALUATION PROCEDURE:**

Bids would be evaluated for entire Schedule. All bidders shall offer the prices or monies for the bid/tender, if a vendor has any comment to offer about the procedural aspects of this tender, it should be intimated to NIMS through email or letter. In case, the schedule or procedure of tender processing is revised, the same shall be made available online and the revised schedule or procedure so revised, shall be binding on all.

#### **8.1 Opening of Bids:**

Soon after the closing time, the Technical bids will be opened online. After evaluation of technical bids, financial, bids of only those bidders who qualify in technical evaluation will be opened.

**8.2** The decision taken by the technical bid evaluation committee in evaluation of technical bids is final and binding on all parties. The Director has every right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract/Professional work, without thereby incurring any liabilities to be affected to the bidder or bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Tender Inviting Authority's action.

#### **8.3 Bid Structure (Two-Bid System)**

##### a. Technical Bid

- i. Firm profile
- ii. Experience details
- iii. Audit methodology
- iv. Team deployment plan
- v. Work orders and credentials
- vi. Declarations

##### b. Financial Bid

- i. Professional fee

c. Bidders to quote the Professional fee for two years contract/Professional work period for comparison

Financial bids of technically qualified firms only shall be opened.

**SECTION – IX**

**9. BID FORMATS**

**9.1 UNDERTAKING**

Date:.....2026

To

The Director  
NIMS.

Sir,

Having examined the Bidding Documents including Addenda Nos..... the receipt of which is hereby duly acknowledged, we, the undersigned, offer the services and perform in conformity with the said Bidding Documents.

We undertake that if our bid is accepted, to deliver the Services in accordance with the scope of work specified in the Bidding Documents.

If our bid is accepted, we will obtain the Bank guarantee for a sum equivalent to the performance Security, fixed in the tender document.

We agree that the period of validity of the bid is 180 days from the date of opening the bid and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal contract/Professional work is prepared and executed, this bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract/Professional work between us.

Dated this ..... day of .....2026

Signature: .....

(in the Capacity of): .....

Duly authorized to sign bid for and on behalf of .....

Contact No.....

## **9.2 Technical Bid Format.**

### **PART I – Basic information of Bidder**

1.	Name of the Bidder	:	
2.	Legal Entity (Company, Firm, Society, others)	:	
3.	Year of establishment	:	
4.	Address of Registered Office	:	
5.	Name of Contact Person	:	
	Phone	:	
	Mobile	:	
6.	Name of person authorized to sign the bidding documents (along with proof of authorization.)		
7.	Aadhar Card		

### **PART II - Qualification information. Details of Past Experience**

Sl. No	Name and address of the Client	Period during which services provided		Description of services	Area of service provided	Total value of contract/Professional work
		From	To			

Attach the certificate issued by the client

- Any other information of technical nature :

### **Part III – Financial / Commercial Bid**

Financial bid shall be quoted in online through e-portal. However, hardcopy of quoted price (for 2 years contract/Professional work period) is to be submitted in the following format.

We offer to provide the financial, accounting and internal audit services specified in the bidding documents conforming to the specified quality standards and service levels on a fixed price basis during the period of contract/Professional work.

Name of the Bidder :

Value of Bid security submitted :

S.No	Scope of services	Nature of financial bid	Professional fee (2 years contract/Professional work period) (In Rs.)	
			In figures	In words
1	FINANCIAL, ACCOUNTING AND INTERNAL AUDIT SERVICES	Professional fee for a period of two years		

\* Payment shall be made quarterly in equal installments subject to terms and conditions of the tender document

\* In case of any discrepancy in quoted figures and words, the fee quote in words will prevail

**Signature of Bidder /  
Authorized representative of bidder  
with stamp & with seal.**

- 10. Performance security form – Bank guarantee in the respective Bank format**
- 11. Declaration form, On Non-Judicial Stamp paper of Rs. 100**

**ANNEXURE – I**  
**CHECK LIST FOR PRE-QUALIFICATION CRITERIA**

Please remember to number the documents as per the check list below

<b>S. No.</b>	<b>Documents Description</b>	<b>Submitted (yes/no)</b>	<b>Page No.</b>
1	Name of the organization		
2	Registered Office Address with phone and email ID		
3	Brief Description of firm / Agency		
4	Processing fee Rs:1,000/-		
5	EMD – Rs:1 Lakh (One lakh)/- by online transaction		
6	Transaction fee payment to TgTS.		
7	Organization's Permanent Account Number (PAN)		
8	EPF registration		
9	Firm's registration certificate.		
10	GST registration		
11	PT registration		
12	Income Tax returns for the latest 3 financial years		
13	EPF and GST latest challans of last 3 months		
14	Audited balance sheet & profit & Loss A/C for the last three financial years		
15	Incorporation certificate/ MOA/AOA in case of company, partnership deed		
16	Average Annual Turnover for the latest three financial years 2022-23, 2023-24 and 2024-25 duly certified		
17	Declaration on not blacklisted by any organization		
18	Declaration form- Annexure –I		

**End of document**

