



पूर्वोत्तर इंदिरा गांधी क्षेत्रीय स्वास्थ्य एवं आयुर्विज्ञान संस्थान
North Eastern Indira Gandhi Regional Institute of Health and Medical Sciences
 (भारत सरकार, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, स्वायत्त संस्थान)

(An Autonomous Institute, under Ministry of Health and Family Welfare, Government of India)

निदेशक ब्लॉक, मावड़ियांगडुंग, शिलांग -793 018 (मेघालय) /Director's Block, Mawdiangdiang, Shillong -793 018 (Meghalaya)

Store & Procurement Section - Email: storeneigrihms@gmail.com; Tele Fax: (0364) 2538032; Website: neigrihms.gov.in

F. No: NEIGR/S&P/A -01/2021 -2022

Notice Inviting Expression of Interest

Details:

EOI Enquiry No:	NEIGR/S&P/OT/E -01/2022-2023	
Description:	Expression of Interest (EOI) for Empanelment of Chartered Accountant Firm for assignment of Income Tax works /Calculation and filing of returns of GST /e-TDS Statement /Internal Audit /Reconciliation of Fixed Assets /etc. of the Institute.	
Bid Document Downloading Start Date:		14:00 hours of
Pre-Bid Conference and Clarification Session:		16:00 hours of
Last Date and Time for Submission of Bid Document Online:		14:00 hours of
Last date and Time of Receipt of Earnest Money Deposit (Hard Copy):		14:00 hours of
Date and Time of Opening of Techno -Commercial Bids:		14:00 hours of
Earnest Money Deposit /Security Deposit (EMD):		Rs 10,000.00 (Rupees Ten thousand only)
Tentative schedule after completion of Technical Commercial Evaluation subject to inputs from respective Committee /Authority:		60 days from the date of opening of Techno – Commercial Bid
Tentative schedule for awarding of contract including institutional requirement, justification of cost and on approval of the Competent Authority.		60 days from the date of opening of e- Price Bid /BOQ

Bidders /Tenderers can download the EOI document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit their bid online by uploading all the relevant documents through www.eprocure.gov.in. For further details regarding EOI amendment /date extension, please visit website: www.eprocure.gov.in. EOI document can also be downloaded from the Institute's website at www.neigrihms.gov.in

Notice Inviting EOI – Schedule I

Expression of Interest (EOI) are invited by Director, NEIGRIHMS, Shillong for empanelment of Chartered Accountant Firm for assignment of Income Tax works /Calculation and filing of returns of GST /e-TDS Statement /Internal Audit/Reconciliation of Fixed Assets /etc. of the Institute., as per enclosed scope of work and related terms and conditions.

- a. *Bidders /Tenderers would be required to register on the Central Public Procurement Portal at www.eprocure.gov.in, using a valid Digital Signature Certificate (DSC) and valid email address to be able to participate in the bidding process. On registration with the Portal they will be provided with a user id and password by the system through which they can submit their bids online.*
 - b. *Digital Signature Certificate (DSC) may be obtained from any authorized agencies registered with the Certifying Authority (CA), through National Informatics Center (NIC) in India.*
 - c. *Bidders /Tenderers can download the bid document from Central Public Procurement Portal website at www.eprocure.gov.in Bidders /Tenderers are required to submit the bid online by scanning and uploading all the relevant documents through www.eprocure.gov.in*
 - d. *EOI document can also be downloaded from the Institute's website at www.neigrihms.gov.in for further details regarding Amendment /Addendum /Extension please visit website: www.eprocure.gov.in and www.neigrihms.gov.in*
 - e. *The technical bids will be opened online by a Committee of members duly constituted for the purpose at the time and date as specified in the EOI document. All statements, documents, certificates, Affidavits, etc uploaded by the bidders will be verified and downloaded for technical evaluation and the result of technical bid evaluation will be displayed on www.eprocure.gov.in which can be seen by all bidders who participated in the EOI.*
1. Earnest Money Deposit (EMD) /Security Deposit - EMD of Rs 10,000/- (Rupees Ten thousand only), in the form of Call deposit, Banker's Cheque, Fixed deposit , Bank Guranatee or Demand draft, drawn in favour of EMD and security Deposit account , C/o:Deputy Director (Admn.), NEIGRIHMS, Shillong or Bank Guarantee of any Scheduled Bank, shall be scanned and submitted online along with the Techno-commercial bid (Un priced Bid), within the period of EOI online submission date and time and the original (hard copy) of EMD should be sent to Store & Procurement Officer, Director's Block, Mawdiangdiang, NEIGRIHMS, Shillong -793018 within the stipulated date and time.
 2. Performance Security -The successful bidder shall furnish Performance Security at 3% of the contract value, valid up to sixty days after the date of completion of all contractual obligations. Performance Security may be furnished in the form of Insurance Surety Bond, Account Payee, Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank or online payment in an acceptable form safeguarding the purchaser interest in all aspect
 3. A proof of ownership/partnership etc. shall be submitted along with verification of address, telephone & fax numbers.
 4. No work will be allotted to Non-tribal bidder /firm, contractors, Suppliers, stockists, bonded warehouse, private carriage contractors, cooperative societies etc except under a valid trading license issued by the Khasi Hills Autonomous District Council, Shillong.
 5. Bidders/Tenderers have to agree to all the terms and conditions, stipulated in the tender document, in this connection including service, penalty etc.
 6. The Firm /Agency has to give declaration that there is no Vigilance /CBI /ICAI case pending against the Firm /Agency
 7. Bidders/tenderer undertake to execute the agreement within 15 (fifteen) days from the issue of the letter of acceptance /award.
 8. Bidders/Tenderers need to scan and upload the required documents like Goods and Service Tax (GST) registration, PAN Number/Card, other valid document regarding the existence and registration of the firm along with the Techno-commercial bid including copies of Past Performance /Experience, License essential for carrying out the activities under reference, license and any other documents in support of carrying out the activities under reference from Competent Authority.

