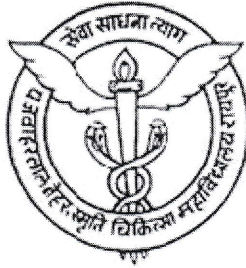


**PT.J.N.M.MEDICAL COLLEGE (AUTONOMOUS  
SOCIETY) RAIPUR, CHHATTISGARH**



**TENDER DOCUMENT**

**FOR**

**SERVICES FROM CHARTERED ACCOUNTANT  
FIRMS AUDIT WORK**

Tender No. ....773..... Dated ..20/01/2021

**BACKGROUND**

The institute was established in 1963. The college is 1100 bedded Multi-specialty hospital with advanced diagnostic tools, The intake of undergraduate students is 180 every year and 200 for post graduate.

Pt J.N.M. Medical College is the only tertiary level medical and health institution which provides specialty health services to the approximate 2 crore population of the state of Chhattisgarh. The OPD service runs daily from 8.30 am to 1.30 pm, except Sunday, with 24 hours emergency services. Average daily OPD attendance is more than 900 patients with more than 100 major and minor surgical procedures done daily across the 11 fully equipped operation theatres. The institution is funded by the Chhattisgarh Government

**Details of running projects.**

S.No.	Deptt. Name	Project Name
1.	Community Medicine	Bridge Program of Certificate in Community Health for Nurses (BPCCHN)
2.	Physiology	Precise Placement of Percordial Electrodes with +/- 0.5 cm accuracy for Recording ECG Self Operable Diagnostic Devices.
3.	Biochemistry	M.Sc. Medical Biotechnology Course & Sickle Cell Mission Mode Project (CSIR)

**SCHEDULE AND SCOPE OF WORK.**

The CA firms shall be responsible for Audit. Detailed description of the services to be provided by the CA Firms is as follows:

- Regular audit of Annual Account from Financial Year 2020-21 onwards,
- Firm shall conduct the statutory audit of the institutions.
- Precheck /Audit of bills, Vouchers and other document of different department of PT JNM MEDICAL COLLEGE. (Approx. no. of Bills in a financial year is 1500)
- Certificate of statement of expenditure and utilization certificate for fund received from Central and State Government as per the requirement and directed by PT JNM MEDICAL COLLEGE Accounts Department.
- Preparation of Draft report of Compliance/Special Audit by AG/Finance or any other audit paras.
- Prepare monthly, quarterly and yearly budget analysis report and any other work directed by Accounts department.

**I. Time Period & Execution :**

The contract is initially for a period of one year, which may be renewed further on "annual basis" for a total term of 3 years. On successful completion of the initial term of 3 years, the contract term may, at the sole discretion of the PT JNM MEDICAL COLLEGE, be further extended for another term of 2 years with "yearly renewals" on the same terms and conditions, It's clarified that even though the total term of the contract is 3 years, the contract may be renewed annually at the option of the PT JNM MEDICAL COLLEGE, However, if the performance of the CA firm is not found satisfactory as per PT JNM MEDICAL COLLEGE's sole judgment & standards, the PT JNM MEDICAL COLLEGE has the right to refuse the renewal / extension at any time.

- The Chartered Accountant Firm will depute dedicated personnel(s) at the PT JNM MEDICAL COLLEGE, at their own costs, as may be required depending upon the volume of work involved. The PT JNM MEDICAL COLLEGE shall have the right to request for change of any staff personnel deputed at the

*Notarized*

*Singh*  
21.2.21

*[Signature]*  
21.2.21

PT JNM MEDICAL COLLEGE if his / her performance / conduct are not found satisfactory. The qualifications of the staff and experience must be mutually discussed and agreed upon with the PT JNM MEDICAL COLLEGE before deputing them on the job.

However, the strength of team members deputed at the PT JNM MEDICAL COLLEGE shall be subject to review by the PT JNM MEDICAL COLLEGE at any time, If more number of members is required as per PT JNM MEDICAL COLLEGE's judgment, the same shall be increased with mutual discussion and agreement.

