

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	17-01-2026 17:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	17-01-2026 17:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Ministry Of Health And Family Welfare
विभाग का नाम / Department Name	Department Of Health And Family Welfare
संगठन का नाम / Organisation Name	All India Institute Of Medical Sciences (aiims)
कार्यालय का नाम / Office Name	Bhopal
वस्तु श्रेणी / Item Category	Financial Audit Services - As per scope of work; CAG Empaneled Audit or CA Firm
अनुबंध अवधि / Contract Period	2 Year(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	13 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है / Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), Additional Doc 1 (Requested in ATC), Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer

बिड विवरण/Bid Details	
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	3
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	7 Days
अनुमानित बिड मूल्य /Estimated Bid Value	2600000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईएमडी राशि/EMD Amount	52000

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	Bank Of Baroda
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	3.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	26

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से

बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b).ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

Executive Director & CEO, AIIMS BHOPAL
All India Institute of Medical Sciences (AIIMS), Ministry of Health and Family Welfare
(All India Institute Of Medical Science Bhopal)

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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1. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.

2. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

3. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

4. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:As per scope of Work

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per scope of Work

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per scope of Work

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per scope of Work

Number of XX fulltime CA's required and YY professional audit staff:As per scope of Work

Price Breakup Format for the bidders to upload for providing break-up of overall project

cost:[1765258002.pdf](#)

This Bid is based on Quality & Cost Based Selection (QCBS) . The technical qualification parameters are :-

Parameter Name	Max Marks	Cutoff Marks	Qualification Methodology Document
Annexure details	100	55	View File

Total Minimum Qualifying Marks for Technical Score: 55

QCBS Weightage(Technical:Financial):60:40

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
05-01-2026 15:00:00	SPSO office, 2nd Floor, Kautilya Bhavan, AIIMS Bhopal

Financial Audit Services - As Per Scope Of Work; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	As per scope of work
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per scope of work
Type of Industries/Functions	As per scope of work
Frequency of Progress Report	As per scope of work
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per scope of work
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	PUNNA SRINIVASULU	462020,Central Stores, 1st Floor, Service Building-II, AIIMS Bhopal, Saket Nagar, Bhopal, Madhya Pradesh-462020.	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. If the agency is registered under MSME or NSIC, then EMD exemption certificate needs to be enclosed.
2. **Service & Support**

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

4. **Payment**

PAYMENT OF SALARIES AND WAGES: Service Provider is required to pay Salaries / wages of contracted staff deployed at buyer location first i.e. on their own and then claim payment from Buyer alongwith all statutory documents like, PF, ESIC etc. as well as the bank statement of payment done to staff.

5. **Forms of EMD and PBG**

Successful Bidder can submit the Performance Security in the form of Fixed Deposit Receipt also (besides PBG which is allowed as per GeM GTC). FDR should be made out or pledged in the name of

Executive director & CEO AIIMS BHOPAL

A/C (Name of the Seller). The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of Security Deposit, the FDR will be released in favour of bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Successful Bidder has to upload scanned copy of the FDR document in place of PBG and has to ensure delivery of hard copy of Original FDR to the Buyer within 15 days of award of contract.

6. **Buyer Added Bid Specific ATC**

Buyer uploaded ATC document [Click here to view the file.](#)

7. **Buyer Added Bid Specific Scope Of Work(SOW)**

File Attachment [Click here to view the file.](#)

8. Forms of EMD and PBG

Bidders can also submit the EMD with Fixed Deposit Receipt made out or pledged in the name of A/C

AIIMS BHOPAL

. The bank should certify on it that the deposit can be withdrawn only on the demand or with the sanction of the pledgee. For release of EMD, the FDR will be released in the favour of the bidder by the Buyer after making endorsement on the back of the FDR duly signed and stamped along with covering letter. Bidder has to upload scanned copy/ proof of the FDR along with bid and has to ensure delivery of hardcopy to the Buyer within 5 days of Bid End date/ Bid Opening date

9. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

10. Buyer Added Bid Specific SLA

Text Clause(s)

1. Remuneration / Payment condition -: Professional fee shall be paid on monthly basis for the services rendered. The monthly payment would be limited to 95 percent of the monthly bid value, (total bid value/12 months). The cumulative withheld amount on account of such 5% deduction from monthly bill would be released after six months from the date of submission of certified balance sheet in each years.

2. Duration-: Two years from date of work of order and further extendable by one year based on performance at the discretion of the competent authority of AIIMS Bhopal.

