



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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TENDER NOTICE

Imphal, the 21st April, 2025

No. GEN/MISC/17/2025-EST Sec: Sealed Tenders (Two bid system) from registered Chartered Accountant Firms are invited for **hiring of Audit Consultancy Services** and for Preparation of Annual Accounts for the financial years 2024-25, 2025-26 and 2026-27, for the Regional Institute of Medical Sciences (RIMS), Imphal. Tender documents containing detailed terms of reference, scope of work, and terms and conditions of engagement can be obtained from the Institute's website i.e., www.rims.edu.in on or after Monday, the 21st April, 2025. Tender documents can be obtained up to **1:00 p.m. of 10th May, 2025** during office hours. The last date of tender submission for technical bid is on **Monday, the 12th May, 2025 at 4:30 p.m.**

Deputy Director (Admn.)

NOT TO BE PUBLISHED

No. GEN/MISC/17/2025-EST Sec:
Copy to:-

Imphal, the 21st April, 2025

1. P.S. to Director, RIMS, Imphal - for his kind information.
2. Medical Superintendent, RIMS Hospital, Imphal.
3. The System Administrator, RIMS, Imphal - with a request for uploading the Tender Notice along with other documents to the RIMS website.
4. The PRO/MA, RIMS, Imphal - for publication in one national/local newspaper for 1(one) day.
5. Notice Board.

Deputy Director (Admn.)

NOTICE INVITING TENDER FOR HIRING OF AUDIT CONSULTANCY SERVICE IN RIMS, IMPHAL

The Regional Institute of Medical Sciences, Imphal, under the Ministry of Health & Family Welfare, Govt. of India, invites bids from eligible registered Chartered Accountants/Consultancy firms for Preparation of Annual Accounts for the financial years 2024-25, 2025-26 and 2026-27.

Terms and Conditions:

1. Bids shall be submitted in a sealed envelope in a Two Bid system (Technical Bid and Financial Bid) before the last date of bid submission, as per the instructions provided in the tender document. The Technical and Financial Bids must be submitted in the prescribed formats as per **Annexures-A & B** respectively, in separate sealed envelopes clearly marked as 'Technical Bid' and 'Financial Bid,' and should be submitted in accordance with the instructions provided in the tender document.
2. The financial bids of only technically qualified bidders shall be considered for award of the contract. The contract shall be awarded to the agency fulfilling all the conditions of the contract and quoting the lowest rates, as per the financial bid, in addition to compliance with all the laws/provisions stated/referred to for adherence in the tender.
3. The competent authority of RIMS, Imphal, reserves all rights to accept or reject any/all bids without assigning any reason. It also reserves the right to impose or relax any administrative terms and conditions/specifications of the tender enquiry.
4. The contract shall be for a period of three (03) Financial years. The rates quoted by the bidder shall remain unchanged during the contract period and any extension thereof. The contract may be extended for an additional period of up to one (01) year, based on satisfactory performance, subject to mutual agreement and approval by the competent authority.
5. RIMS, Imphal, reserves the right to terminate the contract at any time without assigning any reason, by serving one (01) month's notice to the contractor.
6. Bidders must submit an Earnest Money Deposit (EMD) of Rs. 31,860/- (Rupees Thirty One Thousand Eight Hundred and Sixty Only), along with the Technical Bid. The EMD will be refunded to unsuccessful bidders after the finalization of the tender. The successful bidder will be required to deposit a Security Deposit equivalent to 5% of the total contract value in the form of a Bank Guarantee or Demand Draft from a Nationalized bank, within 15 days of contract award. The Security Deposit will be retained until the successful completion of the contract and will be refunded after satisfactory performance and clearance of all dues.
7. In case of failure to deliver the services or fulfill the contractual obligations within the stipulated time, liquidated damages at the rate of 0.5% of the total contract value per week, subject to a maximum of 10% of the total contract value, shall be levied. If the delay persists beyond this period, RIMS, Imphal, reserves the right to terminate the contract, forfeit the Security Deposit, and blacklist the agency. Fees and penalties for late filing or non-filing of TDS Statement or errors, if imposed by the Income Tax Department,

caused due to reasons attributable to the firm, will be borne by the firm.

8. The last date for submission of the bids is as specified in the tender notice. The Technical Bid will be opened on the specified date and time, at the designated office in RIMS, Imphal, in the presence of the bidders or their authorized representatives, who may choose to attend.

9. The performance of the agency will be evaluated periodically by RIMS, Imphal. In case of unsatisfactory performance, RIMS reserves the right to terminate the contract, forfeit the Security Deposit, and blacklist the agency for future tenders.

