



आरोग्यम् परमं सुखम्

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR

अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर

INSTITUTE OF NATIONAL IMPORTANCE UNDER MINISTRY OF HEALTH AND FAMILY WELFARE

(स्वास्थ्य और परिवार कल्याण मंत्रालय के अंतर्गत राष्ट्रीय महत्व की संस्थान)

Devipur campus, Ramsagar, Deoghar, (Jharkhand) - 814152

देवीपुर परिसर, रामसागर, देवघर, (झारखण्ड) - ८१४१४२

Invitation of quotation
for
Providing consultancy of Annual Accounts
at AIIMS Deoghar

Reference No.: AIIMS/Deoghar/Consultancy Annual Accounts/2023-24/64

Date of Issue: 31st January, 2024

Last Date of Submission: 07th February, 2024 at 05:00 PM.

All India Institute of Medical Sciences, Deoghar

Devipur campus, Ramsagar, Deoghar: 814152, Jharkhand

Email: office.aiimsdeoghar@gmail.com

Reference no: AIIMS/Deoghar/ Consultancy Annual Accounts /2023-24/64

Invitation of quotation for Preparation of Annual Accounts at AIIMS Deoghar

Sealed Quotations are invited on behalf AIIMS, Deoghar for providing consultancy of Annual Accounts (**Annexure-I**) required at AIIMS Deoghar as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before **07.02.2024 at 05:00 PM**. The **Envelope containing the quotation** must be sealed and **super scribed as under**: -

“QUOTATION FOR PROVIDING CONSULTANCY SERVICE FOR ANNUAL ACCOUNTS AT AIIMS DEOGHAR; REFERENCE NO.: AIIMS/DEOGHAR/PREPARATION ANNUAL ACCOUNTS/2023-24/64 DUE ON 07.02.2024 at 05.00 PM”

The Quotation should be send to the address: -

LPC Committee
AIIMS Deoghar Devipur Campus,
IPD 4th floor, Block – A, LPC Office
Ramsagar, Deoghar, Jharkhand -814152.

1. Terms & Conditions:

- a) The agency must be empanelled to CAG and having more than one year of work experience in the required field/ consultancy.
- b) The quotations received **after this deadline or unsealed shall not be entertained** under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. The offer submitted by Fax / email shall not be considered and no correspondence will be entertained in this matter.
- c) Quotations must be in the **enclosed prescribed Performa (Annexure -2) on the letter head of the firm duly signed** by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- d) The work shall be executed as per direction of the concerned Department.
- e) Rates must be quoted in Indian rupees in words and figures.
- f) Rates must be inclusive of **all charges** (including, all taxes etc.).
- g) **No overwriting or cutting** is permitted in the rate. If found, the quotation shall be summarily rejected.
- h) **Total cost/amount will be taken in consideration for L1.** Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- i) The firm / agency may satisfy the following conditions and **attach self-attested copy of the same with the quotation**:
 - The firm shall have valid GST / Other taxes and IT PAN.
 - Registration of firm.
 - The firm should not be black listed by any Government agency/Department.
 - Similar work order of any government institute.

- j) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and It will be rejected accordingly. Any conditional quotation shall be rejected summarily.
- k) **The Work should be started within 07 days from the date of issue of work order as per the scope of work mentioned in annexure-1**
- l) **Work should be completed latest by 31.05.2025**
- m) **Penalty:** At rate of 0.5% per week of work order value subjected to maximum of 10% of the work order value will be deducted from balance payment, if work is not completed within stipulated period.
- n) **Payment Terms:** The payment shall be made as follows by the AIIMS Deoghar upon satisfactory report submitted by the concerned department:
 - 1. 20% Payment will be made on successful completion & submission of Annual account.
 - 2. 20% payment will be made after audit of the annual accounts by CAG team and preparation of the reply of DSAR thereon,
 - 3. 10% payment will be made after completion of the works related to taxation of each quarter, i.e. total 40% (10% x4 quarter) & balance 20% payment will be made after issuing of form-16.
- o) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Deoghar with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to arbitrator appointed by The Executive Director, AIIMS, Deoghar, whose decision will be final and binding upon the contractor.
- p) AIIMS Deoghar reserve the right to accept or reject any or all quotations without assigning any reason there of and also does not bind itself to accepted the lowest quotation. AIIMS Deoghar also reserves the rights to accepted all the work in the given NIQ or only part of it in any given schedule without assigning any reason.
- q) No quotation will be accepted if received after due date. The envelope containing quotation should be sealed with WAX/TAPE on both sides.
- r) Procurement will be as per **GFR-155** of Central Government Procurement rule.

