

Request For Proposal for Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc. of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the financial year

**2025-26, 2026-27 and 2027-28.**

**RFP Invitation No: 01/2025**

**To be opened on: 18.03.2025 at 2.30PM.**

**Gauhati Medical College,  
Narakasur Hill top,  
Bhangagarh,  
Guwahati-32**

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**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE, NARAKASUR HILL TOP**  
**,GUWAHATI-32.**

No.MC/98/ 2019/387...

Dated Guwahati the 19. Feb., 2025

**REQUEST FOR PROPOSAL (RFP)**

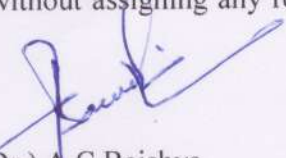
Sealed tenders affixing court fee stamp of Rs. 8.25/- (Rupees eight and paise twenty five) only in TWO BID SYSTEM (Technical & Financial) are invited from intending experienced CAG empanelled Chartered Accountant firm for Engagement for GST, TDS Consultancy and Return Filing and for various project and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training& others and submission UC etc.of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the financial year 2025-26, 2026-27 and 2027-

**28.Important dates of the tender:**

Bid documents are available in the website on	24.02.2025
Date and Time of Pre-Bid Meeting	04.03.2025 at 2.30pm
Date and Time of Start of Bid Submission	07.03.2025
Date and Time of End of Bid Submission	18.03.2025 at 2.00pm
Date and Time of Opening of Technical Bid	18.03.2025 at 2.30pm
Tentative Date and Time of Opening of Price (Financial) Bid	Shall be communicated only to the technically qualified bidders subsequently
Place of Pre bid meeting, submission and opening of Bids	Office of the Principal, Gauhati Medical College, Narakasur Hill top, Guwahati

All other relevant information and the detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from 24.02.2025 Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakasur Hilltop, Bhangagarh, Guwahati-32 during the office hours up to 2:00 p.m. till 18.03.2025. and submit the bid accompanied by a Demand Draft of Rs. 1000/- only (Non refundable) in favour of Principal, Gauhati Medical College, Guwahati-32 payable at Guwahati.

The undersigned reserves the right to reject all or any tender without assigning any reason and is also not bound to accept the lowest rate.

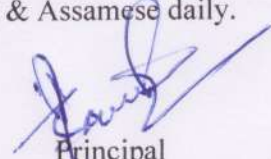
  
Prof.(Dr.) A.C.Baishya  
Principal  
Gauhati Medical College  
Guwahati- 32.

Dated Guwahati, the 19. Feb., 2025,

Memo. No. MC/98/ 2019/387...

**Copy to :**

1. The AG (A&E), Moidamgaon, Berltola, Assam for favour of kind information.
2. The ME & R Dept., Guwahati, Dispur, Assam for favour of kind information.
3. The Director of Information & Public Relation, Dispur, Guwahati-6 for information. He is requested to publish the above notice in widely circulated local English & Assamese daily.
4. The DME, Assam for favour of kind information.
5. Notice Board, GMC and GMCH, Guwahati-32.

  
Principal  
Gauhati Medical College, Guwahati- 32.

**GOVERNMENT OF ASSAM**  
**OFFICE OF THE PRINCIPAL :GAUHATI MEDICAL COLLEGE, NARAKASUR**  
**HILL TOP ,GUWAHATI-32.**

**TENDER DOCUMENT**

Sealed tenders are invited in TWO BID SYSTEM from intending experienced CA firms having experience in similar services (**Request For Proposal for Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and for various project and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc.**)for at least 5 years to any Central/State Govt. organization or a large Public Sector Undertaking/Board/Project Mission or reputed private organization in Assam. Strictly subjects to the Terms & Conditions of the contract as notified in the tender document.

The detailed bid documents are available on website <http://gmchassam.gov.in> and can be viewed from **24.02.2025** Bidder may also download the bid documents from the dedicated website or may be collected from the office of the undersigned at Narakasur Hill Top, Bhangagarh, Guwahati-32 during the office hours up to **2:00 p.m. on 18.03.2025** and submit the bid against a Demand Draft amounting to **Rs. 1000/- only (Non refundable)** in favour of Principal, Gauhati Medical College, Guwahati-32 payable at Guwahati.