10. Payment Terms:-

- i) **40% of Annual payment** will be released after submission of the Annual accounts.
- ii) **The remaining 50% will be released after completion of internal audit and submission of the reports and 10% after compliance of any issues relating to accounts raised by the CAG.**

11. Scope of Work for Audit Consultant:

1. Preparation of Annual Accounts of RIMS, Imphal:-

i. To Prepare of Annual Accounts of RIMS, Imphal, in the form of Uniform Format of accounts approved by the GoI for the financial years 2024-25, 2025-26 & 2026-27, which includes preparation of Balance Sheet, Income & Expenditure Statement, Receipt & Payment Account, Schedules related to the Balance Sheet, including Fixed Assets Schedule, Loan & Advances Schedule, and Cash & Bank Balances Schedule, etc.

ii. After finalization of the Annual Accounts, to submit same to the management within the given time frame. The firm may start preparation of Annual Accounts to be completed within end of June of the following financial year.

iii. To Provide expert guidance to the Finance Section of RIMS, Imphal to ensure that financial records and accounts are maintained accurately and in compliance with applicable accounting norms and General Financial Rules.

iv. To assist the institution in addressing statutory audit observations, preparing necessary clarifications, the audit qualifications raised in the separate audit report of the Comptroller and Auditor General of India.

v. Any other works essential for the finalization of accounts.

vi. To Offer assurance and advisory services related to financial and accounting matters as required by RIMS, Imphal.

2. Internal Audit:-

i. To conduct internal audit and verification of financial records, vouchers, statements, and accounting entries to ensure accuracy, compliance, and completeness in accordance with applicable accounting standards, General Financial Rules (GFR) and other relevant rules in this regard.

ii. To submit the internal audit report to the management after completion of the internal audit within the given time frame. The internal audit may commence after the close of the Finance year and should be completed by the end of June of the following financial year.

iii. To prepare the compliance report for previous audit objections (if any), and to verify or provide comments on the supporting documents/vouchers submitted at a later stage, in order to address and settle Audit objections/observation raised in Inspection reports of Pr. AG Manipur.

iv. To Recommend corrective actions and process improvements to enhance financial management practices.

12. Eligibility Criteria:

1. The bidder must be a reputed Chartered Accountant Firm/Organization registered with the Institute of Chartered Accountants of India (ICAI) with a minimum experience of three (3) years in providing professional services (Auditing and/ or Accounts preparation) in Government sector.
2. The bidder must have an average annual turnover of at least Rs. 6.00 Lakhs during the last three financial years (2021-22, 2022-23, and 2023-24). Documentary proof, including an audited balance sheet and profit & loss account statement, duly certified by a registered Chartered Accountant, must be provided.
3. The bidder must have undertaken or handled Audit Consultancy Services and/or preparation of Annual Accounts of Public Sector Undertakings (PSUs), Banks, State/Central Autonomous bodies during the last three (3) years from FY 2021-22 up to the current financial year (including the tender issue date), of which at least one is Central autonomous body .
4. The bidder must possess valid PAN and GST registration certificates, with self-attested copies enclosed. Only bidders with a registered office or branch in Imphal, will be considered, and documentary proof of address must be submitted.
5. The bidder should have their registered office/Branch office in Imphal, Manipur.
6. The bidder should have registered under Income Tax/GST.
7. The bidder or any partner of the firm should not have been prohibited/debarred by any regulatory agency viz. IRDA, CBI, SEBI, ICAI any PSUS or Govt. to any other organisation in respect of any assignment or behaviour.
8. The firm should not have faced insolvency proceedings or declared insolvent or under liquidation/court order or any such similar proceedings. A declaration in this regard should be submitted.
9. Bidders must submit all relevant documents supporting their eligibility and capability to undertake the contract, including proof of registration with ICAI, copies of PAN and GST certificates, experience certificates and references from previous clients, proof of having registered office/Branch office in Imphal, audited financial statements for the last three years, and a self-declaration regarding legal and financial soundness.

13. Evaluation Procedure (QCBS):

1. Technical Evaluation will carry **30% weightage**, Financial Evaluation will carry **70% weightage**.
2. Only technically qualified bidders in all respect and with a minimum 60 out of 100 marks will be considered for financial evaluation.

Technical Evaluation Criteria (Total 100 Marks):

