

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

No. MC/98/2019/.4559

Dated Guwahati, the 17th Dec/2024

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 CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the financial year **2025-26, 2026-27 and 2027-28** , 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 financial year **2025-26, 2026-27 and 2027-28** and 3) Concurrent audit of Principal Project Account, Student welfare fund, Auditorium and short term training and submission UC etc. of the **Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32.**

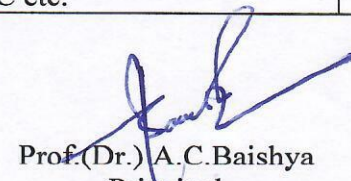
Interested bidders can submit the EOI in sealed cover to the **Office of the Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32.** The details can be downloaded from the website <http://gmchassam.gov.in>

Important Dates

1. Date from which the tender documents will be available in the Website: 18/12/2024
2. Last Date of Submission of EOI: 10/01/2025 upto 2.00 PM.
3. Date and time of Opening of EOI: : 10/01/2025 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 CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing .	2025-26, 2026-27, and 2027-28
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 Principal Project Account, Student welfare fund, Auditorium and short term training and submission UC etc.	

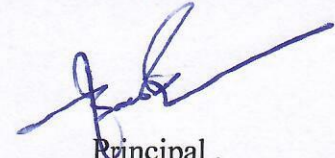

Prof. (Dr.) A.C. Baishya
Principal
Gauhati Medical College
Guwahati- 32.

Dated Guwahati, the 17th Dec./2024

Memo. No. MC/98//2019/.4559

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

EOI for Engagement of CAG 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 Principal Project Account, Student welfare fund, Auditorium and short term training and submission UC etc. of Gauhati Medical College, Narakasur Hill top, Bhangagarh, Guwahati-32 for the financial year **2025-26, 2026-27 and 2027-28.**

EOI Invitation No: 01/2024

To be opened on: 10.01.2025 at 2.30PM.

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

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

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

Dated Guwahati, the 17th Dec./2024

Modified Notice Inviting Expression of Interest (EOI)

EOI Invitation No: 01/2024

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 financial year 2025-26, 2026-27, and 2027-28.

Interested bidders can submit the EOI in sealed affixing court fee stamp of Rs. 8.25/- (Rupees eight and paise twenty five) only 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 CAG 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 Principal Project Account, Student welfare fund, Auditorium and short term training and submission UC etc.	2025-26, 2026-27, and 2027-28

- 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 of **Gauhati Medical College, Guwahati** for the financial Year 2025-26, 2026-27, and 2027-28”. 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 undertook 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 CAG empanelled CA Firm for GST, TDS Consultancy and Return Filing for the financial period from 2025-26 to 2027-28.**
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 financial period from 2025-26 to 2027-28.**
 - 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 Principal Project Account, 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/TCS/GST 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. Advice on or upto date rules & regulations 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. Reporting of any earlier audit objection in the previous year.
18. To represent the Institute before the relevant authority w.r.t. the notices/orders received by the Institute
19. The CA will have to update TCS on FR quarterly
20. GMC will provide only bills and treasury challan and ca will have to prepare, TDS on file 24q,27eq and 26q
21. Earlier pending work will have to be done by the successful CA during his 3 years tenure. The rate for the work will be fixed on submission of the proposal.
22. They will have to collect the data regularly for filling of from office
23. They will send the soft copy and hard copy of the acknowledgement of 24Q,26 Q and 27EQ and they will file the return after taking approval from GMC they will submit the same

24. CA will have to submit Incumbent register individual mentioning the details of gross salary, net salary and total TDS individually once before submission of computation form i.e. January/ 2026 and after finalization issue of Form-16 in order to tally Form-16 along with statement. And all computation form will have to return to the office of the Principal, GMC within 3 months along with a forwarding letter.
25. CA will have to submit the total taxable and non-taxable amount of the incumbent for the financial year wise.
26. CA will have to submit parties contingency bill, register and SD money register individually financial year wise.
27. CA will be notify GMC regarding uniformly deduction of TDS from the incumbent in the beginning of the Financial Year, so that at the end of the FY no incumbent will fall any TDS related issues.
28. If any queries is raised from the Income Tax Department then CA will responsible for clearing all current demand raised from I.Tax department immediately so that no tax burden is created to the Govt. i.e. GMC.
29. It is the duty of the CA to meet any compliance related to tax demand etc.at their level. If at their level they cannot solve the queries , then they will communicate the same to the Authority of the GMC for further action to be taken of the Govt., so that no liabilities will be created to the GMC i.e. Govt.

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 Office within Kamrup (Metropolitan) district .**
- III. **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 C.A.G empanelled Chartered Accountant .
 - b. Bidders/ Firm should have a head office located within Kamrup (Metropolitan) district for consultations/ discussions as and when required by GMC authority. The Bidder is required to provide the details of Head office address, Contact details like Land line No. / Mobile no. and Email address etc. on Rs. 100/- Non-Judicial e-Stamp paper. The Tender Inviting Authority may inspect the site during the tenure of contract period or technical evaluation stage.
 - c. Tenure of existence of Firm/ Bidder – Should be more than 25 Years related to professional services.

- d. Turnover of Firm (Professional Receipts) - Average of last three immediately preceding financial year i.e. F.Y-2023-24, F.Y- 2022-23 & F.Y.2021-22 shall not be less than Rs. 150 Lakhs. Average Turnover Certificate certified by CA should submitted with UDIN. Supporting documents like TAX Audit Reports, Balance Sheet, ITR, Acknowledgement should be submitted in this regard.
- e. The Firm should have at least 3 (Three) Full-Time FCA partners in full time practice.
- f. The Bidder/ Firm should have minimum 7 years of continuous working experience in similar service. ((e-TDS Return, Online generation of form 16 & 16A) & filing GST Returns, Handling of Income Tax Matters.
- g. The firm should have prior experience of TDS return filing on salary of a government organization for minimum of 600 (Six) employees.
- h. The Bidder/ Firm should have minimum no. of e-TDS/ TCS deductees processed per annum in last 3 yrs – 6000 Nos.
- i. The Bidder/ Firm should have minimum no. of Form 16/ Form 16A online generation processed annually in last 3 Yrs - More than 600 Nos.
- j. The Bidder/ Firm should have minimum no. of Deductees processed per annum in filing GST Returns in last 3 Yrs - More than 100 Nos.
- k. The partner of the firm/ bidder shall have to visit the GMC at least once in every (two) months for consultancy and review.
- l. 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.
- m. Undertaking to accept terms and conditions of the tender documents and comply with them (On Non- Judicial e-stamp paper of denomination of Rs. 100/-) should be submitted.
- n. 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:	
	A) Head Office	
	C) Mobile No:	
3	Permanent Account Number:	
4	GST Number:	
5	Firm's Registration No. with ICAI : (Should be supported by required documents)	
6	No. of Years of Firm's existence & Date of establishment of Firm:	
7	Average Turnover of last three immediately preceding financial year: i.e. F.Y-2023-24, F.Y- 2022-23 & F.Y.2021-22 (Should be supported by required documents)	
8	Details of Partners:	
9	Name of each partner:	
10	Date of joining the firm:	
11	Qualification:	
12	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**