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## UNIVERSITY COLLEGE OF MEDICAL SCIENCES

(UNIVERSITY OF DELHI)

DILSHAD GARDEN DELHI-110 095

Ref. No. MC/UCMS/CA/Accounts/2021-22/

Date 31<sup>th</sup> July, 2021

### **e-Tender Enquiry for preparation of Annual Accounts & e-TDS Returns for the Financial years 2021-22 & 2022-23**

e- bids are hereby invited towards “**preparation of Annual Accounts & e-TDS Returns for the Financial years 2021-22 & 2022-23**” from the prospective bidders under two bid systems (technical and financial) as per list attached.

1. For submission of e-bids, bidders required to get themselves registered with <http://eprocure.gov.in/eprocure.gov.in/eprocure/app>.
2. Bids must be marked “**Preparation of Annual Accounts & e-TDS Returns for the Financial Years 2021-22 & 2022-23**” shall be submitted online only at CPP portal : <https://eprocure.gov.in/eprocure/app>, on or before 23<sup>rd</sup> August, 2021.
3. Bidders are advised to follow the instructions provided in the “Instructions to the bidder” for the e-submission of the bids online through the Central Public Procurement Portal at <https://eprocure.gov.in/eprocure/app>
4. Bidder who downloads the tender document from the Websites (www.ucms.ac.in, <https://eprocure.gov.in/eprocure/app>) shall not tamper/modify the tender documents in any manner. If found, tender will be completely rejected and earnest money deposited (hereinafter referred to as EMD) would be forfeited and bidder is liable to be blacklisted.
5. Participating bidders are advised to visit College website regularly for any corrigendum/addendum/amendment etc. at any stage.
6. University College of Medical Sciences (UCMS) will not be responsible for non receipt of online bids within the specified date and time due to any technical reason.
7. The services shall be made, in conformity with the General Financial Rules (GFR) 2017 strictly.
8. The offer must be valid at least for a period of 120 days from the closing date of the bid. Any offer falling short of the validity period is liable for rejection.
9. The bidder must quote the charges in figure as well as in words for all the services. In case of any deviation, the rate quoted in words will be considered. The charges must be quoted clearly without any overwriting/ cutting.
10. Bidder`s offer is non-transferable and should be submitted as per our prescribed format on company`s letter head duly signed by the competent signatory.
11. UCMS will award the contract to the successful bidder on lowest price basis.
12. The bidder must furnish all information in the prescribed proforma only. Each page of the bid and all supporting documents are to be duly signed by the bidder along with seal of the firm. Bids not submitted in the prescribed format will be liable for rejection.
13. Interested Bidders are requested to upload their bids in TWO PARTS, Part I, Technical bid (as per **Annexure-I**) as well as Part-II, Financial bid (As per Format given at **Annexure-V**).

## **Terms & Conditions**

### **1. Eligibility Criteria**

- The bidder must be registered with Institute of Chartered Accountants of India for the last five years, and empanelled with CAG for the last three financial years.
- The bidder should have at least three full time partners on the date of tender submission.
- Bidder must have a minimum Gross Annual Turnover of Rs. 50 lakhs during the last three financial years, for carrying out accounting work.
- Bidders must provide PAN No. (Self-attested copy of the PAN card must be enclosed) and ITR for last 3 Financial Year.
- Bidder should have at least an experience of 5 years from the date of registration, out of which 3 years of experience of accounting work of Educational institutions/ PSUs/ Autonomous Bodies or any other Government Organisation. List of clients must be enclosed, failing which the bid shall be summarily rejected.
- Bidder must enclose Non-Blacklisting Certificate as per format given at **Annexure –IV**.
- Bidders must provide GST Registration No. (Self-attested copy of the GST registration certificate must be enclosed).