Sl. No	Technical Evaluation Criteria	Max Mark	Marking Scheme
1	Existence of the firm from the year of establishment of the firm/ limited liability Partnership Firm	20 Marks	- 3 years: 10 marks - 4 years: 12 marks - 5 years: 14 marks - 6 years: 16 marks - 8 years: 18 marks - \geq 8 years: 20 marks
2	Experience of the firm for auditing of Central or State Govt. PSUs/banks/ Government Bodies/Autonomous bodies	20 Marks	- Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of Rs.50 crores to Rs.200 crores – 02 marks per assignment/Institute audited. - Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of above Rs.200 crores – 04 marks per assignment/Institute audited.
3	Experience of the firm for accounting/ book keeping and P&L and/or Preparation of accounts of Central or State Govt. PSUs/Government Bodies/ central autonomous bodies	20 marks	- Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of Rs.50 crores to Rs.200 crores – 02 marks per assignment - Central or State Govt. PSUs/ Govt. Bodies/ autonomous bodies having a turnover of above Rs.200 crores – 04 marks per assignment
4	No. of qualified Assistant Chartered Accountants/ Accountants, employed with the firm	20 Marks	FCA-03 marks per person, ACA-02 marks per person, and Accountant-01mark per person
5	Average Turnover (FY 21-22 to 23-24)	20 marks	- Rs.6–10L : 10 marks - above Rs.10–20L: 12 marks - above Rs.20-30L: 14 marks - above Rs.30-40L: 16 marks - above Rs.40-50L: 18 marks - above Rs.50L : 20 marks

Financial Evaluation:

- L1 (lowest bid)
- Financial bid scores = (L1 price / Bidder's Price) x 100
- Final Score Calculation:

$$\text{Total Score} = (\text{Technical Score} \times 0.70) + (\text{Financial Score} \times 0.30)$$

Annexure-A

Technical Bid Form:-

Sl . No.	Particulars	Details
1.	Name and address of the Firm	
•	Name and Address of the authorized official indicating Telephone No., Mobile No., & Email id	
•	a) Date of Registration with ICAI	
	b) Date of Opening of Main Office	
	c) Date of Opening of Branch Office	
	d) PAN No. of CA Firm	
	e) GST Registration No.	
•	Name and address of the Partner	
	a)	
	b)	
	c)	
	d)	
•	No. of years in Operation after registration(in yrs)	
2	Average Annual Turnover for the last three years	
	a) 2021-2022	
	b) 2022-2023	
	c)2023-2024	
3	Copies of the Audited Financial Statements/CA Certification for turnover for the last three years	
4	List of assignments as proof of Experience of the firm in doing Audit Consultancy Services and/or preparation of Annual Accounts for Public Sector Undertakings (PSUs), Banks, or Private Sector Organizations during the last three (3) years, from FY 2021-22 up to the current financial year (including the tender issue date)	
5	list of assignments as Experience of having undertaken or handled Audit Consultancy Services and/or preparation of Annual Accounts of at least one Central Autonomous bodies during the last three (3) years from FY 2021-22 up to the current financial year	
5	No. of partners Staffs of the firm (Self attested copy of documents to be furnished)	
6	Last 3 years GST & IT Annual Filing (Self attested copies of documentary evidence to be furnished)	
7	Details of EMD (DD No. & Date)	

Instructions:

- i) Bidders must ensure that all relevant documents are attached and properly labeled.
- ii) Any missing or incomplete documents may lead to disqualification from the bidding process.
- iii) Place this checklist on top of your submission for ease of reference.

Annexure-B**Financial Bid Form**

Sl.No.	Particulars	Yearly Fees	GST	Total Yearly Fees
1	Preparation of Annual Accounts & Audit for the Financial Year 2024-25			
2	Preparation of Annual Accounts & Audit for the Financial year 2025-2026			
3	Preparation of Annual Accounts & Audit for the Financial year 2026-2027			
	Total fees			

Note:

1. The rates should be inclusive of all applicable taxes, duties, and other charges (if any) except GST, which shall be mentioned separately.
2. **No additional charges** shall be payable apart from the agreed amount, except applicable taxes.
3. **The rate quote by the bidder shall remained unchanged.**
4. Bidders are instructed to read the scope of work carefully and ensure that their quoted price, comprehensively covers all components and requirements outlined in the scope of work. No extra charge beyond the quoted price, shall be considered at any cost.
5. The preparation of Annual accounts should be completed by 20th June after the close of F/Y.

UNDERTAKING

I/We do hereby declare that the above mentioned information are true and correct and I/We hereby agree with all the terms and conditions of the NIT and I/We hereby undertake to abide by the same.

Date:

Place:

Authorized Signatory

(Signature and Seal of the Authorized Signatory)

Name of the Tenderer:.....

Annexure-IDetails of CA Firm's Professional Income
(Gross Professional Fees Earned)

Particulars	Financial Year 2021-2022	Financial Year 2022-2023	Financial Year 2023-24	Average Annual Income
Annual Income* (Rs. In Lakh)				

* Copies of Audited Accounts of the Firm along with copies of acknowledgement of Income Tax Return for all the 3 (three) years enclosed.

Annexure-II

Formats for providing details of experience of works

Sl.No.	Name and Address of the Organization	Experience with central Govt. funded Autonomous Educational Institution (Central University, IITs, NITs etc.	Page No.

Date:

Place:

Authorised Signatory

(Signature and Seal of the Authorised Signatory)

Name of the Tenderer:.....