9. At any time prior to the date of submission of bid, Director, NEIGRIHMS may, for any reason, whether at his own initiatives or in response to a clarification from a prospective bidder, modify the bidding documents by an amendment. All prospective bidders /tenderer who have received the bidding document will be notified of the amendment in writing and the amendment shall be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid. Director, NEIGRIHMS may at his discretion, extends the date and time for submission of bids.
10. The agency shall not use the name of the NEIGRIHMS, Shillong in business dealing with other persons or traders.
11. NEIGRIHMS reserves all rights to make any changes in terms and conditions of the EOI and also to reject any or all bids without assigning any reason thereof.
12. The validity of bids shall be for a minimum period of 120 days from the date, as the EOI are finalized /awarded.
13. Settlement of Disputes – If there is any dispute or differences, the same may be referred to Director, NEIGRIHMS. Director, NEIGRIHMS or his authorized representative shall be the final authority in all disputes and decision taken by the authority will be binding on all concerned. Thereafter, the jurisdiction in respect of settlement of disputes in Stores & Civil contracts shall be as per the Commercial Courts, Commercial Division and Commercial Appellate Division of High Courts (Amendment) Ordinance 2018, wherein the provision for pre –institution mediation, has been made mandatory in respective cases by the parties to the disputes. The mediation shall be under the authorities constituted under Legal Service Authority Act, 1987 and that both the parties agree that the Courts in Shillong shall have the exclusive jurisdiction over any future disputes between the parties.

Introduction , Scope of Work and Conditions of Contract : Schedule-II

North Eastern Indira Gandhi Regional Institute of Health & Medical Sciences (NEIGRIHMS), Shillong, Meghalaya is an Autonomous Institute established by Ministry of Health and Family Welfare, Government of India in 1987. The then Prime Minister Late Rajiv Gandhi dedicated the Institute to the memory of Late Indira Gandhi, former Prime Minister for her commitment to the welfare and affection for the people of North Eastern Region. It has now been designed as a Postgraduate Medical Institute in the lineage of AIIMS, New Delhi.

NEIGRIHMS is an Institute of excellence in Medical Education & Human Resource Development by providing quality Medical Education to generate Health Manpower in various Branches in the field of medicine including providing Undergraduate, Post-graduate, Nursing and allied profession and also an excellent Centre in patient care services and an open referral hospital to provide specialized health care to the people of North East India along with advanced research facilities. The Post Graduate and MBBS courses are recognized by Medical Council of India.

NEIGRIHMS, Shillong intends to empanel Chartered Accountant firm for assignment of services/works related to Income Tax work /calculation and filing of returns of GST/E-TDS Statement /Internal Audit/Reconciliation of Assets with Annual statement of Accounts/ Audit of various Research projects including Swachhta Action Plan etc. of the Institute for a period of one year, which may be extended for another period of one year based on satisfactory performance

Bidders /Firms /Agencies should note that the following terms and conditions will apply specifically in addition to the Rules and the Regulations as applicable to such purchases in the Government of India.