Eligible and interested experienced CAG empanelled Chartered Accountant firm may submit their tenders by **18.03.2025 upto 2:00 pm** to the **Office of the Principal, Gauhati Medical College, Guwahati-32.**

**Schedule to the Invitation of Tender**

1	Tender No	01/2025
2	Tender Date	24.02.2025
3	Item Description	As per list enclosed
4	Last date and time of submission of tender	<b>18.03.2025</b> up to 2.00 PM
5	Date and time for Opening of Tender	<b>18.03.2025</b> at 2:30 P.M.
6	Tender fees	Tender fee of Rs. 1000/- only in the form of Demand Draft in favour of the Principal, Gauhati Medical College, Guwahati payable at Guwahati with Technical Bid.
7	Service to be Provided	Request For Proposal for Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and for various project Preparation of Utilization Certificate for various projects & auditing of receipt & payment/ fundfor the financial year 2025-26, 2026-27 and 2027-28
8	Period/Extension of Contract	36 months from the date of signing the contract.
9	Validity of tender offers	180 days from date of opening of prequalification-cum-technical bid.

10	Bid security(EMD)	Rs. 20,000/- only in the form of <b>Demand</b> draft in favour of Principal, Gauhati Medical College, Guwahati.
11	Performance Security	<b>5% of the L1 rate</b> as performance security in the form of <b>Demand</b> draft or Bank Guaranty in favour of Principal, Gauhati Medical College, Guwahati covering the warranty period.

**Brief Schedule**

<b>Description of the Services</b>	<b>Period</b>
<ol style="list-style-type: none"> <li>1. Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing ,</li> <li>2. Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling, Submission of UC thereon.</li> <li>3. Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training &amp; others and submission UC etc.</li> </ol>	2025-26, 2026-27, and 2027-28

- Application complete in all respects duly supported by a non-refundable application fee of **Rs.1000.00 (Rupees Onethousand only) through Demand Draft in favour of Principal, Gauhati Medical College, Guwahati-781032, payable at Guwahati** should be submitted in a sealed cover superscribed "Request for Proposal for Engagement of CAG empanelled CA Firm of **Gauhati Medical College, Narakasur Hill Top, Guwahati** for the financial Year 2025-26, 2026-27, and 2027-28". **The tenders will be opened on the same date at 2.30PM** in presence of the bidder or their authorized representatives, who choose to attend at the time, date and place specified in the invitation of bids.
- The bidder's representatives, who choose to attend the bid opening, shall bring with them a letter of authority from the bidder on the letterhead for having been authorized to be present at the time of opening of the bid. In the absence of such letter of authority, the representative (s) will not be allowed to enter and/or to attend the bid opening.
- Bids must be received by **the Office of the Principal, Gauhati Medical College(GMC), Guwahati-32** as specified in the RFP not later than the time and date specified in the invitation for bids. In the event of the specified date for the submission of bids being declared a Holiday, for the GMC, the bids will be received up to the date and appointed time on the next working day after that no bids will be accepted.

**Section-I**

**Background**

**GAUHATI MEDICAL COLLEGE:**

Gauhati Medical College was established in 1960. This institution has grown leaps and bounds from its humble beginning in Jalukbari to the imposing college and hospital campus.

The College undertook various Research Projects in the different Departments for upliftment and upgradation of the Health Education. In addition to conduct Medical Education and Research work.

**Section-II**

**Objectives:**

**The objectives would be:-**

1. **Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the financial period from 2025-26 to 2027-28.**  
Submit e-TDS on monthly/ quarterly basis and annual ITR in respect of fund received express professional opinion on the true and fair view of the operations of the IT/ GST as per provision of rules for Income Tax & GST related services. The IT/GST related services should cover the entire IT Manual/ GST from Govt. of Assam.
2. **Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling for the financial period from 2025-26 to 2027-28.**
  - a. Ensuring accuracy in the preparation of Utilization Certificate, based on the books of accounts;
  - b. Ensuring timely and accurate submission of financial MIS to the management.
3. **Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc.**
  - a. Ensuring Audit/ Utilization Certificate based on the books of accounts;
  - b. Ensuring timely and accurate submission of financial MIS to the management.
  - c. Advise for improving internal control mechanism of the Gauhati Medical College, Guwahati.

