

कार्यालय अधिष्ठाता एवं मुख्य कार्यपालन अधिकारी
शासकीय चिकित्सा महाविद्यालय, दतिया (म.प्र.)

Website - www.datiamedicalcollege.com

E mail Id- datiamedicalcollege@gmail.com

पता - 29 बटालियन के पास, एन.एच. 44 जिला दतिया, म.प्र. पिन कोड - 475661

क्रमांक - 2726/शा.चि. म./2026

दतिया, दिनांक- 17 / 04 / 2026

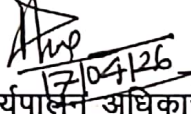
प्रति,

श्रीमान आयुक्त महोदय, जन संपर्क,
बाण गंगा, भोपाल (म.प्र.)

विषय - विज्ञप्ति प्रकाशित करने बावत्।

उपरोक्त विषयांतर्गत निवेदन है, कि शासकीय चिकित्सा महाविद्यालय दतिया में चार्टर्ड अकाउंटेंट फर्म की सेवाओं हेतु प्रथम ऑनलाइन निविदा आमंत्रित की जानी है।

अतः कृपया पत्र के साथ विज्ञप्ति राष्ट्रीय स्तर के तीन समाचार पत्रों में प्रकाशित करवाने की कृपा करें, विज्ञप्ति प्रकाशन हेतु आवश्यक समय सीमा के साथ आपकी ओर प्रेषित की जा रही है।


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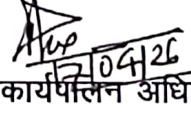
संलग्न:- विज्ञप्ति

क्रमांक - 2726 /शा.चि.म./2026

दतिया, दिनांक-17 / 04 / 2026

प्रतिलिपि:-

1. आयुक्त लोक स्वास्थ्य एवं चिकित्सा शिक्षा विभाग मध्यप्रदेश की ओर सूचनार्थ।
2. संचालक लोक स्वास्थ्य एवं चिकित्सा शिक्षा विभाग मध्यप्रदेश की ओर सूचनार्थ।
3. अस्पताल अधीक्षक, शासकीय चिकित्सा महाविद्यालय, दतिया की ओर सूचनार्थ।


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कार्यालय अधिष्ठाता एवं मुख्य कार्यपालन अधिकारी
शासकीय चिकित्सा महाविद्यालय, दतिया (म.प्र.)

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पता- 29 बटालियन के पास, एन.एच.-44

जिला दतिया, म.प्र. पिन कोड - 475661

क्रमांक - 2726/शा.चि. म./2026

दतिया, दिनांक- 17/04/2026


प्रथम निविदा आमंत्रण सूचना

शासकीय चिकित्सा महाविद्यालय दतिया में चार्टर्ड अकाउंटेंट फर्म की सेवाओं हेतु ऑनलाइन निविदा के माध्यम से अनुबंध किया जाना है, इस हेतु ऑनलाइन निविदा आमंत्रित की जाती है।

निविदा प्रपत्र (टेण्डर डॉक्यूमेंट) एवं समस्त निविदा संबंधी विवरण प्रकाशन दिनांक से राज्य शासन की अधिकृत ई-टेण्डरिंग वेबसाइट <https://mptenders.gov.in> पर डाउनलोड कर देखी जा सकती है एवं ऑनलाइन निविदा के प्रपत्र का मूल्य जी0एस0टी0 सहित जमा कर क्रय की जा सकेगी। साथ ही प्रोसेसिंग शुल्क देय होगा। निविदा स्वीकृत अथवा अस्वीकृत एवं निरस्त करने का पूर्ण अधिकार समिति के पास सुरक्षित होगा।

S. N.	Tender Description	Tender for services of Chartered Accountant Firm
1	Online Tender No.	2026_DME_501236
2	Online Tender Fees (Non Refundable)	1000.00 + GST
3	EMD Fees	5,000.00
4	Publishing Start Date	24/04/2026 at 12:00 PM
5	Document Download /Sale Start Date	24/04/2026 at 13:00 PM
6	Pre Bid Meeting Date	27/04/2026 at 13:00 PM
7	Bid Submission Start Date	27/04/2026 at 14:00 PM
8	Bid Submission Closing Date	16/05/2026 at 17:30 PM
9	Bid Opening Date	18/05/2026 at 12:00 PM

नोट - निविदा में किसी भी प्रकार का संशोधन आवश्यक होने पर <https://mptenders.gov.in> पर अपलोड किया जावेगा, पृथक से कोई भी सूचना नहीं दी जावेगी।


अधिष्ठाता एवं मुख्य कार्यपालन अधिकारी
शासकीय चिकित्सा महाविद्यालय
दतिया (म.प्र.)