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.

14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
16. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- **All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and**
- **All operative provisions of the erstwhile Labour Laws until their complete substitution.**

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---



Consolidated Roles and Responsibilities of Chartered Accountant (CA) / Internal Audit Firm

Part A: Internal Audit Functions

1. Day-to-day posting of vouchers and accounting entries in Tally or any other approved accounting software, along with internal checking of vouchers, ledger scrutiny, and preparation of monthly all Bank Reconciliation Statements (BRS). Ensure compilation and reconciliation of all bank accounts of the institute including AIIMS Bhopal, AIIMS Transit Hostel, and research project bank accounts with the bank book/cash book at the end of every month.
2. Review and reconcile advances (employee, contractors, project, medical advances, etc.) and creditors on a regular basis, identify discrepancies, and advise timely settlement/recovery.
3. Scrutinize cash books (Hospital, Transit Hostel, Research etc.) to ensure proper maintenance and verification by DDO.
4. Prepare monthly Trial Balance and ensure finalization and certification of Annual Accounts (Balance Sheet, Income & Expenditure, Receipt & Payment), facilitating statutory audit by authorities such as CAG, MoHFW, etc.
5. The Chartered Accountant shall facilitate prompt and factual replies to audit observations raised by CAG, MoHFW, and other external or statutory audit agencies before the applicable due date or by the end of May each year. The Chartered Accountant shall also ensure their physical presence during the audit, as required by AIIMS Bhopal or any Government agency
6. Conduct performance audits and detailed verification of intramural and extramural projects (including bills, TCS/TDS/GST-TDS deductions, and TCS/TDS/GST returns etc).
7. Verify patient billing, collection, exemptions, concessions, refunds, and waivers etc.
8. Examine asset management Process – capitalization, asset register maintenance, physical verification of equipment, depreciation, and disposal of non-functional items.
9. Verify hostel and residential accommodations – rent recovery, electricity/water charges recovery, license fee deductions, and reconciliation with payroll system.
10. Audit payroll and HR compliances – employee pay fixation, arrears, leave encashment, gratuity, pension, overtime/locum payments and compliance with other rules wherever applicable.
11. Verify research/project accounts – intramural and extramural grants, fund utilization, overheads recovery, and submission of UCs.
12. Make presentation of the Certified Annual Accounts of the Standing finance committee Governing body of the Institute at the time of adoption of Accounts by the Body/Board, if necessary.
13. To ensure that accounts of the Institute are prepared in accordance with instructions issued by Ministry of Health & Family Welfare and as per the prescribed format of accounts for Central Government Autonomous bodies.
14. Ensure compliance with all requirements under the accrual-based accounting system and provide technical guidance to the Institute for its effective implementation.
15. Maintain records of Fixed Deposits/Investments and calculate accrued interest periodically.
16. Provide advisory support to the Institute regarding investment of funds and taxation matters, as and when required.
17. Preparing of significant accounting policy & notes to account.
18. Maintain record of Group Insurance scheme (GIS) etc if applicable.
19. Reconcile all deposits such as Security Deposits (SD), Earnest Money Deposits (EMD), and others. Review payment and reimbursement claims for correctness and compliance.

Akshwant N. Pansare
Accounts Officer
AIIMS, Saket Nagar, Bhopal (M.P.)




20. Verify all types of Letters of Credit (LC), foreign payments, and any other payments, along with all supporting documents related to such transactions. Conduct the verification, take necessary actions, and ensure proper correspondence with vendors, government authorities, or banks, including balance confirmations, with the approval of the Competent Authority and Director, AIIMS Bhopal. No additional charges, commission, or fees shall be paid to the Audit Firm/Chartered Accountant for these services.
21. Conduct Test Audit of imprest and contingent advance issued to departments / employees of the organization against which adjustment has been received with expenditure trend analysis and comments there on.
22. Submission of monthly report on imprest and contingent advance issued to department / employees of the organization with comparative statement of previous month.
23. The successful firm has to provide monthly report on total head wise cash collection of the institute including a separate report on Ayushman Bharat containing amount claimed and received during the Audit period along with rejected claim amount and comparison with previous month data & Comparative Analysis.
24. The firm/CA will be responsible for any omission or commission on its part in respect of any transaction seen by them. In case of any serious act of omission and commission is noticed in the working of the audit firm, the Institute (AIIMS Bhopal) reserves the right to refer the matter to the Institute of Chartered Accountant of India/ CAG of India for such actions as they deem fit.
25. Monthly summary and quarterly audit report should be submitted in the prescribed format.
26. Preparation of separate accounts for Retirement benefit funds i.e. General Provident Fund, Contributory Provident Fund and reconciliation of contribution and balance fund in respect of New Pension Scheme (NPS) with annual interest calculation.