The firm shall also submit a "status report" to the office showing the status of the Audit and also the pending issues, if any. This report shall be vital for timely processing of their bill. All salaries / wages / stipend and all other costs of the staff deputed at the PT JNM MEDICAL COLLEGE shall be paid and borne by the CA firm and PT JNM MEDICAL COLLEGE shall be in no way responsible/ liable for payment of any dues / benefits to them.

## **II. Support and Inputs to the Firm :**

- The PT JNM MEDICAL COLLEGE shall provide office space, Table, Chair, one computer, printer etc, however, firm has to arrange software etc., to perform its services.

## **III. Qualification and Experience criteria:**

- The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods & Service Tax (G.S.T.) Registration.
- The Firm should have been in operation for at least 10 years after its registration,
- The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG),
- The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. (2017-18, 2018-19 and 2019-20) must be equal to or more than Ten Lakhs (10 lakhs),
- The CA Firm should have minimum of 05 years of experience in Audit of central, state Government institutions.
- The firm must have an office, headed by a Chartered Accountant (Head office and/or Branch Office) located at Raipur,  
In case, any ambiguity is found in the tender documents, whereby the PT JNM MEDICAL COLLEGE has doubts or is not very clear whether the bidder qualifies the above eligibility criteria, the PT JNM MEDICAL COLLEGE shall have the right to make its own assessment based on the documents submitted, to decide on whether the bidder is eligible or not or deserves any additional weightage. In such a case, the

PT JNM MEDICAL COLLEGE shall be final and the bidder shall have no right to challenge the same. Therefore, the bidders are advised to submit the complete information and documents in support of their claims to fulfil the eligibility criteria as above.

## **IV. Payment Terms:**

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the PT JNM MEDICAL COLLEGE. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. No request for extra payment on account of increase in price on



whatever account will be entertained, No extra payment on account of any out of pocket expenses shall be paid. Fee for Audit work will be per financial year wise.

- GST and other taxes is payable extra as per applicable rates.
- Payment shall be subject to TDS, GST as per Government applicable rate.
- Payment shall be made on annual basis.
- For audit work — 90% payment after satisfactory completion of work and report submitted. — 10% payment after certification from the Accountant General (AG), • Modification/alteration suggested by the AG shall be incorporated in report. No additional fee shall be paid for any modification/alteration suggested by AG.
- Minimum fee for audit work is as per "the Institute of Chartered Accountants of India (ICAI) minimum recommended fees.

However, After the completion of three Years, if the contract period will need extension by mutual understanding of both the parties, subject to satisfactory performance by the CA firm as per PT JNM MEDICAL COLLEGE's judgment and standards.

S.No.	Institute/Courses/Projects	Annual Budget	Payment Percentage
1.	Pt JNM Medical College(Autonomous fund)	11,47,91,850=00	30%
2.	Dr. BRAM Hospital (Autonomous fund)	2,46,00,000=00	30%
3.	M.Sc Medical Biotechnology (Autonomous fund)	17,25,000=00	10%
4.	BASLP (Autonomous fund)	1,76,75,853=00	15%
5.	MRU (ICMR Project)	31,44,000=00	5%
6.	Sickle Cell Project (Central Govt. Project)	52,91,912=00	5%
7.	Community Medicine (NHM Project)	57,10,631=00	5%

#### V. Performance Security :

The successful bidder will be required to deposit 5% of the bid amount towards Performance Security in the form of Fixed Deposit before execution of the agreement

#### VI. Submission of Tender :

Interested firms are requested to submit their Tender in 2 sealed envelopes (Technical and Financial bid) as below, along with Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft,

- 1st Envelope: Containing Technical evaluation information including documents / information specifically mentioned in Annexure-A/ A1 & A2 along with all supporting documents including EMD draft.