Signature Not Verified

Digitally signed by DEEPAK SINGH MARAVI

Date: 2026.04.22 16:17:45 IST

Location: Madhya Pradesh-MP



Scanned with OKEN Scanner



GOVERNMENT MEDICAL COLLEGE
DATIA (M.P.)

TENDER DOCUMENT FOR
HIRING OF SERVICES OF CHARTERED ACCOUNTANT FIRM



2026-27

प्रथम आमंत्रण

ई-मेल :- datiamedicalcollege@gmail.com

वेब साइट :- www.datiamedicalcollege.com

निविदा क्रमांक 2026_DME_501236

निविदा प्रपत्र कीमत रु. 1000/- + जी.एस.टी.

(Handwritten signatures and initials)



**GOVERNMENT MEDICAL COLLEGE
DATIA (M.P.)**

SECTION-1

1. NOTICE INVITING TENDER

The Dean, Government Medical College Datia invites online bids For Hiring of Services of Chartered Accountant Firm from eligible experienced Chartered Accountant firm(s) registered with Institute of Chartered Accountants of India.

S. No.	Name of the work	Cost of tender document (non refundable To be paid online)	Earnest Money Deposit (EMD to be paid online)	Contract Period
1	Hiring of Services of Chartered Accountant Firm for Government Medical College Datia as described in the scope of work	Rs.1000/-	Rs.5,000/-	Three Years initially extended to another one year on mutual consent of both parties

Submission of Tender Documents:

Online tenders For Hiring of Services of Chartered Accountant Firm for Government Medical College Datia in single stage two envelope systems (Technical bid & Financial bid through online MP tender portal) in the prescribed proforma.

Detailed job description is provided in the relevant section of the body of tender document.

Tender documents to be downloaded from the website: www.mptenders.gov.in and submission of bids through e-tendering with non-refundable cost of the form 1000/- (Rs. One Thousand only) to be paid online.



Online Technical bid must be submitted with online e-payment receipt of EMD & cost of tender document.

Performance Guarantee shall be 5% of tender awarded value. Performance Guarantee shall be deposited in the form of FDR only.

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the Competent Authority shall be final and binding.



Dean
Government Medical College
Datia (M.P.)



INSTRUCTIONS TO BIDDER

No two or more concerns in which an individual is interested as a proprietor and/or partner shall tender for the execution of the same work. If they do so, all such tenders shall be liable to be rejected.

The Dean shall have the right of rejecting all or any of the tenders.

Tender without cost of tender form & EMD will not be accepted.

All dispute arising out of or in any way connected shall be deemed to have arisen in New Delhi and only the courts in Datia (M.P.) shall have jurisdiction to determine the same.

BID EVALUATION CRITERIA:- single stage two envelope systems

Online Technical Bids shall be evaluated by a Tender Evaluating Committee based on the available documents submitted by the bidder.

The online Financial Bid of those bidders who are found eligible in Technical Bids shall be opened.

Tendering Authority reserves the right to seek confirmation / clarification on the supporting documents submitted by the tenderer.

Financial Bid shall be evaluated based on lowest quoted rates.

A collection of handwritten signatures in blue ink, scattered across the lower half of the page. The signatures are stylized and vary in length and complexity, including some that appear to be initials or short names.

Corrupt & Fraudulent Practices

The Client will reject the bid if it is determined that the bidder has engaged in any type of corrupt or fraudulent practices.

Forfeiture of the EMD

In case the successful Bidder backs out and/or fails to take up the job under the Contract, the amount of EMD shall be forfeited by the Competent Authority.

The successful Bidder shall not revoke his Tender or vary its terms and conditions without the consent of the Competent Authority during the validity period of Tender, failing which the Security Money/PBG deposited by the agency shall stand forfeited to the Government of Madhya Pradesh without prejudice to its other rights and remedies.

If the successful Bidder does not pay the Security Deposit or Performance security Deposit in the prescribed time limit or fails to sign the Contract, the Earnest Money Deposit will be forfeited by the Competent Authority who may invite the next successful bidder (L-2) for providing services at L-1 quoted rate at the risk and costs of original successful bidder.

The disputes shall be subject to Courts at Datia (M.P.).



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Government Medical College
Datia (M.P.)



4. TERMS & CONDITIONS OF CONTRACT

Eligibility Criteria

The Chartered firm should be registered with the Institute of the Chartered Accountants of India.

Registered Chartered Accountant Firm should be based in MP.

Chartered Accountant Firm should be a registered company, a partnership firm or proprietor firm having at least 05 years experience in providing services as provided in the scope of work.

(Attach Registration certificate as documentary proof)

(Copy of work order & successful payment receipt/transaction details or completion certificate to be submitted for experience along with bid as documentary proof.)