Encl.: Annexure 1 (Scope of work)

Annexure 2 (Format of price bid)

Reference no: AIIMS/Deoghar/ Consultancy Annual Accounts /2023-24/64

Scope of Work for Chartered Accountant

Preparation of Annual Accounts of AIIMS Deoghar for F.Y.-2023-24 & Taxation related Works for F.Y.-2024-25.

1. Review of internal control systems and recommendations for additional check and balance wherever required.
2. Verification of the reconciliation of fees and other revenues with accounts records.
3. Checking of day-to-day financial transactions so as to ensure compliances relating to Accounting Standards. Correct classification of expenses, Use of Correct Ledger and Cost Centre in Accounting, Arithmetical accuracy, Compliance related to various Tax Laws viz, TDS, GST, etc.
4. Checking and Ensuring timely payment of various Statutory Dues viz, TDS, GST, etc. to respective Authorities well before the respective due dates.
5. Audit of all expenditures till its relevant booking in the accounts.
6. Certification of accounts of AIIMS Deoghar at the end of each Financial Year.
7. Assistance in replying statutory Audit Memos and facilitation in getting the observation settled.
8. Assurance and advisory service required by **AIIMS Deoghar** from time to time.
9. Routine Financial Scrutiny and vouching including extracting and endorsing the Trial balance up to finalization of Accounts including Bank Reconciliation, etc.
10. Preparation and Finalization of Accounts on Yearly basis and advise the Finance Section, AIIMS Deoghar from time to time for taking corrective measure so that AIIMS Deoghar Accounts are prepared in perfect manner according to the Uniform Format for Autonomous Bodies issued by C&AG and presentation of Annual Accounts before the Finance Committee & Board of Governors (BOG), AIIMS Deoghar. The Annual Accounts of the CA Firm in the prescribed format of C&AG by 31st May, 2024.
11. Please note that the works related to Annual Accounts of AIIMS Deoghar is as under, but not limited to:
 - I. Preparation of 24B, 26Q, 24EQ & 26E and timely submission of Returns.
 - II. Preparation of Accounts on the Formats of Financial Statements for Central Autonomous Institutions.
 - III. Preparation of Bank Reconciliation Statements.
 - IV. Scrutiny of Ledgers.
 - V. Verification of correctness of the Trial Balance including the verification of opening Ledger balances and suggesting reversal/year-end entries wherever necessary.
 - VI. Verification of detailed schedule of interests received on FD Investments and Calculations of Accrued Interest.
 - VII. Compilation of grouping statement/schedules to the Balance-sheet, Income & Expenditure Statement and Receipts & Payment Accounts as per the prescribed Format of C&AG and certifying the Annual Accounts.
 - VIII. Proper verification and guidance of payment sheet as per govt. norms with reference to the invoice/bill presented by the vendors.
 - IX. And, any other work needed for Accounts finalization.

12. Audit related matters such as to assist and co-ordinate at the time of conduct of Audit, i.e. Internal Audit, C&AG Audit, assisting in resolving Audit Observations, if any, during the course of Audit.
 13. Income Tax return of AIIMS, Deoghar on due time as prescribed by the Income Tax Department.
 14. At least 02 monthly visit of CA is required for further verification of Accounts related work
 15. Office/Branch office of CA should be within Jharkhand (preferably 200 km) so that CA may be assist the work during C&AG Audit easily.
-

Reference no:

Date:

[Letter head of firm]PRICE BID FORM

To,
LPC Committee,
AIIMS, Deoghar.
Dear Sir,

I/We am/are submitting the quotation for reference "QUOTATION FOR PROVIDING CONSULTANCY SERVICE FOR ANNUAL ACCOUNTS AT AIIMS DEOGHAR; REFERENCE NO.: AIIMS/DEOGHAR/PREPARATION ANNUAL ACCOUNTS/2024-25/ DUE ON **07.02.2024 at 05.00 PM**" for AIIMS Deoghar.

S. no.	Name of work	Cost	GST	Total cost
Total cost (in words):				

1. I/We have thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to work at the mentioned rate:
The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.

Date:

(Name):

Place:

Name of Firm/Company/Agency:

GSTIN No.:

Phone No:

Email:

(Signature of Authorized Person) _____

Seal:_____