**Responsibility & Scope of Work**

1. The CA firm is responsible for preparing of e-TDS/TCS/GST on monthly/ quarterly basis and annual ITR and to express professional opinion on the true and fair view of the operations of the IT/ GST as per provision of rules for Income Tax & GST related services. The CA firm is upload 24Q, 26 Q and 27EQ and as per law. The IT/GST related services should cover the entire IT Manual/ GST manual as applicable to the Institute under Act.
2. Preparation of Auditor Report in respect of Project and Short term training.
3. Checking and preparation of expenditure certificate of Government of India as per GFR rules stipulated by Government of India
4. Checking and preparation in details of all funds received from Government of India along with copies of sanction letter
5. Preparation of quarterly, annually and final progress report of the project when necessary.

6. Preparation of Audited Utilization Certificate.
7. Preparation of Statement of Government Deductions
8. Preparation of Fund Receipt Statement
9. Preparation of Statement of Expenditure incurred on the research project account (project wise).
10. Accounts inspection.
11. Preparation and filing of returns with IT department wherever necessary
12. Advice on or upto date rules & regulations TDS/GST in case of contract payment and purchase of goods or any other taxes.
13. Reporting of any earlier audit objection in the previous year.
14. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute
15. The CA will have to update TCS on FR quarterly
16. Checking stock register, endorsement and other related works.
17. Earlier pending work will have to be done by the successful CA during his 3 years tenure. The rate for the work will be fixed on submission of the proposal.
18. They will have to collect the data from the source for filling of return / audit etc.
19. They will send the soft copy and hard copy of the acknowledgement of 24Q, 26 Q and 27EQ and others as per law and they will file the return after taking approval from GMC they will submit the same
20. CA will have to submit the total taxable and non-taxable amount of the incumbent for the financial year wise.
21. CA will be notify GMC regarding uniformly deduction of TDS from the incumbent in the beginning of the Financial Year, so that at the end of the FY no incumbent will fall any TDS related issues.
22. CA is to advise for settlement of any query raised from IT Department regarding tax liability of individual & for the Institute.

**Minimum Eligibility Criteria of the Firm**

- a. Tender Processing Fee submission details.
- b. EMD submission details.
- c. The Tenderer shall be a firm of C.A.G empanelled Chartered Accountant.
- d. Bidders/ Firm should have a head office located within Kamrup (Metropolitan) district for consultations/ discussions as and when required by GMC authority. The Bidder is required to provide the details of Head office address, Contact details like Land line No. / Mobile no. and Email address etc. on Rs. 100/- Non-Judicial e-Stamp paper. The Tender Inviting Authority may inspect the site during the tenure of contract period or technical evaluation stage.
- e. Tenure of existence of Firm/ Bidder – Should be more than 05 Years related to professional services.
- f. Turnover of Firm (Professional Receipts) - Average of last three immediately preceding financial year i.e. F.Y-2023-24, F.Y- 2022-23 & F.Y.2021-22 shall not be less than Rs. 50 Lakhs. Average Turnover Certificate certified by CA should submitted with UDIN.
- g. The Firm should have at least 3 (Three) Full-Time FCA partners in full time practice.
- h. The Bidder/ Firm should have minimum 5 years of continuous working experience in similar service. ((e-TDS Return, Online generation of form 16 & 16A) & filing GST Returns, Handling of Income Tax Matters.
- i. The firm should have prior experience of TDS return filing on salary of a government organization at least 5 years.
- k. The Bidder/ Firm should have minimum no. of Form 16/ Form 16A online generation processed annually in last 5 Yrs / More than 600 Nos.
- m. The partner of the firm/ bidder shall have to visit the GMC at least once in every (two) months for consultancy and review.
- n. The firm should not have been blacklisted/debarred anytime from participation in a tender floated by any Govt. or Govt. Agencies or Govt. Funded Institutes or PSU. A notarized self declaration to this effect should be submitted.
- o. Undertaking to accept terms and conditions of the tender documents and comply with them (On Non- Judicial e-stamp paper of denomination of Rs. 100/-) should be submitted.
- p. The tenderer should have valid PAN and GST Number.

**Submission of Audit Report & UC's**

The Audit reports complete in all aspects along with UC's should be submitted to the **Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** by the appointed firm within 2 months in the Assessment Year.

