



**All India Institute of Medical Sciences, Bhubaneswar
Sijua, Post: Dumuduma, Bhubaneswar - 751 019
Research Cell**

No. AIIMS BBSR/R.C./Audit/32/2017/

Date: 15-11-2017

EXPRESSION OF INTEREST

Notice inviting Expression of Interest for “Empanelment of Chartered Accountant Firms” for conducting Audit at Research Cell, All India Institute of Medical Sciences, Bhubaneswar.

The All India Institute of Medical Sciences (AIIMS) Bhubaneswar inviting Expression of Interest for “**Empanelment** of Chartered Accountant Firms” for conducting Audit at Research Cell , All India Institute of Medical Sciences, Bhubaneswar under Two Bid Systems. Detailed description, terms & conditions and all documents along with last date of the submission of the tender can be viewed and downloaded from the AIIMS, Bhubaneswar website www.aiimsbhubaneswar.edu.in. The last date of submission of expression of interest is 15 -12-2017 at 12.00 PM.

Asst.Accounts Officer
AIIMS, Bhubaneswar



[Type the document title]

File No. :

Date:

To

M/s

Sub: Request for proposal for taking up Audit of the Accounts of Extramural Research Grant received by AIIMS Bhubaneswar.

Sir,

With reference to the subject cited above, you are invited to place your proposal if so agreed to upon by you for the above-mentioned work. The following enclosures may please be gone through & submitted with your proposal.

1. Procedure for submission of proposal **(Annexure - A)**
2. Terms of Reference (TOR) **(Annexure - B)**
3. Eligibility & Pre-Qualification Criteria **(Annexure - C)**
4. List of Key Positions whose CV & Experience should be evaluated **(Annexure - D).**
5. Bid Evaluation Criteria **(Annexure - E)**
6. Standard formats for Technical & Financial Proposal **(Annexure - F)**
7. Proposed Contract Terms **(Annexure - G)**
8. Procedure for mid-term review of the progress of the work & final review for extension, if necessary (maximum up to 03 years) **(Annexure - H)**
9. Your proposal should reach this Institute by 15th December 2017.

Yours faithfully,

Chairman Research Cell

Annexure – A

Procedure for Submission of Proposal

1. The proposal should contain necessary data in the sheet “Technical Bid” & in another sheet “Financial Bid” in 02 separate sealed covers. Both the covers should be placed in another cover super scribed **“Proposal for Auditing the Extramural Grant Account of AIIMS Bhubaneswar”**.
2. The proposal may be addressed to the Chairman Research Cell, AIIMS Bhubaneswar by Speed Post/Registered Post.

Signature of the Bidder with Seal

Annexure – B

TERMS OF REFERENCE (TOR) FOR TAKING UP AUDIT OF THE ACCOUNTS OF EXTRAMURAL RESEARCH GRANT OF DIFFERENT RESEARCH PROJECTS AT AIIMS BHUBANESWAR

1. Background:

AIIMS Bhubaneswar has been receiving Grants In Aid from different medical & scientific organisations like Indian Council of Medical Research (ICMR) & other Government Organisations. Also, different private sector Pharma Companies are releasing funds for particular Research Projects.

2. Objectives:

Such funding agencies require that their funds should be audited by Statutory Auditors (Chartered Accountants) & a report to that effect is to be submitted by the Project Investigators (PI) to such funding agencies.

3. The Task:

The auditing work includes examination of the Cash Book, Stock Register of Consumables, Disposables, Chemicals, Reagents, Drugs & also Medical Equipment's, apparatus, etc if any.

4. Schedule of Completion of Task:

The Audit work along with submission of the report should be completed within 15 working days from the date of commencement of the work.

5. The inputs to be provided by AIIMS:

- a) The Cash Book
- b) Vouchers
- c) Stock Register

d) Bank Statement

Signature of the Bidder with Seal

e) The Approved Budget

f) Sanction order of the Funding Organisation

g) Relevant file relating to Purchase, Appointment & Salary of Staff engaged.

h) Any other information relevant to the Account.