Part B: Taxation & Compliance Functions

1. Compile, verify, and reconcile all tax-related data (GST, TDS, TDS on GST, Professional Tax, Labour Cess, etc.) on a monthly, quarterly, and annual basis to facilitate timely filing of returns.
2. File all statutory returns and propose necessary rectifications/corrections pertaining to Income Tax, GST, TDS, PT, Labour Cess, etc.
3. Reconciliation of TDS/ TCS , GST, TDS on GST, NPS, GIS, PT, etc on weekly/monthly basis.
4. Prepare & File replies and provide data for appeals, hearings, statutory demands, and notices.
5. Verify salary deductions of employees (EPF, GPF, NPS, GIS, CGEGIS, PT, etc.) and ensure timely deposit and compliance etc.
6. Handle NPS/GPF/UPS-related work including fresh applications for registration of new employees, shifting of PRAN accounts, preparation and submission of monthly returns to CRA-NSDL, reconciliation of outstanding liabilities, and related tasks.
7. Prepare and finalize Income Tax computation of faculty/officers/staff, issue Form 16/16A, reconcile with TRACES and 26AS, and file corrections wherever required.
8. Apply for non-deduction or lower-deduction TDS certificates, prepare Form 15CA/15CB for foreign remittances, and check and verify all foreign payment details before issuing Form 15CA/15CB.
9. Ensure that the e-way bill is prepared and submitted in accordance with the provisions of the GST Act, wherever applicable.
10. Facilitate application and renewal of obtaining 80G certificate, 12AA/12AB registration, and other statutory/custom exemption certificates, and provide any other tax-related support as required & No additional charges/Commission/Fee will be paid to Audit Firm/Chartered Accountant for these services.
11. Advise and guide the Institute in adhering to all statutory compliances with respect to taxation and exemptions.
12. Check and verify all custom related payment & document such as Letter of credit, bill of entry, GST, Fines & penalty, PO/WO etc.

AIIMS BHOPAL


 Akshayant N. Pansare
 Accounts Officer
 AIIMS, Saket Nagar, Bhopal (M.P.)



13. The designated CA/CMA will handle all statutory tax and compliance matters. This covers all types of registrations, filing of forms, payment and returns, submission of applications, etc replying to notices, and coordinating with the respective authorities. They will also visit government offices whenever required and ensure timely resolution of matters related to Income Tax, Custom, PT, GST, labour cess etc and other applicable compliances. No additional charges/Commission/Fee will be paid to Audit Firm/Chartered Accountant for these services.

Part C: Advisory & Miscellaneous Responsibilities

1. Provide expert opinion on taxation and accounting matters as requested by the Competent Authority.
2. Undertake allied tasks related to accounts, taxation, statutory compliance, and reconciliation of vendor/contractor payments as assigned by the Competent Authority.
3. Be accountable for any omission or commission in respect of transactions handled. Serious lapses may be referred to ICAI/CAG for necessary action.
4. Attend and respond to all kinds of notices issued by statutory authorities (Income Tax, GST, TDS, Professional Tax, MP State compliances, etc.), appear in hearings, and submit replies without delay and without claiming any additional charges. In case of failure, recovery may be made from the firm's bill as per GFR provisions and the statutory demand under the applicable Acts. No additional charges/Commission/Fee will be paid to Audit Firm/Chartered Accountant for these services.

Note

1. The above roles and responsibilities are indicative in nature. Competent Authority (Director/Dy. Director/ Senior Accounts Officer/Accounts Officer), may assigned additional tasks in the interest of the Institute, which the Audit Firm/Chartered Accountant must comply with & No additional charges/Commission/Fee will be paid to Audit Firm/Chartered Accountant for these services.
2. The firm shall ensure that the qualified Chartered Accountant (CA) or Cost Accountant (CMA) assigned to this engagement remains present full-time on all working days at AIIMS Bhopal. The firm shall also deploy a minimum of two skilled staff members (only CA IPCC-qualified or CMA Inter-qualified) to support day-to-day work. All vouchers and related accounts, financial and tax records shall be reviewed, verified, and necessary actions taken by the deployed staff, and all such records shall be duly countersigned by the CA/CMA.
3. The selected Chartered Accountant firm shall ensure that all deployed personnel, including the Chartered Accountant(s) and accounts/support staff, record their attendance through a biometric attendance system on all working days. The firm shall install and maintain its own biometric attendance device at AIIMS Bhopal. No additional cost shall be payable by AIIMS Bhopal for this facility. Failure to mark attendance in the biometric system will be treated as absence for payment and compliance purposes. The firm shall also maintain a physical attendance register, which shall be verified by the designated AO/SAO of AIIMS Bhopal.