1. Eligibility and Qualifications Criteria:-

- The firm should have been in operation for minimum of 3 years and having experience in Internal Auditing, Preparation /Verification of Annual Accounts of Central Autonomous Bodies /Filing of e -TDS Returns of Income Tax, Concurrent Pre-Auditing of payments and as per scope of works
 - The CA Firm should be empanelled with Comptroller and Auditor General of India (C&AG). Constitution Certificate from ICAI as on 31.03.2022 to be submitted
 - Number Constitution Certificate from ICAI as on 31.03.2022 to be submitted
 - The firm /agency should have an average annual turnover of Rs 10 lakhs for the last three Financial Years (FY 2019-20, FY 2020-21 and FY 2021-22). Audited Balance Sheet and Profit & Loss Account Statement for each of the last three (03) Audited and certificate duly signed by a Statutory Auditor
 - The firm should have a valid Registration, Income Tax Permanent Account Number (PAN) and GSTIN Registration etc. for running the business.
2. Please note that no counter proposal is acceptable to us and conditional / late submissions of offers are liable to be rejected.
 3. This document should not be construed as Tender / Request for Proposal (RFP) in any form and would not be binding on NEIGRIHMS in any manner whatsoever.
 4. Parties are advised to study the EOI document carefully. Submission of EOI shall be deemed to have been done after careful study and examination of the EOI Document with full understanding of its implications.
 5. NEIGRIHMS reserves the right to update, amend and supplement the information in EOI document including qualification process at its discretion but before the date of submission of response to EOI
 6. If the service provided by the vendor is found unsatisfactory or if at any time during the period of contract it is found that the information provided for the contract or any claim is false or if irregularities shown by the vendor for applying for the contract, NEIGRIHMS shall reserve the right to cancel the contract and remove such vendors from empanelment without giving any notice to the vendor.

7. The Institute will evaluate the EOIs and based on the criteria set forth will short list qualified applicants. Only the short listed applicants would then be invited to make a presentation (free of cost) on their capabilities and their proposed methodology for execution of this project.
8. Bid documents (RFPs or Quotations) will be issued only to the short listed applicants.
9. Director, NEIGRIHMS, Shillong shall be the final authority to reject full or any part which is not confirming to the terms and conditions.
10. Agency submitting offer should consider and accept all the terms and conditions. No inquiries verbal/ written shall be entertained in respect of acceptance / rejection of the EOI.
11. Any action on the part of the tenderer to influence anybody in the said Institute will be taken as an offence and the tenderer submitted by the firm will subsequently be rejected.
12. Any failing or omission to carry out the provisions of the contract by the agency shall not give rise to any claim by any party, one against the other, if such failure of omission or arises from an act of God, which shall include all acts of natural calamities such as fire, flood, earthquake hurricane or any pestilence or from civil strikes, compliance with any statute and/or regulation of the Government, lockouts and strikes, riots, embargoes or from any political or other reasons beyond the suppliers control including war (whether declared or not) civil war or state or insurrection, provided that notice of the occurrence of any event by either party to the other shall be given within two weeks from the date of occurrence of such an event which could be attributed to force majeure conditions.
13. In case the Bidder appoints manpower / labour in excess of or equal to the number as specified by law, the agency should comply with all statutory enactments including Contract Labour Regulation and Abolition Act, 1970; Minimum Wages Act where applicable; Payment of wages Act, where applicable; ESI Act, 1948, EPF Act, 1952, wherever applicable etc. All existing statutory liabilities relating to engagement of personnel related to labour laws shall be the sole responsibility of the agency.
14. If the agency gives a false statement on any of the above information, the firm/supplier will not be considered and their offer shall be deemed to be rejected and the security deposited will stand forfeited.
15. The successful agency shall sign the Contract Agreement, within 15 (fifteen days), from the issue of the letter of acceptance, failing which security money deposited may be forfeited and name may be removed from the list of suppliers at the NEIGRIHMS.
16. The Institute shall have the right to reject any EOI without assigning any reason thereof. No correspondence will be entertained in this regard.
17. a) If the certificates/documents required are not submitted along with the EOI, such offers will not be considered and will be outrightly rejected. b) Any agency giving false information shall be disqualified and removed from the contract. No business, henceforth, will be done with the Firm /Supplier.
18. NEIGRIHMS reserves the right to accept /reject any or all offers submitted in response to this advertisement without assigning any reason whatsoever and the decision of NEIGRIHMS will be final in this regard.