6. Final Output required of the Consultant:

An Audit Report which should comprise of:

a) Receipt & Payment Account

b) Income & Expenditure Account

c) Balance Sheet

d) Bank Reconciliation Statement

e) Schedule of Assets (wherever applicable)

f) Utilisation Certificate (in the appropriate format as prescribed by the funding organisation)

7. Payment Procedure:

The payment shall be made on receipt of bill raised by the consultant after deduction of TDS at the applicable rate.

8. Conditional Bids

Conditional Bids shall not be considered and shall be rejected out rightly.

9. Cancellation of Bid

AIIMS Bhubaneswar reserves the right to cancel any or all bids without assigning any reason thereto.

10. Settlement of Dispute, if any:

In case of any dispute or difference arising under the terms & conditions of the agreement, the same shall be settled by mutual consent or through an Arbitrator to be appointed by AIIMS Bhubaneswar.

Signature of the Bidder with Seal

Annexure – C

Eligibility & Pre-Qualification Criteria

1. The Chartered Accountant firm is required to be a bona-fide member of the Institute of Chartered Accountants of India (ICAI).
2. The registered office should be within the jurisdiction of Bhubaneswar.
3. The Bidder may be Proprietorship Firm, Partnership Firm Limited Company or Corporate Body legally constituted.
4. The firm should be empanelled by the CAG valid till the date of taking part in the bid.
5. The firm should have at least 05 years of experience in auditing the Accounts of any Public-Sector Undertaking (PSU)/Autonomous Body of State or Central Government.
6. 03 years experience in Auditing the Accounts of Research Grants funded by Central Government/State Government to any PSU/Autonomous Body. Auditing the Research Grant of Medical Institution shall be considered as additional qualification.
7. The bidder should not have been blacklisted any Central Government/State Government/PSU/Autonomous Body.
8. The bidder should have the GST Registration.
9. An agreement in prescribed proforma is required to be executed between AIIMS Bhubaneswar through its Authorized Signatory (1st party) & the successful bidder (2nd party).

Signature of the Bidder with Seal

Annexure – E

Bid Evaluation Criteria

The bid shall be evaluated in the following manner (02 Bid System):

1. Technical Evaluation:

This shall include examination of the data relating to Registration, Empanelment, Experience & other criteria as per the proforma prescribed in Technical Bid. The result of Technical Bid Evaluation shall be intimated to the bidders who qualify the Technical Bid.

2. Financial Evaluation:

This shall be based on the Least Cost System (LCS). Therefore, subject to qualifying the Technical Bid, the work shall be awarded to the L1 bidder who shall quote the lowest service charge including GST.

3. Validity of Bid:

The bid(s) shall be kept valid for a period of 180 days from the opening of the Tender.

4. Opening of Bid:

The Date & Time of the opening of both Technical & Financial Bids shall be published in the Official Website of AIIMS Bhubaneswar. The concerned bidders or their authorised representatives may like to remain present at the time of opening of the above-mentioned bids. In case the scheduled date for opening of the bids becomes a holiday, the bid(s) shall be opened in the next working day at the same time.

Signature of the Bidder with Seal

Annexure – G

Proposed Contract Terms

The party to the Contract shall be AIIMS Bhubaneswar as 1st party & the successful bidder to whom the work shall be assigned as 2nd party.

Signature of the Bidder with Seal

Annexure – D

List of Key Positions whose CV & Experience would be Evaluated

Sl. No.	Name of the Key Position(s)	Qualification	Experience
1	2	3	4
1	Chartered Accountant		
2	Article Assistant		

Signature of the Bidder with Seal

TECHNICAL BID

(In separate sealed cover-I super scribed "Technical Bid")