Should have a valid PAN Card and GST registration certificate.(Photocopy of PAN card and GST certificate to be submitted in this regard)

Chartered Accountant firm should have at least Annual average turnover of Rs.10 Lacs or above in any 3 years during last 5 financial years.

(Certified copy to be submitted in this regard)

Scope of Work:-

1. Complete Income Tax related work including Filing of Income Tax Return, Generation of Form 16, correction, revision, reply to notices, filing of claim for refund, GIS, Profession Tax, attending/representing GMC Data in any proceeding/assessment of Income Tax, if any, etc.
2. TDS returns related work, if any notices/demands is issued by the Department, the correction, revision, reply to notices etc. Shall be made by C.A. Firm.
3. Issues/Filing of Income Tax form 15CA/15CB/24Q/26Q.
4. Complete GST related work including filing of GST Returns, checking/scrutiny of GST/IGST being charged by vendors, representing GMC Data in any proceeding/assessment, if any etc.
5. The accounts operated in the organization and treasury-related information must be recorded in the Tally software.
6. The CA firm will need to provide a monthly income and expenditure ledger.
7. The CA firm must submit utilization certificates for the budget received from the government under various heads within the stipulated time limit.
8. Checking of appropriateness of tax deduction at source from payments made to parties, its timely deposition and filing of requisite return by due date and guidance of TDS matters.
9. Opinion/Queries on GST, TDS, Income Tax, Accounts related matters etc., if any.
10. Any other relevant work.
11. The CA firm shall ensure that all works are completed at least one week before the prescribed due date (Statutory).

12. Disposal of any notice from Income Tax Department or any pending proceeding thereto with respect to the period prior to the period of current contract.

Payment of Professional Fee:

1. CA firm will submit bill for the services required in the scope of work in duplicate for quarterly payment.
2. The bidders shall note that the Tax Deduction at Source (TDS) as per applicable law shall be made from the payments due/made to the CA and which shall not be reimbursed.

Performance Security/Security Deposit

1. For the due performance of the contract in accordance with the terms and conditions specified, the CA firm shall, on the day or before signing the contract, which shall not be later than 07 (Seven) days of the issue of the Letter of Acceptance, furnish irrevocable performance security/security deposit of an amount of 5% of tender value in the form of Fixed Deposit of Scheduled Commercial Bank in favour of The Dean Government Medical College Datia (M.P.). The EMD paid by the bidder shall be returned after receipt of Performance Guarantee.
2. It is expressly understood and agreed that the performance security is intended to secure the performance of entire contract.
3. The performance security will be discharged by Dean, GMC Datia and returned to the CA firm after successful completion of assignment.
4. The Dean, GMC Datia reserve the right of forfeiture of the performance guarantee in addition to other claims and penalties in the event of the CA firm's failure to fulfill any of its contractual obligations or in the event of termination of contract as per terms and conditions of contract.

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Completion period:

The overall completion period for the execution of this project from the date of commencement of work shall be Three Years (Contract may be renewed for another one year with mutual consent of both the parties subject to satisfactory performance of the firm) as mentioned in NIT.

Commencement of Work:

The work should commence within 7 working days of issuance of (LoA) Letter of Acceptance. The CA firm and its employees shall be allowed to work in the office of the GMC Datia on working days as and when required.

Compensation for Delay:

In case the CA firm falls to complete the work within the Contract period or extended period as above owing to reasons attributable CA firm's liquidated damages @ 1% per week of the total fees subject to a maximum amount of 10% of the total fees shall be deducted from the dues that may become payable to the CA firm.

Termination:

Dean GMC Datia without any prejudice to its right against the CA firm in respect of any delay or otherwise or to any claims or damages in respect of any breaches of the contract and without prejudice to any right or remedies under any of the provisions of this contract may terminate the contract by giving one month notice in writing to the CA firm. In the event of such termination, the CA firm shall only be entitled to raise the bill for the work done by the firm /agency up to the date of serving termination notice to him. The decision of the client with respect to the quantum of payment due in this regard shall be final & binding on the CA firm. Dean GMC Datia may make full use of all or any of the reports/documents prepared by the CA firm.

Confidentiality of Reports and Copyrights:

The Interim reports and all documents submitted will become the property of GMC Datia. The Reports cannot be issued to any other person, firm or authority or used by the CA firm for any other office. No copies of any Report or document shall be issued to anyone except GMC Datia and authorized representative of GMC Datia.

Responsibilities for Accuracy of Account Works:

The CA firm shall be responsible for the accuracy of the financial data collected and the documents /reports prepared by him as a part of the contract work.

The image shows five handwritten signatures in blue ink, arranged horizontally from left to right. The signatures are stylized and vary in length and complexity. The first signature is the shortest, followed by a longer one, then a very long and sweeping one, then a shorter one, and finally the longest one on the right.