Scope of Work:

1. Facilitating of income tax calculation /computation of the employees (presently around 550 which is likely to increase /decrease for the year so as to enable deduction of monthly TDS after taking into account all the relevant rules /laws in place for the year under consideration (provisional tax calculation in middle September every year and final calculation in February every year, etc).
2. Preparation of TDS monthly statement of employees and suppliers /contractors and all requisite forms for the purpose of filing of e-TDS statements /returns.
3. Preparation /submission /filing of e –TDS statements /returns of employees and suppliers /contractors within the due dates as prescribed by the Income Tax Act 1956 and preparation /generation of Form no: 16 /16A as applicable with one extra copy for office record.
4. Filing of TDS returns on GST within the due date.
5. Representing the Institute to the Income Tax/GST department as and when required for the purpose of resolving the issues /queries as raised by the Income Tax/GST department from time to time and also providing professional consultancy /advice to the Institute as and when required.

6. Representing the Institute to the any government department as and when required for the purpose of resolving the issues /queries as raised by such department from time to time and also providing professional consultancy /advice to the Institute as and when required.
7. Conducting and test checking as Internal Auditor on six monthly basis and submission of reports and corrective measures thereto.
8. ***As part of Internal Audit, the agency may place 2 (two) manpower with sufficient knowledge on the subject in the Institute against whom remuneration shall be included in the offered cost..***
8. Reconciliation of fixed Assets with the Annual Statements of Accounts on a yearly basis and submission of reports and giving remedial measure such as correcting /adjusting entries required thereto.
9. Audit of Accounts of Swachhta Action Plan (SAP) as and when required.
10. Certification of the Utilization Certificate against various Research Projects as and when required.
11. The firm/agency may quote the rates against each item.
12. The decision of the Institute in this regard shall be final and binding to all and no future queries shall be entertained in this regard.

Format of allocation: Schedule:III

Applicant's Profile

1. Name of the Applicant:
2. Date of incorporation:
3. Address of the Head Office:
4. Local Address:
5. Communication details of contact Official(s) (both Sales and Services):
 - 1) Name :
 - 2) Phone Number :
 - 3) Mobile no. /Fax Number :
 - 4) E-mail :
6. Constitution of the Applicant :
7. Details of primary shareholders:
(In case of Limited Company names of major share holders with percentage of holding):
8. Year of commencement of business:
9. GSTIN Registration Number :
10. Income Tax Registration Number (along with latest income tax clearance certificate):
11. PAN Card No.
12. No. of offices nationwide and list thereof:
Associate Firms/Companies with details of activity and turnover:
13. Details of Key/ Senior Officials/ Directors/ :
14. Key financial indicators (Pl. submit copies of audited Profit & Loss statement, Balance sheet for the last 3 years) :
 - A) Total Income :
 - B) Other Income :
 - C) Profit before Tax :
 - D) Profit after Tax :
 - E) Share Capital :
 - F) Capital and Reserve :

Authorized Signatory

Name :
Designation :
Qualification:
With the company since :
Line of experience/ expertise :

- i) List of Clients whose work has been undertaken (proof of work order to be produced) :
- ii) Name and address of Bankers (Enclose solvency certificate from the Bankers):
- iii) **Should have a Head / Branch Office in Meghalaya /Guwahati**
- iv) Any other information considered relevant:

I /we hereby confirm that all information, particulars, copies of certificates and testimonials in connection with my ability to supply the ambulances, are correct and genuine. I/ we, am /are, therefore liable to face the appropriate actions as deemed fit by the Institute in the event of any of the information, particulars, copies of certificates and testimonial is not found correct / genuine or not attached as required documents.

Place:

Date:

Signature with seal of the company/Firm

CHECKLIST

1. Valid Registration Certificate of the firm.
2. Income Tax PAN Card.
3. GSTIN Registration certificate
4. Audited Statements of Accounts (turnover) for the last three years.
5. Earnest Money of Rs.10, 000/- in the form of Demand Draft/Call Deposit/Banker's Cheque/ Bank guarantee pledged in favour of Deputy Director (Admn.) NEIGRIHMS, Shillong.
6. Experience in the above scope of works to be supported by work orders issued to the firm during the last three years. (as per Eligibility Criteria conditions)
7. Declaration that the firm has not been blacklisted.