*Resubmit*

*Sudh*  
01.2021

*X*

*8/1/21*



- i. 2nd Envelope: Financial Bid (Please quote a consolidate rate for all the headings from S.No. 01 to 07 inclusive of all taxes) date as per Annexure B.
  - ii. All pages of the Tender and the supporting documents/ annexures must be serially numbered.
  - iii. All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm, in the absence of which, the tender will be disqualified.
- An Index must be made for tender documents and for all supporting documents submitted and this must be affixed on top of all Annexures submitted. The index must mention the relevant Page number to facilitate quick reference. If any document reference/page number is not mentioned in the Index, it shall not be considered,
  - If the tender is not supported by the "Essential certificates" or "other documents" for credentials as envisaged in the tender documents, the relevant credentials shall not be considered for evaluation without any further reference to the Bidder,

The Documents relating to Technical Evaluation and Financial Bid should be submitted in two different envelopes as mentioned above and all envelopes should be subscribed "TENDER FOR SERVICES FROM CHARTERED ACCOUNTANT FIRM for AUDIT WORK" and all the two envelopes should be sealed in one main envelope and subscribed "TENDER FOR SERVICES FROM CHARTERED ACCOUNTANT FIRM for AUDIT WORK". Tender should be deposited in the office of DEAN, PT JNM MEDICAL COLLEGE, RAIPUR CHHATTISGARH,

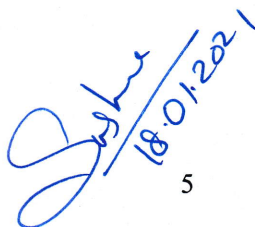
The Applicant can submit the Tender by registered post /Speed post or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the PT JNM MEDICAL COLLEGE after the deadline shall not be opened.

#### **VII. Earnest Money Deposit :**

Earnest Money Deposit of Rs 10,000/- (Rupees Ten Thousand only) by way of Demand draft in the name of " DEAN, PT JNM MEDICAL COLLEGE, RAIPUR CHHATTISGARH", payable at Raipur should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid.

#### **VIII. Evaluation of Tender :**

Notwithstanding anything contained in this tender document, technical assessment shall be made at the sole discretion of the Technical committee and Purchase committee of PT JNM MEDICAL COLLEGE and their decision shall be final and not challengeable.



5



## Qualifying criteria/compliance report

It is mandatory for the bidders to fill up the rows and columns of the compliance report. Not filled or incomplete compliance report will not be considered during technical evaluation and such bid will be rejected.

### ANNEXURE- A

No.	TECHNICAL BID			
	Criteria	Particulars	Description	Index (Supporting documents enclosed on the page no... of bids)
1	(A) The firm must have its Head Office or/and Branch Office headed with a CA at Raipur Address of HO Address of Branch (Submit copy of supporting document regarding address).	Name of the Firm		
		Address of HO		
		Address of Branch		
		Designation/ Qualification of Head authority at Branch Office		
		Telephone No		
		Mobile:		
		E-mail:		
	(B) The CA Firm should be registered with the Institute of Chartered Accountants of India (ICAI) and must possess permanent account number (PAN) under Income Tax and registration under GST (Provide copies of all Registration certificates)	Registration No with ICAI,		
		Date of Registration (ICAI)		
		PAN No. of CA Firm		
		GST Registration		
2	The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG) (Provide copy of valid Empanelment Certificate)	Empanelment Number		
		Period/Validity		
3.	The CA Firm should be in operation for at least 10 years after its Registration (Provide necessary evidence)	Year of Registration/ starting of operation		
		Numbers of years in operation after registration(In Years)		
4.	Services provided for audit and related services on regular basis in last 05 financial years (Provide necessary evidence i.e. Experience Certificate/Work Order/ Work completion report from Government Institute)	No. of Such entity Name of Such entity Annual Turnover of the entity Period of work Detail of the work undertaking Total work experience		