1. Name & Address of the Tenderer/Organisation/ Agency with phone number, email and name & mobile or telephone number of contact person						
2. Experience in the work of Audit of Accounts. Particulars of experience (attach certificate, testimonials). This shall cover the details of works of similar nature, approximate magnitude and duration carried out and/or on hand for last 03 years along with a certificate from the organisation where the job was carried out (in following format).						
Sl. No.	Name of the Organisation with complete address & telephone numbers to whom services provided	From	To	Details of work done/ experience	Total contract amount	Reason for Termination
3. Details about your agency, clearly indicating details of managerial, supervisory and other staff, also indicate the number of muster roll staff available for performing this service: (a) Is the agency registered with the Government; please give details with document/evidence. (b) Undertaking in letter head of the firm confirming the availability of the adequate manpower of						

requisite qualification & experience for deployment in AIIMS, Bhubaneswar.			
4. Please give following details attach proof there to GST No.			
5. PAN No. (Please attach attested copy)			
6. Acceptance of terms & conditions attached (Yes/No). Please sign each page of terms & conditions as token of acceptance and submit as part of tender document.			
7. Power of Attorney/Authorization for signing the Bid documents (in case it is not a proprietorship firm)			

Declaration by the Tenderer:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to be abide by them.

Terms of Reference (each page must be signed with seal)

Place:.....

Date:.....

Name:.....

Address:.....

.....

.....

Contact No:..... E-Mail:

FINANCIAL BID

Name of the Tenderer for Auditing in the Accounts of Extramural Grant:

Name of the Work	Rate per Lakh of Expenditure (in %)	GST Applicable	Total
Auditing the Accounts of Extramural Research Grant & Final output as per sl. No.6 of TOR			

NB:

The charges payable are as per the approved rate or the Budgeted Amount placed by the funding organisation whichever is less.

Signature of the Bidder with Seal

DRAFT AGREEMENT FORMAT

The agreement is made at Bhubaneswar on the _____ day of _____ Two thousand Seventeen between All India Institute of Medical Sciences, Bhubaneswar, **through Chairman Research Cell, AIIMS, Bhubaneswar, having its office at AIIMS, Bhubaneswar-751019** (herein after called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns) of the **First Party**.

and

M/s _____ (**Second Party**) having its registered office at _____

_____ (herein after called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Party**. WHEREAS the 'Client' is desirous to engage the 'Agency' for providing Audit of the Accounts of Extramural Research Grant for AIIMS, BHUBANESWAR at Bhubaneswar on the terms and conditions stated below:

1. All the clauses of the Terms of Reference (TOR) will form as the part of this agreement also.

2. Any violation of instruction/agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
3. The contract can be terminated by giving one month notice by the AIIMS, Bhubaneswar.
4. In case on non-compliance with the contract, the Client reserves its right to:
 - (a) Cancel/revoke the contract; and/or
 - (b) Impose penalty up to 2% of the Total Annual Value of Contract
5. The Agency also agrees to comply with annexed Terms and Conditions i.e. Terms of Reference of the Tender and amendments thereto from time to time.
6. Decision of client in regard to interpretation of the Terms & Conditions i.e. Terms of Reference of the Tender shall be final and binding of the Agency.
7. The Agency shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty and any other legal liability etc. of the Agency in respect thereof, which may arise.
8. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts of Bhubaneswar.
9. THIS AGREEMENT shall take effect from _____
Two Thousand Seventeen and shall be valid for 01 year, extendable for another one year on mutually agreeable conditions, subject to satisfactory performance.

This Day of _____ 2017 both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and

seals) the day and year mentioned above in Bhubaneswar in the presence of the witness.

For and on behalf of the '**Agency**'

Signature of the
Authorized Official

For and on behalf of the
'**AIIMS Bhubaneswar**'

Signature of the
Authorized Official

Name of the Official
Stamp/Seal of the **'Agency'**

Name of the Official
(With Seal)

SIGNED, SEALED AND DELIVERED

By the said _____
_____(Name)
_____ on
Behalf of **'Agency'** in presence of
Witness _____
Name _____
Address _____

By the said _____
_____(Name)
_____ on
behalf of **'AIIMS Bhubaneswar'** in
presence of witness _____
Name _____
Address _____

DISCLAIMER

This tender is not an offer by the All India Institute of Medical Sciences, Bhubaneswar, but an invitation to receive offer from bidders/firm/agency etc. No contractual obligation whatsoever shall arise from this tender process unless and until a formal contract is signed and executed by duly authorised officers of AIIMS, Bhubaneswar with the selected bidder/firm/agency.

Signature of the Bidder with Seal