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Akshawant N. Pansare

Accounts Officer

(S. Saker Jagan, Bhopal (C.A.))



The essential qualifications & Evaluation Criteria

- i. The concern should preferably be registered having HO/Branch at Bhopal (M.P)
- ii. The firm/multidisciplinary firm/LLP shall have at least five partners having Chartered Accountant (CA)/Cost and Management Accountant (CMA) each having minimum five years post qualification experience in accounting or audit of Medical College or Hospital (at least 100 bedded) or government autonomous educational institute (state govt/ central govt).
- iii. The firm should be empanelled with the Comptroller and Auditor General of India (CAG).
- iv. The firm should have at least three Chartered Accountants as active partners.
- v. Average Annual Income on account of Professional fees earned during the last three completed financial years (2022-2025) must be more than Rs. 50 Lakh.
- vi. Signed and scanned copy of performance certificate showing that at least 5 Audit assignment of Internal / Statutory Audit of Corporate /PSU entities / Organizations funded by Central Govt./Hospitals with minimum of 100 beds. (Except Bank/Financial Institutions) in last 5 years reckoned backward from the last date of publishing of the tender.
- vii. Registration Certificate issued by the Comptroller and Auditor General of India for the Financial Year 2024-25, which should be valid for the period of contract with AIIMS Bhopal.
- viii. Signed and Scanned Copy of affidavit duly certified by the notary at the location of the Agencies/Headquarters that the bidder has never been black listed or punished by any court for any criminal offence/breach of contract and that no police/vigilance enquiry/criminal case is pending against either bidder legal entity or against individual Directors of the company or partners etc. of the firm etc
- ix. The Bidder must meet all the essential criteria given above and submit the supporting documents along with the technical bid; otherwise, the bid will be summarily rejected

Akshawant N. Pansare
Accounts Officer
AIIMS, Saket Nagar, Bhopal (M.P.)

Evaluation Criteria

Annexure - 1

Criteria for Technical Bid Evaluation

Sr No.	Parameters	Marks	Min Qualifying Marks	Max Marks
1	Experience of the firm - No. of years		10	15
	less than 05 years	0		
	05 to 10 years	10		
	Above 10 years	15		
2	Full Time Chartered Accountant (CA) Partners		05	10
	Less than 2	0		
	2 to 4	05		
	Above 4	10		
3	Full Time Cost Accountant (CMA) Partners		05	10
	Less than 2	0		
	2 to 4	05		
	Above 4	10		
4	Key professional staff -Full time CA/CMA employees stationed at Bhopal*		10	15
	Less than 3	0		
	3 to 5	10		
	More than 5	15		
5	Skilled Staff- Qualified in both the Groups of IPCC/CMA Inter - No of staff stationed at Bhopal		05	10
	Less than 4	0		
	4 to 8	5		
	More than 8	10		
6	No. of hospital/Institute (minimum 100 bedded hospital/INI (Institute of National Importance)) Audited During last 5 FY. (2020-21, 2021-22, 2022-23, 2023-24, 2024-25)			40
	a) As auditor		10	
	Less than 2	0		
	2 to 5	5		
	More than 5	20		
	b) As Internal Auditor		10	
	Less than 2	0		
	2 to 5	5		
	More than 5	20		
	Qualifying Marks		55	
	Maximum Marks			100

Price Breakup Format To be uploaded at GeM Financial Bid, Not to be submitted with tender Document					
SI No.	Name	Rs. (excl. GST)	GST Rate in %	GST Amount in Rs.	Total Amount (incl. GST)
1	Chartered Accountant (CA) / Internal Audit				

Remuneration / Payment condition -: Professional fee shall be paid on monthly basis for the services rendered. The monthly payment would be limited to 95 percent of the monthly bid value, (total bid value/12 months). The cumulative withheld amount on account of such 5% deduction from monthly bill would be released after six months from the date of submission of certified balance sheet in each years.