**COVERING LETTER**

Below format of letter to be given for applying for Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling / audit and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc. of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the financial year **2025-26, 2026-27 and 2027-28.**

To,  
The Principal,  
Gauhati Medical College,  
Narakasur Hill top, Bhangagarh, Guwahati-32.

Sub: Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training& others and submission UC etc.

Dear Sir,

This is with reference to your Tender number NIT No.....Dated ....., I have examined the tender document and understood its contents. I hereby submit my Bid against Request for proposal of Chartered Accountant Firm for conducting audit, IT/GST consultancy and filing of return for Gauhati Medical College, Guwahati. The Bid is unconditional for the said Tender.

1. It is acknowledged that the authority will be relying on the information provided in the Tender and the document accompanying such tender for qualification of the Bidders for the above subject Engagement and we certify that all information provided in the Tender and in Annexure is true and correct; nothing has been misrepresented and omitted which render such information misleading; and all documents accompanying the Bid are true copies of their respective originals.

2. This statement is made for the express purpose of the above mentioned subject.

3. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.

4. 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.

5. It is declared that: (a) We have examined the Tender document and have no reservations to the Tender 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.

6. 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.

7. It is understood that the institute can use any evaluation scheme/evaluation metrics/ weightage or take the help of any consultant, as required in selecting the successful agency/Agencies and we agree to abide by it.

8. 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.

9. It is further certified that no investigation by any regulatory agency is pending against us.

10. It is hereby affirmed that we are in compliance of/ shall comply with the statutory requirements of the Govt. of India& Govt. of Assam as applicable.

11. We here by 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, selection of the Tenderer, or in connection with the selection/bidding process itself, in respect of the above mentioned services and the terms and implementation thereof.

12. We agree to undertake to abide by all terms and conditions of the Tender document.

13. 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 Tender Document.

Place:-

Yours faithfully,  
(Signature, name and designation of  
the Tendered/ Authorized Signatory)  
(Office Seal)

Date:-



**GENERAL PARTICULARS OF TENDERERS**

1. Name of the Chartered Accountant Firm /Agency
2. Full Address with contact number, website, e-mail etc.
3. Income Tax PAN No. of the firm : ( attach copy)
4. GST Regn. No. of the Firm:(attach copy)
5. Firm's Registration No. issued ICAI:(attach copy)
6. Firm Card issued by ICAI (attach copy)
7. Certificate of Membership issued by ICAI (attach copy)
8. Certificate of Practice (COP) issued by ICAI (attach copy)
9. Empanelment No. with C&AG:(attach copy)
10. Constitution of the Firm /Agency (Please tick & attach relevant Copy)
  - a. Regd. under LLP Act 2008.( Supporting document) \*
  - b. Regd. under Indian Partnership Act1932.(Copy of Partnership Deed)
  - c. Regd. under Shops & Establishment Act,1971 ( if applicable )
  - d. Regd. under any other Act, if not the owners. (Society, NGO etc.)
  - e. Regd. Under Professional Tax Act.

**Part-II**

1. Name and address of the Firm's representative who would be present at the time of opening of tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents.

Place:-

Date:-

(Authorized Signatory)

Signature of Tenderer

(Office Seal)

**SUBMISSION OF TENDER****SEALING AND MARKING OF TENDER**

- a. The Tender must be complete in all respect and should contain requisite certificate, informative literature etc.

**Technical Bid and Financial Bid:-** The bidder must submit technical and financial bid to the Office of the Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 should be sealed in envelopes and clearly superscripting on the envelop separately, -“Tender for Engagement of CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing and Engagement of CAG Empanelled CA Firm for various project and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc. of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the financial year 2025-26, 2026-27 and 2027-28”.

- b. The Bid shall include,
- i. Forwarding letter by the Tenderer
  - ii. All required documents.
  - iii. Tender Processing fees (non-refundable).
  - iv. EMD submission details.
  - v. Technical Bid and financial bid.
  - vi. Tender should be addressed to :-

The Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32, Assam

**EXPENSES OF AGREEMENT:**

All the expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of Tender submission till final compliance shall be borne by the Tenderer.

**DEADLINE FOR SUBMISSION OF BIDS:**

TENDER must be received by the Office of The Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32, Assam at the date, time and address specified in the TENDER notice/TENDER document.