Jurisdiction

The agreement shall be governed by the Indian Law for the time being in force and the Courts in Datia alone will have jurisdiction to deal with matter arising there from.

Penalty Clause

1. In case any of personnel deployed under the firm is not attending the GMC Datia office in time as mentioned in scope of work, a penalty of Rs.500/- for each absence on that particular day will be levied by GMC Datia.
2. In case any complaint is received attributable to misconduct/misbehavior of firm's personnel, a penalty of Rs. 500/- for each such incident shall be levied.
3. In case the firm fails to commence/execute the work as stipulated in the agreement or unsatisfactory performance or does not meet the statutory requirement of the contract, Dean GMC Datia reserves the right to impose the penalty as per clause.
4. In case of breach of any terms and conditions attached to this contract, a penalty of Rs. 500/- for each such incident shall be levied.

Determination or Rescission of Agreement:

Dean GMC Datia without any prejudice to its right against the CA firm in respect of any delay by notice in writing may absolutely determine the contract if the CA firm commit breach of any of the terms of agreement. When the CA firm have made themselves liable for action under any of the clauses aforesaid, Dean GMC Datia reserves the right :-

To rescind the agreement.

To engage another CA firm / next successful bidder (L-2) at the rate of L-1 bidder to carry out the balance work at the risk and cost of the L1- CA firm and debiting the CA firm the excess amount if any so spent.

In case Dean GMC Datia rescind of contract of CA firm. The performance Guarantee/ Security Deposit of the CA firm shall stand forfeited. The decision of Dean GMC Datia in this regard shall be final and binding on the CA firm.

The Contractor / Firm shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.



Dean
Government Medical College
Datia (M.P.)



UNDERTAKING FOR NON-BLACKLISTING
(To be submitted on 100rs Non Judicial stamp)

I/We hereby (proprietorship/partnership firm) certify that the firm has not been ever blacklisted by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that the information given in the bid is true and correct in all aspects and if in any case at a later date, it is found that any detail/s provided are false and incorrect, any contract given to the concerned firm or participation may be summarily terminated at any stage, the firm will be black listed.

Date:
Place:

Name:
Address:
Signature and Seal of the
Bidder :

[Handwritten signatures and marks in blue ink]

PROFORMA FOR TECHNICAL BID

Name of work: Hiring of Services of Chartered Accountant Firm for GMC Datia (M.P.)

Annexure	Particulars of Firm	Details	Page No.
5.1			
5.1A	Name of Firm/ Agency	Attach photo copy	
5.1B	Full Address of the Firm/Agency	Attach photo copy	
5.1C	Email ID	Attach photo copy	
5.1D	Mobile No./Phone No. Of the Firm	Attach photo copy	
5.1E	Constitution of the Firm(Attached Copy)	Attach photo copy	
Annexure 5.2A	PAN no.of theFirm/Agency (AttachedCopy)	Attach photo copy	
5.2B	GST No. of the Firm/Agency (AttachedCopy)	Attach photo copy	
Annexure 5.3A	Details of tender cost Rs.1000/-to be paid online (Attached proof)	Attach photo copy	
5.3B	Details of EMD Rs.5,000/-to be paid online (Attached proof)	Attach photo copy	
Annexure 5.4	Five years experience as mentioned in the Tender Document (Attached Proof)	Attach photo copy	
Annexure 5.5	Whether Agency stands blacklisted by any of the Department/Organization as on the date of tender (attach undertaking on the letter Head of the Firm duly signed and stamped)	Attach photo copy	
Annexure 5.6	Details of Bank Account a) Name of the Beneficiary: b) Name of the Bank and Branch: c) Account Number: d) IFSC Code: (Attached Proof-Self cancelled cheque)	Attach photo copy	
Annexure 5.7	Self Certified copy for turn over as per clause 4.1.6 for FY 2022-23,2023-24 and 2024-25 (audited or provisional)	Attach photo copy	
Annexure 5.8	Income tax returns of last three years 2022-23, 2023-24 and 2024-25	Attach photo copy	

Annexure 5.1.1	Particulars of Firm						Details	Page No.	
Annexure 5.1.9	Chartered Accountant firm should be registered with Institute of Chartered Accountants of India						Attach photo copy		
5.1.10	Details of CAs with the firm								
	S.No.	Name	Member ship No.	Qualific ation	Designation Partner/Empl oyee	Date of Joining			
	1								
	2								
	3								
4									
5.1.11	Details of Experience of firm								
	S.No	Year Contract	of	Name of Organization	of	Period			
	1								
	2								
	3								
4									

This is to certify that I/We have carefully read the contents of the Tender Document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of Tenderer.....
Name of the Signatory.....
Name of the CAFirm/Agency.....
Seal of the CAFirm/Agency.....

Andh. *[Signature]* *[Signature]* *[Signature]* *[Signature]*