

# TENDER DOCUMENT

FOR

SERVICES FROM CHARTERED ACCOUNTANT FIRMS  
FOR PREPARATION OF ANNUAL ACCOUNTS.

RAJENDRA INSTITUTE OF MEDICAL SCIENCES

(An Autonomous Institute under Govt. of Jharkhand)

Ranchi-834009 (Jharkhand)

Phone: 0651-2541533, Fax: 0651-2540629,

Web: rimsranchi.org

Email : rimsranchi@rediffmail.com

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राजेन्द्र आयुर्विज्ञान संस्थान

(झारखण्ड सरकार का एक स्वयत्तशासी संस्थान)

राँची-834009 (झारखण्ड)

दुरभाष: 0651-2541533, फ़ैक्स: 0651-2540629,

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**TENDER NOTICE FOR SERVICES FROM CHARTERED ACCOUNTANT FIRM FOR  
PREPARATION OF ANNUAL ACCOUNTS**

E-Bids are invited in two bid system (Part-1 Technical bid & Part-2 Financial bid) for Services from Chartered Accountant Firms.

E-Bid Ref. No. 14(A) dt 17-12-19

i. E-tender Portal: <http://jharkhandtenders.gov.in>

Sl. No.	Particulars	Date	Time
1	Publishing date & time	17.12.2019	05:00 PM
2	Bid submission start date & time	17.12.2019	05:00 PM
3	Bid submission last date & time	18.01.2020	05:00 PM
4	Technical Bid opening date & time	22.01.2020	03:00 PM
	Cost of e-Bid/Tender Fees (Non-refundable)	<b>Rs. 1500/-</b> inclusive of GST@18% (Rs Five thousand hundred only) payable by Demand Draft in favour of "Director, RIMS, Bariatu, Ranchi (Jharkhand).	
	EMD (Refundable)	<b>Rs. 20000.00</b> (Rupees Twenty thousand only), payable by Demand Draft in favour of "Director, RIMS, Bariatu, Ranchi (Jharkhand).	

Place of Opening of E-Bids : Administrative Conference Hall, RIMS, Ranchi.

Ph. No. : 0651-2541533

e-mail : [rimsranchi@rediffmail.com](mailto:rimsranchi@rediffmail.com)

Website : [www.rimsranchi.org](http://www.rimsranchi.org)

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## ii. BACKGROUND

The institute was established in 1960. The college is 1500 bedded Multi-speciality hospital with advanced diagnostic tools. There is oncology centre, a 100 bedded Dental college and 100 bedded Trauma centre. The intake of undergraduate students is 150 every year and 200 for post graduate.

Institute is funded by Jharkhand state government. The yearly budget is approx. 425 crore including internal receipt and different central and state funded project.

Detail of running project.

1. National Programme for prevention & control of cancer, diabetes, cardio vascular diseases & stroke (NPCDCS) (State Cancer Institute).
2. National Programme of Health Care of the Elderly (Regional Geriatric Centre)
3. Upgradation of existing State Government/ Central Government Medical College to Increase MBBS Seats
4. Regional institute of Ophthalmology (RIO)
5. Multidisciplinary Research Units (MRUs)
6. National Emergency Life Support Course- Skill Centre
7. Nursing Development Fund (CNE Programme Upgradation of GNM School to B.Sc. Nursing College)
8. SNC (Nursing College)
9. Glaucoma Training Programme
10. Viral Haepetitis Programme
11. DHR-VRDL Virology
12. Haemophilia
13. JSSK &
14. RBSK

## iii. SCHEDULE AND SCOPE OF WORK :

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

### Preparation of Annual Accounts:

- The CA Firm shall prepare, vetting and compile the annual accounts as per the prescribed format of accounts for the autonomous bodies including preparation of assets registers, disclosure and computation notes and schedules. The CA Firms shall be responsible for audit of annual accounts from the statutory auditors and submit the same to C & A.G. and other authorities. The CA Firm shall be answerable (including making written reply and submission) to C. & A.G. For all accounting and financial queries that may be raised from time to time.
- The tender winner agency has to prepare annual account for financial year 2010-11 to 2018-19 in the very first year of the contract, i.e. they have to prepare and complete back log of accounts preparation, then they have to regularly prepare the annual account from the year 2019-20 & so on, in consecutive every financial year as per contract.

Note: - So the bidders have to prepare the account of last nine years in the first year of contract. After preparation of back log accounts, they have to prepare year by year regular annual account.

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iv. **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 RIMS, be further extended for another term of 2 years with "yearly renewals" on the same terms and conditions. In first Year contract chartered firm have to complete Preparation of Annual Accounts from Financial Year 2010-11 to 2019-20. **Completion period is the integral Part of this work.**

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 RIMS. However, if the performance of the CA firm is not found satisfactory as per RIMS's sole judgment & standards, the RIMS has the right to refuse the renewal / extension at any time.