**LATE BIDS:**

Any Tender received after the deadline for submission of TENDER prescribed by the Gauhati Medical College, Guwahati-32, shall be rejected without any further correspondence to the Tenderer.

**GENERAL TERMS AND CONDITIONS:-**

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
  2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
  3. The decision of acceptance of the quotation will lie with the competent authority of Gauhati Medical College, Guwahati-32, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
  4. 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.

5. At any stage during finalization of Tender process, the competent authority of the institute is free to use any evaluation matrix/weightage or take help of any consultant, as required in selecting the successful agency/agencies and we agree to abide by it.
6. 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.
7. 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.
8. 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.
9. The agency shall not sublet the work or part of the work.
10. 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.
11. Payment will be made from College welfare fund.
12. The contract can be terminated at any point of time by giving 30 days notice if the services of the Firm are not found satisfactory. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
13. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
14. The Bidder must quote the rates in figures as well as in words correctly in the Financial Bid .

**Liquidated damages clause**

1. The Agency 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.
2. 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.
3. The Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32, 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, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32, Assam shall be final and binding on the agency/agencies in respect of any clause covered under the contract.

(Authorized Signatory)  
Signature of Tenderer  
(Office Seal)

**TENDER OPENING:**

- A. OPENING OF TENDER (**Financial Bid**):
- B. Financial Bid (Tenders) of the Tenderers who technically qualify shall be opened in the presence of bidder or their Authorized person(s) who wish to be present there. The date of Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.
- C. CLARIFICATION OF TENDER: To assist in the examination, evaluation and comparison of TENDER, Principal- Gauhati Medical College, Guwahati at his discretion may ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing.
- D. BIDEVALUATION: The entire bid process will be of two tiers as follows Tier 1 – Technical evaluation. The total mark for technical bid is 70 marks. Technical bid score shall be calculated in the following manner:  $\text{Weighted technical score} = \text{Technical Bid Score} \times 70/100$ , Tier 2- Financial bids = the financial bid score will be computed as below  $\text{Normalize Financial Bid Score} = (\text{Lowest tender price} \times 30) / (\text{Tender price quoted by Individual tenderer})$ . The lowest tender price shall be subjected to the minimum fees as provided in the tender document. In case of total highest score of two or more bidders is found to be equal, the work will be awarded to bidder as per remarks on evaluation of tender.

**AWARD OF CONTRACT:** The period of contract for 3 years of Gauhati Medical College authority. The Tenderer should pass in all items of “Eligibility Criteria”. Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

- A. Principal Gauhati Medical College, Guwahati reserves the right of negotiation with eligible Tenderer before finalization of the TENDER and/or contract.
- B. Principal Gauhati Medical College, Guwahati, Assam reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts of the bids without assigning any reason thereof.

**NOTIFICATION OF AWARD:**

Within 10(Ten) days from the date of opening Financial Bid, the institute will inform the selected Tenderer by registered letter or by phone or by e-mail

**TECHNICAL BID: PART - A**

Engagement of Chartered Accountant Firm at Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32, Assam			
<b>Terms &amp; conditions of the assignment will be as under</b>			
Note:1	We Agree to this—Write ‘Y’ for Yes or ‘N’ for No in the First Cell	1	2
Note:2	We have this competency – Write Y (for Yes) or N (for No) in the second cell		
(A)	SALIENT POINTS OF THE ASSIGNMENT		
<b>FINANCIAL YEAR 2025-26, 2026-27 and 2027-28</b>			
1.1	TDS form 24Q to be filed on a quarterly basis		
1.2	TDS form 26Q and 27EQ to be filed on a quarterly basis		
1.3	TDS returns are to be filed on quarterly basis within the due date which is 31st July for 1st Quarter, 31st October for 2nd quarter, 31st January for 3rd Quarter and 31st May for 4th Quarter		
1.4	Filing of GST TDS returns on a monthly basis by the due date		
1.5	Generation of required certificate of GST deduction		
1.6	The consultant CA will be required to visit and assist the college authorities in connection with TDS provision and for consultancy in at least once in every quarter		
1.7	The consultant CA will be required to visit GMC , Guwahati when invited and assist the college authorities in connection with GST provision.		
1.8	The consultant will be required to keep the senior staff aware of noncompliance with provisions of TDS of IT/GST.		
1.9	Any late fee arising out of untimely filing of TDS returns on IT will not be borne by Gauhati Medical College, Guwahati, if the details for filing the returns have been provided on time.		
2.0	Any late fee arising out of untimely filing of TDS returns on GST will not be borne by Gauhati Medical College, Guwahati if the details for filing the returns have been provided on time		
2.1	All travelling expenses, local transportation and Boarding/lodging will be as under: not be provided by the Gauhati Medical College, Guwahati.		