**Note:- Last three Financial Years means 2017-18, 2018-19, 2019-20.**

### **2. General Conditions**

- a. The work has to be done in the premises of the UCMS, Delhi unless otherwise permitted by the College.
- b. Minimum 3 professional, two for accounting (Tally Software and Accounts conversant) and one for TDS returns and other Income Tax related matters, would be required full time on daily basis during office hours for the work to be performed at UCMS, in addition to regular supervision and work by the key person of the Bidder, who must be a Chartered Accountant and have an experience of minimum 3 years. They would be expected to work in close coordination with the concerned staff. Persons deputed by the firm will observe the office decorum. Replacement of any deployed person would only be accepted on prior approval of the College. The wages to be given to the persons deployed in the college shall not be less than basic minimum wages laid down by the Government for the corresponding category of Clerical and Supervisory staffs from time to time. The successful bidder must ensure payment of all statutory requirements pertaining to payment of wage and any loss to its employee due to the reason beyond control of the College and indemnify the College from such obligations.
- c. The bidder shall not assign, transfer or sub-contract all or any of the work to any third party without written permission of the UCMS.
- d. The period of work will be for two financial years 2021-22 and 2022-23. However, the UCMS may renew the contract on mutual consent of both parties on the same terms and conditions subject to satisfactory performance of the bidder.
- e. The successful bidder shall have to execute MOU/Agreement with the UCMS.
- f. Successful bidder would be required to submit Performance Security for an amount of 10% of the value of the contract in the form of Bank Guarantee from a Commercial Bank. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
- g. It is compulsory for all bidders to comply with all the Terms and Conditions as well as General Conditions mentioned above and a acceptance certificate to this effect should necessarily be enclosed with the Technical Bid.
- h. College may ask any kind of required documents/record from the bidder at any time during the tender processing.

### 3. Bid Submission - Two Bid System

#### 3.1 Part-I. Technical Bid:

The Technical offer should be complete in all aspects and should contain all information asked for in Annexure-I, except charges. The format for submission of technical offer should be as follows:

- Tender Acceptance letter as per **Annexure II**
- Check List as per **Annexure – III**
- Non-Blacklisting Certificate – **Annexure – IV**

#### 3.2 Part – II Financial Bid:

- The Financial Bid should give all relevant charges information as per Annexure-V. The Bid Form must be filled in all respects, without any errors, erasures or alterations.
- It should contain charges, with detailed break up as per format enclosed, both in figures and in words. In case of any deviation, the charges quoted in words will be considered. The charges must be quoted clearly without any overwriting/ cutting.
- The taxes and duties as applicable should be quoted separately and clearly. The terms such as taxes and duties as applicable or at actual should not be mentioned in the bid. In the event of an increase in taxes/duties, the extra liability on account of these taxes shall be borne by UCMS. Similarly in the event of abolition/reduction of taxes/duties, the savings accruing to the bidder shall be passed on to UCMS.
- The bidder must quote the charges in Indian National Rupees (INR)
- If any column does not apply to the bidder, same should be mentioned as NOT APPLICABLE.

### 4. Opening of financial bid and evaluation

The eligibility of bidders and their technical bids will be evaluated by a committee on the basis of documents submitted by the bidders with the technical bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions lay down in the tender. The work will be awarded to the lowest bidder on the basis of GRAND TOTAL as per the Financial Bid.

### 5. Offer validity Period

The offer must be valid for a period of 120 days from the opening date of the Financial bid. Any offer falling short of the validity period is liable for rejection.

### 6. Earnest Money Deposit

6.1. The Bidder shall furnish **EMD** for Rs. 15,000/- (Rupees Fifteen thousand only) in the form of Demand Draft in favour of “**The Principal, University College of Medical Sciences**”, payable at Delhi, and original Demand Draft (EMD) must reach in Accounts Section, Room No 111, First Floor, University College of Medical Sciences, Dilshad Garden, Delhi-110095 on or before the closing date and time, failing which, offer will be summarily rejected. Bidders must attach scanned copy of EMD along with the technical bid.

- 6.2 The EMD will be returned to the un-successful Bidder as promptly as possible without any interest after finalization of contract.
- 6.3 The EMD will be forfeited for the following reasons :-
  - 6.3.1 If bidder withdraws its bid during the period of tender/bid validity after closing dates.
  - 6.3.2 If successful bidder does not honor his commitment after placing the order, the EMD will be forfeited and the loss incurred by the College will be recovered from the bidder.
  - 6.3.3 If it is found at any stage that information/particulars regarding tendered item(s) is false.
  - 6.3.4 If any type of concealment of facts is found on the part of bidders.

## **7. Modification and Withdrawal of Offers**

Bidder may modify or withdraw its Bid after the Bid's submission, provided that written notice of the modification or withdrawal is received by the College prior to the date & time prescribed for submission of original EMD (as per point No. 6.1.1).

## **8. Clarification of Offers**

To assist in the scrutiny, evaluation and comparison of offers, UCMS may, at his discretion, ask some or all Bidders for clarification of their offer. The request for such clarifications and the response will necessarily be in writing.

## **9. Technical Inspection and Performance Evaluation**

The evaluation criteria adopted by UCMS would apply uniformly to all Bidders.

## **10. Verification**

UCMS reserves the right to verify any or all statements made by the bidder in the bid document and to inspect the bidder's facilities, if necessary, to establish to its satisfaction about the bidder's capacity to perform the job.