- The Chartered Accountant Firm will depute dedicated personnel(s) at the RIMS, at their own costs, as may be required depending upon the volume of work involved. The RIMS shall have the right to request for change of any staff personnel deputed at the RIMS 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 RIMS before deputing them on the job.

However, the strength of team members deputed at the RIMS shall be subject to review by the RIMS at any time. If more number of members is required as per RIMS'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 books & accounts 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 RIMS shall be paid and borne by the CA firm and RIMS shall be in no way responsible/ liable for payment of any dues / benefits to them.

v. **Support and Inputs to the Firm :**

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

vi. **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. (2016-17, 2017-18 and 2018-19) must be equal to or more than Thirty lakhs (30 lakhs),
- The CA Firm should have minimum of 05 years of experience in preparing annual accounts works of central, state Government.
- The firm must have an office, headed by a Chartered Accountant (Head office and/or Branch Office) located at Ranchi.

In case, any ambiguity is found in the tender documents, whereby the RIMS has doubts or is not very clear whether the bidder qualifies the above eligibility criteria, the RIMS shall have the right to make its own assessment based on the documents submitted, to decide on

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whether the bidder is eligible or not or deserves any additional weightage. In such a case, the RIMS 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.

**vii. 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 RIMS. 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 preparation of annual accounts work will be per financial year wise.
- Fee for Annual Account will be per financial year wise.
- GST 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 Accounts work– 90% payment after satisfactory completion of work and submission of report.  
– 10% payment after certification from the Controller Accountant General (CAG).
- Modification/alteration suggested by the CAG shall be incorporated in report. No additional fee shall be paid for any modification/alteration suggested by CAG

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 RIMS's judgment and standards.

**viii. Performance Security :**

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

**ix. 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.20,000/- (Rupees twenty 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.
- 2nd Envelope : Financial Bid as per Annexure B.
- All pages of the Tender and the supporting documents/ annexures must be serially numbered.
- 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

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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 subscribed "TENDER FOR SERVICES FROM CHARTERED ACCOUNTANT FIRM FOR PREPARATION OF ANNUAL ACCOUNTS" and all the Two envelopes should be sealed in one main envelope and subscribed "TENDER FOR SERVICES FROM CHARTERED ACCOUNTANT FIRM". Tender should be deposited in the office of DIRECTOR RIMS BARIATU RANCHI JHARKHAND-834009.

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 RIMS after the deadline shall not be opened.

**x. Earnest Money Deposit :**

Earnest Money Deposit of Rs. 20,000/- (Rupees Twenty Thousand only) by way of Demand draft in the name of "Director, Rajendra Institute of Medical Sciences, Ranchi", payable at Ranchi should be submitted along with the bid. The EMD amount will be returned to the unsuccessful firms after finalization of the bid. In respect of the successful bidder, the EMD will be returned after execution of the agreement.

**xi. 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 RIMS and their decision shall be final and not challengeable.

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## 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

TECHNICAL BID				
Sl. No.	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 Ranchi 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 Preparation of Annual accounts, on regular basis in last 05 financial years (Provide necessary evidence i.e. Experience Certificate/Work Order/completion certificate from the Institute)			
		Preparation of annual accounts	No. of Such entity Name of Such entity Annual Turnover of the entity Period of work Detail of the work undertaking Total work experience	
5.	Average annual gross professional fee earned by the CA Firm for the last three years must be equal to all greater than	Financial Year 2016-17		

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6.	DD of Rs. Twenty Thousand only as EMD in favor of Director, Rajendra Institute of Medical Sciences, Ranchi			
7.	List of Arbitration cases (if applicable)			
8.	Undertaking by the bidder that CA Firm is not blacklisted by any of the authority.			
9.	Undertaking by the bidder to the effect that there is no police case pending against the CA Firm.			
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 avid 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 RIMS 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: \_\_\_\_\_

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# 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: \_\_\_\_\_

Date: \_\_\_\_\_

Name and Designation: -----

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## Annexure A2

Details of CA Firm's Experience of preparation of annual account of Central / State Government / autonomous bodies (During last 05 Financial years ended 31st Mar'19)

### 1. Preparation of Annual Account

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.

SEAL:

Signature: \_\_\_\_\_

Date:

Name and Designation: -----

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FINANCIAL BID

S.N.	Particulars	Fee Rupees (In Figure)	Fee Rupees (In Word)	Payment Schedule
1.	Professional's fees / Charges for preparation of Annual Accounts and works mentioned in Schedule and Scope of work [(iii)] per Financial Year wise.			The Service provider will raise bill as mention in the payment terms.
<b>TOTAL AMOUNT</b>				

\*\* Notes:

- a. Fee for Annual Account work will be per financial year wise. 90% payment after satisfactory completion of work and submission of report, 10% payment after certification from the Controller Accountant General (CAG).
- b. Fee is Inclusive of Professional charge (Profit of the firm), Travelling, Food and all other Expenses.
- c. 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.
- d. Statutory Deductions like TDS etc. shall be made by the RIMS as per statutory rates and norms wherever applicable
- e. No price variance/escalation during the contract period.

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: -----

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