Place

Signature .....  
(Authorized Signatory)

Date:

Name  
Full Address.....  
(Office seal)

• **Procedure of Evaluation of Technical Proposal/bid( Part-B):**

S.no	Criteria	Scoring Pattern	Max Marks
1	Average turnover not less than 50 lakhs in the past three years	up to 50 lakhs = 10 marks Above 50 lakhs = 15 marks	15
2	Continuous working experience in similar service. (e-TDS Return, Online generation of form 16 & 16A) & filing GST Returns, Handling of Income Tax Matters in full time practice	up to 05 years = 05 marks Above 05 years = 10 marks	10
3	Nos. of FCA and support staff associated with the firm	(i) 3 FCA/FCMA + at least one more supporting staff = 10 marks (ii) More than (i) above = 15 mks	15
4	Prior experience of TDS return filing on salary of a government organization at least 5 years	Not less than 100 & up to 500 = 10 marks Above 500 = 15 marks	15
5	Form 16/ Form 16A online generation processed annually in last 5 Yrs	up to 600 = 10 marks Above 600 = 15 marks	15
6	Prior work experience in number of establishments under Govt.	1 to 2 Estts. = 05 3 and above = 10 marks.	10
7	Number of years of work experience of the Chief proprietor of the firm.	5 to 10 years = 5 marks 11 to 20 years = 10 marks 21 years and above = 20 marks	20

Note: Please attach extra sheet of documentary support in support of your information.

Signature-----

Name of Tenderer -----

Official Seal-----

**Methodology for quoting rates by the Bidders:**

**Methodology for quoting rates by the Bidders:**

Sl. No.	Work to be done and Quantum of last years expenditure	Quoted rate inclusive of all taxes etc.	Remarks
1	Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the FY 2025-26. <b>In respect of 700-800 no. of employees (approx.)</b>		
2	Engagement of CAG Empanelled CA Firm for various project and programme audits where necessary and for providing G.S.T, TDS consultancy and return filling, Submission of UC thereon etc.		
3	Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training & others and submission UC etc.		

**N.B.: The above figures are tentative and may vary depending upon the actual release of fund by the funding agency / agencies.**

Financial Bid should be submitted as per prescribed format.

Signature  
Name of Tenderer  
Official Seal

**Letter of Consent/ Undertaking**

We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid, Financial Bid as well as other documents communicated by the Gauhati Medical College, Guwahati if we are appointed for Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2025-26, 2026-27 and 2027-28.

Place:  
Date:

Signature  
Name of Tenderer  
Official Seal

Application FormForm 1**Particular/DetailsoftheFirm**

<b>SI No</b>	<b>PARTICULARS</b>	
1	NameoftheFirm	
2	AddressoftheFirm:	
	A) HeadOffice	
	C) MobileNo:	
3	Permanent Account Number:	
4	GST Number:	
5	Firm'sRegistrationNo.withICAI : <b>( Should be supported by required documents)</b>	
6	No.ofYearsofFirm's existence& DateofestablishmentofFirm:	
7	Average Turnover of last three immediately preceding financial year: i.e. F.Y-2023-24, F.Y- 2022-23 & F.Y.2021-22 <b>( Should be supported by required documents)</b>	
8	DetailsofPartners:	
9	Nameofeachpartner:	
10	Dateofjoiningthefirm:	
11	Qualification:	
12	Experience:	

**Signature of  
The Authorised Signatory**



**FORM 2**

**Experience of audit of Externally/Internally Aided Projects/ Social  
Sector  
Projects/Govt.organization(otherthanAuditofCharitableInstitutions&NG  
Os) intheStateof Assam-**

<b>Sl. No.</b>	<b>Name of the Organization</b>	<b>Type of Assignment</b>	<b>Date of the Work Order</b>	<b>Details of Proof Submitted</b>

**Signature of  
The Authorised Signatory**