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OFFICE OF THE PRINCIPAL
GAUHATI MEDICAL COLLEGE, NARAKASUR HILL TOP,
GUWAHATI-32

No. MC/98/2019./167

Dated Guwahati, the 12th May, 2022

Notice Inviting Expression of Interest (EOI)

Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 invites Expression of Interest from registered CA firms for 1). Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the year 2022-23 , 2). Engagement of CAG Empanelled CA Firm for various project and programme audits and for providing G.S.T, TDS consultancy and return filling audit on the Accounts for the year 2022-23 and 3) Concurrent audit of Geriatric, Student welfare fund, Auditorium and short term training of the **Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32.**

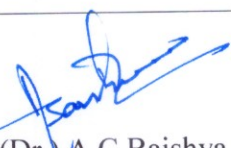
Interested bidders can submit the EOI in sealed cover to the **Office of the Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32.** The details can be downloaded from the website <http://gmchassam.gov.in> under Tender Section.

Important Dates

1. Date from which the tender documents will be available in the Website: 13.05.2022
2. Last Date of Submission of EOI: 30.05.2022 upto 2.00 PM.
3. Date and time of Opening of EOI: 30.05.2022 at 2.30 PM.
4. Place of opening of Bids : **Office of the Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32.**

Brief Schedule

Description of the Work	Period
1. Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing . 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. 3. Concurrent audit of Geriatric, Student welfare fund, Auditorium and short term training and submission UC etc.	2022-23

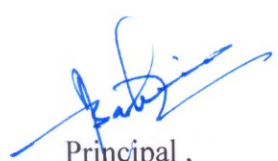

Prof.(Dr.) A.C.Baishya
Principal
Gauhati Medical College
Guwahati- 32.

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

Dated Guwahati, the 12th May'2022

Copy to :

1. The Director of Information & Public Relation, Dispur, Guwahati-6 for information. He is requested to publish the above notice in local widely circulated English & Assamese daily.
2. The DME, Assam for your kind information.
3. Notice Board, GMC and GMCH, Guwahati-32.


Principal ,
Gauhati Medical College, Guwahati- 32

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EOI for Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing and Engagement of CAG Empanelled CA Firm for various project and programme audits and for providing G.S.T, TDS consultancy and return filling and Concurrent audit of Geriatric, Student welfare fund, Auditorium and short term training and submission UC etc. of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the year 2022-23

EOI Invitation No: 01/2022

To be opened on: 30.05.2022 at 2.30PM.

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

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OFFICE OF THE PRINCIPAL
GAUHATI MEDICAL COLLEGE, NARAKASUR HILL TOP,
GUWAHATI-32

No. MC/98/2019/..... Dated Guwahati, the 12th May,2022

Notice Inviting Expression of Interest (EOI)
EOI Invitation No: 01/2022

Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 invites Expression of Interest from registered CA firms for the following Consultancy services of the **Gauhati Medical College, Guwahati** for the year 2022-23.

Interested bidders can submit the EOI in sealed cover to the Office of the Principal, Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32

The details can be downloaded from the Website: <http://gmchassam.gov.in> under Tender Section.

Brief Schedule

Description of the Services	Period
1. Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing , 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. 3. Concurrent audit of Geriatric, Student welfare fund, Auditorium and short term training and submission UC etc.	2022-23

- Application complete in all respects duly supported by a non refundable application fee of Rs. **Rupees 500.00 (Rupees Five Hundred only) through Demand Draft in favour of Principal, Gauhati Medical College, Guwahati-781032, payable at Guwahati** should be submitted in a sealed cover superscribed “EOI for conducting Audit on the Accounts **Gauhati Medical College, Guwahati** for the financial Year 2022-23”. **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 EOI 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. Late Bids will not 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 undertaken various Research Projects in the different Departments for upliftment and upgradation of the Health Education.