## **11. Award Criteria**

UCMS will award the contract to the responsive bidder who has offered lowest evaluated charges in the column of "Grand Total" for both the years.

## **12. Final decision making authority**

UCMS reserves the right to accept or reject any bid and to annul the process and reject all bids at any time, without assigning any reason thereof or incurring any liability to the bidders. In such a scenario, no claim whatsoever will be entertained.

## **13. Rejection of Tender**

The tenders shall be summarily rejected:

- 13.1 If the bidder proposes any alteration in or additions to the prescribed form of tender.
- 13.2 If the bidder declines to carry out any work of the tender document.
- 13.3 If the technical bid submitted is found to be incomplete
- 13.4 If the financial bid submitted is found to be incomplete
- 13.5 If any discrepancy is found between the technical bid and financial bid
- 13.6 If financial bid document is found along with technical bid
- 13.7 If EMD is not submitted as per clauses 6.1.1 of terms & conditions.
- 13.8 If the bidder does not fulfill any of the conditions mentioned in the Tender.

## 14. Scope of Work

- (a) Feeding of all receipts, payments and journal vouchers (approx. 10 Thousand annual) in Tally Software on daily basis. There are ten major accounts of the College i.e. TSA Account, Salary, Recurring, Capital Assets, Non-Plan, Plan, OBC, Students Accounts, Hostel and Research Cell.
- (b) Preparation and finalization of Annual Accounts for the financial years 2021-22 & 2022-23 on Accrual Accounting basis in the prescribed format. The bidder may visit the College at room no.111, on all working days from 1000 hours to 1200 hours.
- (c) The bidder should finalize the Annual Accounts (in the prescribed format) by 15<sup>th</sup> June for each Financial Year, or within three weeks of receipts of all accounts/records, whichever is earlier. The bidder is expected to make best efforts to finalize the accounts as early as possible and to report non-receipt of records/information from any Department/Branch to the Section Officer (Accounts).
- (d) The Annual Accounts with its statements and annexure by the Bidder shall be delivered as per our requirement. (Hard & Soft copies).
- (e) Preparation of Cash Book, Subsidiary Cash Book, Journal, Ledgers & reconciliation work of remittances of TDS, deductions from salaries.
- (f) To advise on accounting automation and system oversight as & when required.
- (g) Preparation of data, uploading & filing of e-TDS Quarterly Returns in the form of 24Q and 26Q as per the required format and generation & printing of Form 16 & 16A, correction statements/revised returns and other related issues concerning the TDS of previous financial years, to attend the notices/queries received from Income Tax office. Preparing, filing, validating revised returns for previous years as may be required by the Income Tax Department from time to time.
- (h) To give opinion on matters relating to Income Tax including TDS and G.S.T. as & when required and also to arrange periodical workshop on 'Tally' at College for the concerned staff which would include updating them on new rules related to taxation at least once in six months.
- (i) Preparation of Bank Reconciliation Statements on monthly basis and follow up action with the Bank.
- (j) To attend and assist the Audit team specifically conducted by DGACR, New Delhi, University of Delhi and any other authorized agency in College from time to time.
- (k) To assist in preparation of various financial statements/informations as per requirement of the UGC & other agencies from time to time viz. Utilization Certificates, Statements of Expenditure, RE & BE etc. for accounts of the College.
- (l) Preparation of Asset Register(s) of the College as per GFR.
- (m) The above stated requirements are at minimum and the College reserves the right to request for any additional requirements.

## 15. Terms of Payments

### For the financial year 2021-22

Payment will be made on receipt of the Annual Accounts along with all ledgers & Separate Audit Report on the accounts of the College and after acceptance of the same by the Governing Body of the College.

### For the financial year 2022-23

20% payment will be made on quarterly basis for three subsequent quarters in a year on receipt of the bills and balance payment will be made on receipt of the Annual Accounts along with all ledgers & separate Audit Report on the accounts of the College and after acceptance of the same by the Governing Body of the College.

## **16. Force Majeure**

The bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the agreement is the result of an event of Force Majeure. For purposes of this Clause, "Force Majeure" means an event beyond the control of the bidder and not involving the bidder's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fires, floods.

If a Force Majeure situation arises, the bidder shall promptly notify the undersigned in writing of such conditions and the cause thereof within twenty calendar days unless otherwise directed by undersigned in writing, the bidder shall continue to perform its obligations under the Contract as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of three months, UCMS and the bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of UCMS shall be final and binding on the bidder.

## **17. Jurisdiction**

The jurisdiction of the courts shall be Delhi only.