*Verdant*

*Surya*  
18.01.2021

*[Signature]*  
18/01

*[Signature]*  
18/1/21



5.	Average annual gross professional fee earned by the CA Firm for the last three years must be equal to all greater than Thirty lacks, (30 Lacks). (Provide copies of the audited financial statements for the year 2017-18, 2018-19, 2019-20 and Income tax return)	Financial Year 2017-18 Financial Year 2018-19 Financial Year 2019-20 Average Annual for 3 years		
6.	DD of Rs, Ten Thousand only as EMD in favor of Dean, Pt. JNM Medical College, Raipur			
7.	List of Arbitration cases (if applicable)			
8.	Undertaking by the bidder to the effect that there is no police case pending against the CA Firm.			
9.	Undertaking by the bidder that CA Firm is not blacklisted by any of the authority.			
10.	Qualification and Experience certificate of the person who shall be deputed at this office enclosed attached copy (Manpower deployment schedule)			
11.	Declaration by the tender "This is to certify that I/we before signing this tender have briefed and fully understood all the terms and conditions contain herein and undertake myself/our self to avoid by them"			

Certified that the above particulars are true & correct. In the event of any such information / document is found to be incorrect / false / manipulated, the PT JNM MEDICAL COLLEGE is at liberty to reject the proposal of the CA Firm without assigning any reasons thereof and without giving any opportunity of being heard.

Date;

Signature:

\_\_\_\_\_

SEAL:

Name and Designation:

*Sushma*  
18/01/2021

*[Signature]*  
18/01

*[Signature]*  
18/1/21

*[Signature]*  
20/1/21

## Annexure

A1

## Details of Proprietor/Partners/Firm of CA Firm

Sr. No.	Name of the Member	Designation	Membership No. Status	(FCA/ACA)	Remarks

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

SEAL:Signature:

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Date:

Name and Designation:

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*Sukh*  
18-01-2021

*[Signature]*  
18/01

*[Signature]*  
18/01/21

*Vijay Kumar*  
24/01/21



A2

Details of CA Firm's Experience Audit work of Central / State Government / autonomous bodies  
(During last 05 Financial years ended 31st Mar'20)

**1, Audit work**

Sr. No.	Name/Nature of the assignment	Period Start Date / End Date	Total Period of work	Name of the Institution/ company	Annual Turnover of the Institution / company	Nature of the supporting documents	Index / Reference Page Number

Furnish the copy of the documentary evidence in support of the Information provided above, Please attach additional sheets, if required.

SEALSignature: \_\_\_\_\_

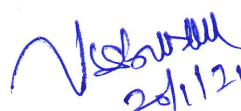
Date:

Name and Designation: \_\_\_\_\_

Sylke  
18.01.2021

  
16/1/21

  
18/1/21

  
20/1/21

**FINANCIAL BID**

S.N.	Particulars	Fee Rupees (In Figure)	Fee Rupees (In Word)	Payment Schedule
2.	Professional's fees / charges for Audit work of all the items from S.No. 01 to 07 as stated in payment terms & conditions IV and works mentioned in Schedule and Scope of work [(iii)] per Financial Year wise.(Inclusive of all taxes)			The Service provider will raise bill as mention in the payment terms.
	TOTAL AMOUNT			

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Notes:

- Fee for Audit work will be per financial year wise 90% payment after satisfactory completion of work and submission of report, 10% payment after certification from the Accountant General (AG).
- Fee is Inclusive of Professional charge (Profit of the firm), Travelling, Food and all other Expenses,
- Fee is exclusive of applicable taxes. The taxes as may be levied by the government from time to time shall be charged by the bidder addition to the rate quoted in the bid.
- Statutory Deductions like TDS etc. shall be made by the PT JNM MEDICAL COLLEGE as per statutory rates and norms wherever applicable, e, No price variance/escalation during the contract period,
- Minimum fee for audit work is as per "the Institute of Chartered Accountants of India (ICAI) minimum recommended fees.

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms,

SEAL:

Signature:

Date:

Name and Designation:

*Signature*  
18/01/2021  
*Signature*  
18/01  
*Signature*  
18/1/21