Section II

Objectives of Audit:

The objective of Audit would be:-

1. **Engagement of AG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the year 2022-23**
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 programme audits and for providing G.S.T, TDS consultancy and return filling for the year 2022-23.**
 - a. Ensuring accuracy and timeliness in maintenance of books of accounts;
 - b. Ensuring accuracy in the preparation of Utilization Certificate, based on the books of accounts;
 - c. Ensuring voucher/evidence based payments;
 - d. Ensuring timely and accurate submission of financial MIS to the management.
3. **Concurrent audit of Geriatric, Student welfare fund, Auditorium and short term training and submission UC etc.**
 - a. Ensuring accuracy and timeliness in maintenance of books of accounts;
 - b. Ensuring accuracy in the preparation of Utilization Certificate, based on the books of accounts;
 - c. Ensuring voucher/evidence based payments;
 - d. Ensuring timely and accurate submission of financial MIS to the management.
 - e. Improving internal control mechanism of the Gauhati Medical College, Guwahati.

Responsibility & Scope of Audit

1. The CA firm is responsible for preparing of e-TDS 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 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. Preparation of details of Manpower engaged the remuneration for whom is borne out of Government of India fund
5. Checking and preparation in details of all funds received from Government of India along with copies of sanction letter
6. Preparation of quarterly, annually and final progress report of the project when necessary.
7. Preparation of Audited Balance Sheet
8. Preparation of Audited Utilization Certificate.
9. Preparation of Statement of Government Deductions
10. Preparation of Fund Receipt Statement
11. Preparation of Statement of Expenditure incurred on the research project account (project wise).
12. Accounts inspection, preparation of audit report and internal audit.
13. Preparation and filing of returns with IT department wherever necessary
14. Preparation of audited statement of the accounts.
15. TDS/GST in case of contract payment and purchase of goods or any other taxes.
16. Checking stock register, endorsement and other related works.
17. To solve any previous pending issues.
18. Reporting of any earlier audit objection in the previous year.
19. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute

Tender Documents

Section III

Minimum Eligibility Criteria of the Firm

- I. The firm must be empanelled with ICAI without which the proposal of the firm would not be considered.
- II. **Intending firms must have Head/Branch Office in Guwahati.**

Firms must meet the following requirements to be eligible for invitation for request for proposal-

Firm Eligibility Criteria:

- a. The Tenderer shall be a firm of A.G empanelled Chartered Accountant or Cost Accountant.
- b. The firm should have at least 5 years of existence.
- c. The firm should be in continuous practice of doing TDS, GST and allied works for a period not less than 5 years.
- d. The firm should have at least 1 full time FCA /FCMA partners in full time practice.
- e. The firm should have prior experience of TDS salary return filing of a government offices with more than a minimum of five hundred (500nos.)of officers and employees.
- f. The annual turnover of the Tenderer shall not be less than Rs.30 Lakh in any of the last three financial year i.e.2019-20, 2020-21 and 2021-22. Supporting documents like balance sheet, ITR etc should be submitted in this regard.
- g. The firm shall have its Branch Office-at Guwahati, so that they are conveniently available for the assignments and for consultations/ discussions as and when required by GMC authority. The Tenderer is required to provide the details of Head office address, contact details like Land line no. / Mobile no. and Email address etc.
- h. 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.
- i. Undertaking to accept terms and conditions of the tender documents and comply with them (On Non- Judicial stamp paper of denomination of Rs. 100/-) should be submitted.
- j. The tenderer should have valid PAN and GST Number.

Submission of Audit Report & AUC's

The Audit reports complete in all aspects along with AUC's should be submitted to the **Principal, Gauhati Medical College, Narakasur Hill Top, Guwahati-32** by the appointed firm within 3 months of the lapse of the last financial year.

Application Form**Form 1**

Particular/Details of the Firm		
Sl No	PARTICULARS	
1	Name of the Firm	
2	Address of the Firm:	
3	Head Office and Branch Office :	
4	Mobile No:	
5	Permanent Account Number:	
6	GST Number:	
7	Firm's Registration No. with ICAI : (Should be supported by required documents)	
8	No. of Years of Firm's existence & Date of establishment of Firm:	
9	Annual Turnover of the Firm in last three years: (Should be supported by required documents)	
10	Details of Partners:	
11	Name of each partner:	
12	Date of joining the firm:	
13	Qualification:	
14	Experience:	

**Signature of
The Authorised Signatory**

FORM 2

**Experience of audit of Externally/Internally Aided Projects/ Social
Sector Projects/Govt organization (other than Audit of Charitable
Institutions & NGOs) in the State of Assam -**

Sl. No.	Name of the Organization	Type of Assignment	Date of the Work Order	Details of Proof Submitted

**Signature of
The Authorised Signatory**