**Yours sincerely,**

**Sd/-  
Principal,UCMS**

**Encl: As above**

## Annexure – I

NAME OF THE WORK: Preparation of Annual Accounts & TDS Returns for the years 2021-22 & 2022-23

TECHNICAL BID (On bidder's Letter Head)			
Name & Address of the Bidder			
Year of Establishment			
PAN No. (Copy to be enclosed)			
GST No. (copy to be enclosed)			
Gross Annual turnover in INR (Copies of ITR must be enclosed for Financial Years 2017-18, 2018-19 & 2019-20)	2017-18	2018-19	2019-20
	.		
Experience in preparation and finalization of Annual Accounts of Educational Institutions, PSUs, Autonomous Bodies (Proof must be enclosed)			
List of clients as asked in "Eligibility Criteria"(with addresses & contact numbers and nature of work done)			
Certificate of Registration with ICAI			
Certificate of Registration with CAG	(Empanelment No.)		
Details of Demand Draft(EMD)	EMD Amount Rs..... DD No..... Dated..... Drawn on.....,		

We hereby certify that information submitted by us is true and in case of acceptance of the bid, we shall comply with all the terms and conditions of the contract.

Name of the bidder with  
Rubber stamp & signature

**TENDER ACCEPTANCE LETTER**

**(ON THE BIDDER'S LETTERHEAD)**

To,

The Principal,  
University College of Medical Sciences,  
Dilshad Garden,  
Delhi – 110095

Tender Reference No: \_\_\_\_\_

Date:- \_\_\_\_\_

Sub: Acceptance of Terms & Condition

Sir,

1. I/We hereby certify that I/we have read the entire terms and conditions of the tender document (including all documents like annexure(s), schedule(s), etc.), which form part of the agreement and I/we shall abide hereby by all terms / conditions/ clauses contained therein.
2. The corrigendum(s) issued from time to time by the College have also been taken into consideration, while submitting this acceptance letter.
3. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in its totality/entirely.
4. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then the College shall without giving any notice or reason therefor or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

**Authorized Signatory**  
(Name & Designation with seal)  
Date:



## Annexure-III

### Checklist of Documents (Self attested) to be submitted with Technical Bid

Sr. No.	Eligibility Criteria	Documents Required	Yes/No	Page No.
i	Bidder must be empanelled with the CAG for the last three financial year.	CAG Certificate for the last three financial years duly stamped and signed (Copy of empanelment letter) Mere application to CAG or acknowledgement letter from CAG will not be considered.		
ii	Bidder should have at least an experience of 5(Five) years as on 31.03.2021 from the date of registration of the bidder and an experience of Accounting work of at least 3(Three) years in preparation & finalization of Annual Accounts of Educational Institutions, PSUs, Autonomous Bodies or other Govt. Bodies	Copy of registration certificate with ICAI is required to be submitted and Copy of work orders to be submitted		
iii	PAN No.	Copy of PAN No.		
iv	The bidder must have valid GST Registration	Copy of Registration Certificate		
v	Bidder must have a minimum gross annual turnover of Rs. 50 lakh during the last three financial years, for carrying out accounting work .	Copy of Income Tax Return along with self certified Annual Accounts of the last three financial years		
vi	Bidder must not have been debarred / delisted or black listed in past by any Government Department/ Public Sector Undertaking/ Private Sector/or any other agency. It has also been disclosed that any disciplinary action has been taken by ICAI against the bidder / Proprietor / any Partner. In such case the bidder is not eligible for appointment.(Annexure B)	Self declaration duly signed on Letter Head of the as per Annexure-IV		

Yours faithfully,

**Authorized Signatory**  
(Name & Designation with seal)  
Date:

## Annexure-IV

### Certificate from the bidder on their letterhead

To,

The Principal,  
University College of Medical Sciences,  
Dilshad Garden,  
Delhi – 110095

Sir,

We hereby confirm and declare that we, M/s -----, is not blacklisted/ De-registered/ debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services before submission of this offer.

Yours faithfully,

**Authorized Signatory**  
(Name & Designation with  
seal)

**Date:**  
**Place:**

**Annexure-V****Financial bid**  
On a letterhead of Bidder

Sr. No.	Particulars	Amount (INR)	Taxes, if any ( INR)	Any other Charges (INR)	Total (INR)
1	Charges for Financial Year 2021-22.				
2	Charges for Financial Year 2022-23				
GRAND TOTAL (INR)					

Date:

Place:

**Authorized Signatory**  
(Name & Designation with seal)Name of the Bidder:  
Address of the Bidder:  
Cell phone Number:  
Email Address: