



GOVT.OF ASSAM

OFFICE OF THE PRINCIPAL-CUM-CHIEF SUPERINTENDENT
JORHAT MEDICAL COLLEGE & HOSPITAL, JORHAT

E-TENDER DOCUMENT

**REQUEST FOR PROPOSAL FROM CAG EMPANELLED
CHARTERED ACCOUNTANT FIRM FOR CONDUCTING AUDIT,
TDS FOR IT/GST AND RETURN FILING FOR JORHAT
MEDICAL COLLEGE & HOSPITAL, JORHAT, PIN-785001,
ASSAM**

IFB NO. SMEJ/JMCH/2445/2020/PT-I/2023/2352 DATE: 20/05/2023

TWO BID SYSTEMS

Date and Time for Publishing of e-Bid Document	2:00 P.M of 22/05/2023
Date and Time of Pre-Bid Meeting	12:00 P.M of 26/05/2023
Date and Time of Start of Bid Submission	12:00 P.M of 27/05/2023
Date and Time of End of Bid Submission	12:00 P.M of 13/06/2023
Date and Time of Opening of E-Technical Bid	1:00 P.M of 13/06/2023
Tentative Date and Time of Opening of E-Price Bid	Shall be communicated only to the technically qualified bidders subsequently

E-Tender document may be downloaded from institute's website
www.jorhatmedicalcollege.in (for reference only) and e-portal site :

<https://assamtenders.gov.in>

Jorhat Medical College & Hospital, Jorhat

Kushal Konwar Path, Barbheta, P.O. Jorhat-785001, Assam, India

Email: tendercelljmch@gmail.com

www.jorhatmedicalcollege.in



REQUEST FOR PROPOSAL

Online bid affixing court fee stamp of Rs. 8.25 (Rupees Eight and paise Twenty Five) only in two bid system (Technical & Financial) are invited from experienced CAG empanelled Chartered Accountant firm for “***Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23***” for Jorhat Medical College & Hospital, Jorhat, Assam. The Tender will be received by the undersigned up to 13/06/2023 till 12.00 Noon. If that day happens to be a holiday, the tender would be opened on the next working day.

For details related to the minimum eligibility criteria, application forms, terms and conditions etc. our official website: www.jorhatmedicalcollege.in (for reference only) and e-portal site: <https://assamtenders.gov.in> may be visited. A hardcopy of technical bid MUST be submitted on scheduled date and time after successful submission of their tender through online mode.

Sd/-

Principal-cum-Chief Superintendent
Jorhat Medical College & Hospital, Jorhat

BRIEF SCHEDULE



DESCRIPTION OF WORK.	Period
<p>Engagement of CAG empanelled CA firm for – <u>Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23</u></p> <ul style="list-style-type: none">• Various project and programme audits, where necessary and for providing TDS for GST/IT and Return Filing, Submission of SOE & UC thereon.• Audit of student welfare fund, Academic Fund, Hospital user Fund, Society Fund, CT/MRI fund and submission of UC thereon	2022-23

Objective of Audit :

The objective of the audit would be :-

(1) Engagement of AG empanelled CA firm for Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23

- Submit e-TDS on monthly/quarterly basis and annual ITR submission in respect of fund received.
- Express professional opinion on the true and fair view of the operations of the IT/GST and Income Tax & GST related services.
- The IT/GST related services should cover the entire IT rules / GST rules applicable to the Govt. of Assam.

(2) Various Project and Programme Audit and for providing TDS for IT/GST and Return Filing for the Financial Year 2022-23

- Ensuring accuracy and timeliness in maintenance of book accounts.
- Ensuring accuracy in the preparation of SOE / Utilization Certificate, based on the book of accounts.
- Ensuring voucher/evidence based payments.
Ensuring timely and accurate submission of financial MIS to the management .

(3) Audit of student welfare fund, Academic fund, Hospital user Fund of the Jorhat Medical College.

- Ensuring accuracy and timeliness in maintenance of books of accounts.
- Ensuring accuracy in the preparation of SOE/Utilization Certificate, based on the book of accounts
- Ensuring voucher/evidence based payments
- Ensuring timely and accurate submission of financial MIS to the management
- Improving internal control mechanism of the Jorhat Medical College. Jorhat

RESPONSIBILITY & SCOPE OF AUDIT :

- The CA firm is responsible for preparation of e-TDS return on monthly/quarterly basis, annual ITR and to express professional opinion on the true and fair view of the operation of IT/GST as per provision of rules for Income Tax & GST related services. The IT/GST related services should cover the entire manual/GST manual as applicable to the institute under Act.
- Preparation of Auditor report in respect of project and short term training, where necessary.
- Checking and preparation of expenditure certificate of Govt. of India as per GFR rules stipulated by the Govt. of India
- Preparation of details of manpower engaged, the remuneration of whom is borne out of Govt. of India Fund
- Checking and preparation in details of all funds received from Govt. of India along with copies of sanction letter.
- Preparation of quarterly, annually and final progress report of the project when necessary
- Preparation of audited Balance Sheet
- Preparation audited Utilization Certificate
- Preparation of Statement of Govt. deductions
- Preparation of fund receipt statement
- Preparation of statement of expenditure incurred on the research project account (project wise)



- Preparation and filing of return with IT department wherever necessary
- Preparation of audited statement of the accounts
- TDS for IT/GST in case of contract payment and purchase of goods or any other taxes.
- Checking stock register, endorsement and other related works
- To solve any previous pending issues, objection, if needed.
- To represent the institute before relevant authority w.r.t the notices/order received by the institute

Minimum eligibility criteria of the firm:

The firm must have empanelled with ICAI without which the proposal of the firm would not be considered. Firm should have branch/Head office in Jorhat. If Branch/Head Office is available in Jorhat, intending bidders may submit a notarized declaration in Rs. 100/- (non-judicial stamp paper) as per specified format annexure-I)

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

Eligibility Criteria:

- a) Court Fee Rs. 8.25/- (Rupees Eight and paisa twenty five) only.
- b) Tender Processing Fee submission details in online
- c) EMD submission details in online
- d) The Tenderer shall be a firm of C&AG Empanelled Charter Accountant or Cost Accountant
- e) The firm should have at least 10 years of existence
- f) The firm should be in continuous practice of doing TDS, GST and allied works for a period not less than 5 years. The Firm should have experience of making TDS and salary return filing of a government institution, i.e. DRDA, Govt. Medical College, Govt. hospital, SSA etc.
- g) The firm should have prior experience of TDS salary return filing of a Govt. offices having more than One hundred (100 Nos.) of Officer and Employees.
- h) The annual turnover of the tenderer shall not be less than Rs. 20 Lakhs in any of the last three assessment years 2019-20, 2020-21 and 2021-22. Supporting document like balance sheet, ITR, turnover certificate etc. should be submitted in this regards.
- i) The firm shall have its Branch Office/Head Office at Jorhat, so that they are conveniently available for the assignment and for consultation/discussions as and when required by JMCH authority. The tenderer is required to provide the details of Head Office/Branch Office address contact details like Location/land line No./ Mobile No./email etc.
- j) 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 copy of notarized declaration of Rs. 100/- Non-Judicial Stamp paper should be furnish along with the technical bid.
- k) The tenderer should have valid PAN and GST
- l) Valid Trade License /Incorporation certificate/Partnership Deed, as the case may be.

It is essential that, all the above criterias are fulfilled in order to be eligible in technical bid.

Submission of Audit Report & UC

The audit report complete in all respects along with UCs should be submitted to the Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat by the appointed firm within 3 months of the lapse of the last financial year.



2. COVERING LETTER:

Below format of letter to be given for applying for Engagement of CAG empanelled Chartered Accountant Firm for **“CONDUCTING AUDIT, TDS FOR IT/GST AND RETURN FILING FOR THE FINANCIAL YEAR 2022-23” for Jorhat Medical College & Hospital, Jorhat, Assam**

To,

The Principal-cum-Chief Superintendent,
Jorhat Medical College & Hospital,
Kushal Konwar Path, Barbheta,
Jorhat-785001(Assam).

Sub: Engagement of Chartered Accountant Firm for Conducting Audit, TDS for IT/GST and Return Filing for Jorhat Medical College & Hospital, Jorhat.

Dear Sir,

This is with reference to your Tender number NIT No.....Dated, I have examined the tender document and understood its contents. I hereby submit my Bid against Request for proposal of Chartered Accountant Firm for conducting audit, TDS/GST consultancy and filing of return for Jorhat Medical College & Hospital, Jorhat. The Bid is unconditional for the said Tender.

1. It is acknowledged that the authority will be relying on the information provided in the Tender and the document accompanying such tender for qualification of the Bidders for the above subject Engagement and we certify that all information provided in the Tender and in Annexure is true and correct; nothing has been misrepresented and omitted which render such information misleading ; and all documents accompanying the Bid are true copies of their respective originals.
2. This statement is made for the express purpose of the above mentioned subject.
3. We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Qualification statement.
4. We acknowledge the right of the Authority to reject our Bid without assigning any reason or otherwise and hereby relinquish, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.
5. It is declared that :
 - (a) We have examined the Tender document and have no reservations to the Tender document.
 - (b) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, Fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any Bid or request for proposal issued by or any Agreement entered into with the Authority or any other public sector enterprise or any government, Central or state.
6. It is understood that the institute may cancel the Bidding process at any time without incurring any liability to the institute and that you are neither bound to invite the



7. It is understood that the institute can use any evaluation scheme/evaluation metrics/weightage or take the help of any consultant, as required in selecting the successful agency / Agencies and we agree to abide by it.

It is certified that we have not been indicted or convicted by a Court of Law or no adverse orders have been passed against us by a regulatory authority which could cast a doubt on our ability to undertake the services or which relates to an offence that outrages the moral sense of the community.

9. It is further certified that no investigation by any regulatory agency is pending against us.

10. It is hereby affirmed that we are in compliance of / shall comply with the statutory requirements of the Govt. of India & Govt. of Assam as applicable.

11. We hereby irrevocably any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the Authority in connection with the selection of Bidders, selection of the Tenderer, or in connection with the selection / bidding process itself, in respect of the above mentioned services and the terms and implementation thereof.

12. We agree to undertake to abide by all terms and conditions of the Tender document.

13. We agree to undertake to be liable for all the obligations of the Tenderer under the agreement. In witness thereof, we submit this application under and in accordance with the terms of the Tender Document.


Yours faithfully,

Place :-

Date:-

**(Signature, name and designation of the
Tendered / Authorized Signatory)
(Office Seal)**

3. PARTICULARS OF TENDER

	Tender No.	No. SMEJ/JMCH/2445/2020/PT-I/2023/2352 Date: 20/05/2023
2.	Particulars of the work	Engagement of CAG empanelled Chartered Accountant Firm for conducting Audit, TDS of IT/GST consultancy and filing of return for Jorhat Medical College & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001(Assam).
3.	Contract Period	One year and can be continued / renewed for further one year on mutual consent of both the parties subject to satisfaction of the authority of JMCH, Jorhat.
4.	Processing Charge / Tender Fees	Rs. 500/- (Rupees five hundred only) Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on https://assamtenders.gov.in
5.	EMD	Lumpsum Rs. 10,000/- (Rupees ten thousand only) Submit through online mode i.e. State Bank Multi Option Payment System (SBMOPS) on https://assamtenders.gov.in
6.	Date & Time of starting to sell tender document / Download through the website:	www.jorhatmedicalcollege.in https://assamtenders.gov.in 12.00 Noon from 22/05/2023
7.	Date & time of start of bid submission	12.00 Noon from 27/05/2023
8.	Date & time of Pre-Bid Meeting	12.00 Noon from 26/05/2023 onwards in the College Council Hall, JMCH, Jorhat.
9.	Last Date & time of Submission of Bid through online and by Hand in drop Box Post)	12.00 noon up to 13/06/2023
10.	Period of Validity of tender	12 Months from the date of closing the bid.
11.	Date & Time of Opening of Tender	1.00 PM at 13/06/2023
12.	Place of opening of Tender	Office of the Principal-cum-chief Superintendent, College Council Hall, Jorhat Medical College & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001(Assam).

4. GENERAL PARTICULARS OF TENDERERS

Part-I



1. Name of the Chartered Accountant Firm /Agency-
2. Full Address with contact number, website, e-mail etc.
3. Income Tax PAN no of the firm : (attach copy)
4. GST Regn. No. of the Firm: (attach copy)
5. Firm's Registration No with ICAI : (attach copy)
6. Empanelment No. with C&AG : (attach copy)
7. Constitution of the Firm /Agency (Please tick & attach relevant Copy)
 - a. Regd. under Indian Companies Act, 1956. (certificate of incorporation)
 - b. Regd. under Indian Partnership Act 1932. (Copy of Partnership Deed)
 - c. Regd. under Shops & Establishment Act, 1971 (for sole trading concern)
 - d. Regd. under any other Act, if not the owners. (Society, NGO etc.)
 - e. Valid Municipal Trade License/incorporation certificate (if company).

Part-II

1. Name and address of the Firm's representative who would be present at the time of opening of tenders.
2. Name of the authorized representative of the Tenderer to sign the contract documents.

Place:-

Date:-

**(Authorized
Signatory) Signature
of Tenderer**

(Office Seal)



5. SUBMISSION OF TENDER

SEALING AND MARKING OF TENDER

a. The Tender must be complete in all respect and should contain requisite certificate, informative literature etc.

b. **Technical Bid and Financial Bid** :- The bidder must submit technical and financial bid through online only in the e-portal : www.assamtenders.gov.in. After successful submission of the tender through online the intending bidder must submit a hard copy of Technical bid which should be sealed in envelopes and clearly superscripting on the envelop, - **“Tender for engagement of Chartered Accountant firm for “Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23 “Principal-cum-Chief Superintendent, JMCH”**. The Bid shall include, :

- i. Forwarding letter by the Tenderer
- ii. All required documents.
- iii. Tender Processing fees (non-refundable) online submission details.
- iv. EMD online submission details.
- v. Technical Bid.
- vi. Tender should be addressed to :-

The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001, Assam

A hardcopy of The TECHNICAL BID should be submitted /dropped in the TENDER BOX kept at the office of the Principal, Jorhat Medical College, & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001, Assam by 12.00 PM on or before 13/06/2023 after successful submission of their tender through online.

EXPENSES OF AGREEMENT:

All the expenses towards completing of the Agreement, including cost of Stamp paper or any other expenditure incurred in the process of Tender submission till final compliance, shall be borne by the Tenderer.

DEADLINE FOR SUBMISSION OF BIDS:

TENDER must be received by the Office of The Principal, Jorhat Medical College & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001, Assam at the date, time and address specified in the TENDER notice / TENDER document.

LATE BIDS

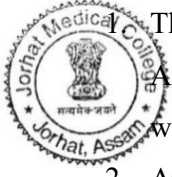
Any Tender received after the deadline for submission of TENDER prescribed by J o r h a t Medical College & Hospital, Jorhat shall be rejected without any further correspondence to the



6. GENERAL TERMS AND CONDITIONS:-

1. Financial Bid will be opened only of the Bidders who will be qualified in the Technical Bid.
2. The Institute will, finally, contact only those Bidders meeting the requirements including the rates.
3. The decision of acceptance of the quotation will lie with the competent authority of Jorhat Medical College & Hospital, who does not bind himself to accept the lowest quotation and who reserves the right to himself to reject or partially accept any or all quotations received, without assigning any reason.
4. Bidders are advised to satisfy themselves about the quantum of work before submitting their Bids. No extra charge consequent on any misunderstanding or otherwise shall be allowed.
5. At any stage during finalization of Tender process, the competent authority of the institute is free to use any evaluation matrix / weightage or take help of any consultant, as required in selecting the successful agency / agencies and we agree to abide by it.
6. Canvassing directly or indirectly in connection with the Bid is strictly prohibited and Bids submitted by the Tenderer who resort to canvassing will be summarily rejected.
7. This notice inviting Tender will form part of the contract document including additional terms /additional conditions and other related papers, if any, forming the Bid as issued at the time of invitation of Tender and acceptance thereof together with any correspondence leading thereto of the contract document.
8. The successful Bidder on acceptance of his bid by accepting authority and signing of the contract consisting of the notice inviting Tenders and all the other relevant documents including additional conditions if any forms the Bid as issued at the time of invitation of Tenders and acceptance thereof together with any correspondence leading there to, shall commence with the assignment.
9. The agency shall not sublet the work or part of the work.
10. Payment for the service will be made only after successful completion of work and submission of related returns etc. TDS will be deducted as per rules.
11. Payment will be made from Govt. Budget/Hospital Management Society.
12. The contract can be terminated at any point of time by giving 30 days notice if the services of the Firm are not found satisfactory. In such an event, the work shall be got done from another agency at the risk & cost of the defaulting Firm.
13. The Tender document duly signed on each page shall be submitted along with the Technical Bid, failing which the Technical Bid shall not be considered.
14. The Bidder must quote the rates in **figures as well as in words correctly** in the Financial Bid through online.

Liquidated damages clause



The Agency shall be responsible for the faithful compliance of the provisions of the work order. Any breach or failure to perform the same may result in termination of the work order contract as well as other legal recourse.

2. Any misconduct/ misbehavior on the part of manpower deployed by the agency will not be tolerated and such person will have to be replaced immediately upon instructions from the institute.
3. The Principal-cum-chief Superintendent, Jorhat Medical College & Hospital, Jorhat, Assam reserves the right to reject any or all tenders in whole or in part without assigning any reason thereof. The decision of the Principal-cum-Chief Superintendent, Jorhat Medical College & Hospital, Jorhat shall be final and binding on the agency / agencies in respect of any clause covered under the contract.

(Authorized Signatory)
Signature of Tenderer
(Office Seal)



TENDER OPENING :

A. OPENING OF TENDER (Financial Bid):

Financial Bid (Tenders) of the Tenderers who technically qualify shall be opened in the presence of bidder or their Authorised person(s) who wish to be present there. The date of presentation and Financial Bid opening will be intimated to the shortlisted Tenderers subsequently by phone and/or email.

B. CLARIFICATION OF TENDER :

To assist in the examination, evaluation and comparison of TENDER, Principal- Jorhat Medical College & Hospital, Jorhat at his discretion may ask the Tenderer for a clarification on the TENDER which is submitted by him. The request for clarification and the response shall be in writing.

C. BID EVALUATION:

On the basis of assessment of general conditions and basis of Technical Bids of only qualified bidders shall be considered for evaluation by the Technical Evaluation Committee constituted by the Competent Authority. Thereafter, on the basis of the evaluation of Technical Bid, the price bid/bids of only those technically accepted offers, shall be opened for evaluation. The final award of tender shall be made to the lowest qualified bidder on the basis of final evaluation (inclusive of all taxes and charges) worked out in the price bid.

AWARD OF CONTRACT :

The initial period of contract shall be for 1 year which may be further extendable upto 1 (one) year at a time, depending on performance of the Agency/Firm/Company and at discretion of JMCH authority.

The Tenderer should pass in all items of "Eligibility Criteria". Eligible Tenderer shall be awarded the contract. If after winning the contract, the agency fails to provide the services within the time given, the agency will be blacklisted, in addition to recourse to other penal measures. No grievance shall be entertained in this regard.

A. Principal cum Chief Superintendent of Jorhat Medical College & Hospital, Jorhat reserves the right of negotiation with eligible Tenderer before finalization of the TENDER and / or contract.

B. Principal cum Chief Superintendent Jorhat Medical College, & Hospital, Kushal Konwar Path, Barbheta, Jorhat-785001, Assam reserves the right to accept any Bid and to reject any or all Bids or accept any TENDER in total or in parts of the bids without assigning any reason thereof.

8. NOTIFICATION OF AWARD:

Within 10 (Ten) days from the date of opening Financial Bid, the institute will inform the selected Tenderer by registered letter or by phone or by e-mail that the Bid has been accepted and the work has been awarded.

9. TECHNICAL BID:

PART-A

Terms & conditions of the assignment will be as under :			
Note :1	We agree to this - write 'Y' for Yes or 'N' for No in the first cell		
Note:2	We have the competency - write Y(for Yes) or N(for No) in the second cell		
(A)	SALIENT POINTS OF THE ASSIGNMENT	1	2
1.1	TDS form 24Q to be filed on a quarterly basis		
1.2	TDS form 26Q to be filed on a quarterly basis		
1.3	Generation of form 16, statutory forms for all the employees of Jorhat Medical College & Hospital, Jorhat.		
1.4	Generation of form 16-A for all non-salary expenses of Jorhat Medical College & Hospital, Jorhat.		
1.5	TDS returns are to be filed on quarterly basis within the due date which is 31 st July for 1 st quarter		
1.6	Filing of GST TDS returns on a monthly basis by due date		
1.7	Generation of required certificate of GST deduction.		
1.8	The consultant CA will required to visit for a minimum of 10 days during the month and assist the college authorities in compliance of GST provision.		
1.9	The consultant CA will required to visit for a minimum of 10 days during the month and assist the college authorities in compliance of TDS provision.		
2.0	The Consultant will be required to keep the senior staff aware of non-compliance with provisions of GST or TDS deduction,		
2.1	Any late fee arising out of untimely filing of TDS returns will not be borne by Jorhat Medical College & Hospital, Jorhat ; if the details for filing the returns have been provided on time.		
2.2	Any late fee arising out of untimely filing of GST returns will not be borne by Jorhat Medical College & Hospital, Jorhat if the details for filing the returns have been provided on time.		
2.3	All traveling expenses, local transportation and boarding and lodging will not be provided by Jorhat Medical College & Hospital, Jorhat.		



(Authorized Signatory)
Signature of Tenderer

(Office Seal)

Annexure –I



is hereby declare that our branch office/head of office exist in the _____, Jorhat. We will offer our best of service to Jorhat Medical College & Hospital, Jorhat as and when required by the JMCH authority from time to time. No additional charge will be availed by agency/firm.

(Authorized Signatory)

Signature of Tenderer

(Office Seal)

10. FINANCIAL BID

(As to be uploaded only in the standard format as BOQ for e-bidding at available in the e-procurement portal i.e: www.assamtenders.gov.in)

- (1) Request for proposal of Chartered Accountant firm for Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23 for Jorhat Medical College& Hospital, Jorhat.

SL. No.	Description of Work	Amount (Rs) Inclusive of GST	
		In Figure	In Word
A.	GST, TDS Consultancy and return filing for the year F.Y 2022-23 (per transaction) against Non-Salary fund released by Assam Govt along with consultancy thereof.		
B	Audit of various EAP-DBT projects/schemes/programmes, where necessary; Providing GST, TDS consultancy and filing of return, Submission of UC thereon (per Rs. 50,000/-) (Project/scheme wise rate to be quoted)		
C	Audit of student welfare fund, Academic Fund, Hospital user Fund, Society Fund, CT/MRI fund and submission of UC thereon (per lakh).		



N.B: i) Bidder may quoted their rate as per prescribed format. The cost of audited amount may varies from time to time. The L1 will be finalized on the basis of lowest rate quoted in sum of (A+B+C).

ii) Financial Bid shall be submitted as per prescribed format. No hardcopy of Financial Bid shall be submitted along with the tender.

Signature _____

Name of Tenderer _____

Official Seal _____



1. Letter of Consent / Undertaking

We hereby undertake to provide all the required services, as mentioned above, and in the Technical Bid as well as other documents communicated by the Jorhat Medical College & Hospital, Jorhat if we are appointed for Conducting Audit, TDS for IT/GST and Return Filing for the Financial Year 2022-23

b. We also agree to continue with our services to the Jorhat Medical College & Hospital, Jorhat in the subsequent two financial years if the Principal-cum-chief Superintendent, Jorhat Medical College & Hospital, Jorhat extends our services for the same.

c. Enhancement of fee will be done at the rate of 10% in the subsequent years and will be based upon the performance of the firm.

Place:

Signature_____

Date:

Name of Tenderer_____

Official Seal_____



E-TENDERING INSTRUCTIONS TO BIDDERS

General:

The Special Instructions (for e-Tendering) supplement 'Instruction to Bidders', as given in this Tender Document. Submission of Online Bids is mandatory for this Tender. E-Tendering is a new methodology for conducting Public Procurement in a transparent and secured manner. Suppliers/Vendors will be the biggest beneficiaries of this new system of procurement. For conducting electronic tendering, JMCH authority has decided to use the portal www.assamtenders.gov.in.

Instructions:

Tender Bidding Methodology:

Two Stage Online Bidding

Broad outline of activities from prospective Bidders:

Procure a Class III Digital Signature Certificate (DSC)

Register on the e-Procurement portal www.assamtenders.gov.in

Create Users on the above portal

View Notice Inviting Tender (NIT) on the above portal.

Download Official Copy of Tender Documents from the above portal.

Seek Clarification to Tender Documents on the above portal. View response to queries of bidders, posted as addendum, by JMCH

Bid-Submission on the above portal.

Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Technical Part

Post-TOE Clarification on the above portal (Optional) – Respond to JMCH Post-TOE queries.

Attend Public Online Tender Opening Event (TOE) on the above portal - Opening of Financial Part (Only for Technical Responsive Bidders).

For participating in this tender online, the following instructions are to be read carefully. These instructions are supplemented with more detailed guidelines on the relevant screens of the above portal.

Registration:

To use the Electronic Tender portal www.assamtenders.gov.in vendors need to register on the portal. Registration of each organization is to be done by one of its senior persons vis- à-vis Authorised Signatory who will be the main person coordinating for the e-tendering activities. In the above portal terminology, this person will be referred to as the Super User (SU) of that organization. For further details, please visit the website/portal, and follow further instructions as given on the site. Pay Annual Registration Fee as applicable.

Note: After successful submission of Registration details and Annual Registration Fee, please contact to the Helpdesk of the portal to get your registration accepted/activated.

The Bidder must ensure that after following above, the status of bid submission must become – “Submitted”.

Please take due care while scanning the documents so that the size of documents to be uploaded remains minimum. If required, documents may be scanned at lower resolutions say at 150 dpi. However it shall be sole responsibility of bidder that the uploaded documents remain legible.

It is advised that all the documents to be submitted are kept scanned or converted to PDF format in a separate folder on your computer before starting online submission.

The Financial part may be downloaded and rates may be filled appropriately. This file may also be saved in a folder on your computer. Please don't change the file names & total size of documents (Preferably below 5 MB per document) may be checked.

Bid submission:

The entire bid-submission would be online on the Tender wizard portal i.e. www.assamtenders.gov.in.

Broad outline of submissions are as follows:

Submission of Bid Parts (Technical & Financial)

Submission of information pertaining to Bid Security/ EMD.

Submission of signed copy of Tender Documents/Addendums.

The TECHNICAL PART shall consist of Electronic Form of Technical Main Bid and Bid Annexure. Scanned/Electronic copies of the various documents to be submitted under the Eligibility Conditions, offline submissions, instructions to bidders and documents required to establish compliance to Technical Specifications and Other Terms & Conditions of the tender are to be uploaded.



Offline Submissions:

The bidder v**MUST** submit a **HARD COPY OF TECHNICAL BID** alongwith court fees and other relevant documents to O/o. **The Principal cum Chief Superintendent, Jorhat Medical College & Hospital, Jorhat** on or before the date & time of submission of bids specified in covering letter of this tender document, in a Sealed Envelope. The envelope shall bear (name of the work), the tender number and the words 'DO NOT OPEN BEFORE' (due date & time) **after successful submission of their tender through online.**

Public Online Tender Opening Event (TOE):

The e-Procurement portal offers a unique facility for 'Public Online Tender Opening Event (TOE). Tender Opening Officers as well as authorized representatives of bidders can attend the Public Online Tender Opening Event (TOE) from the comfort of their offices. For this purpose, representatives of bidders (i.e. Supplier organization) duly authorized. Every legal requirement for a transparent and secure 'Public Online Tender Opening Event (TOE)' has been implemented on the portal. As soon as a Bid is decrypted, the salient points of the Bids are simultaneously made available for downloading by all participating bidders. The medium of taking notes during a manual 'Tender Opening Event' is therefore replaced with this superior and convenient form of 'Public Online Tender Opening Event (TOE)'. The portal provide a unique facility of 'Online Comparison Statement' which is dynamically updated as each online bid is opened. The format of the Statement is based on inputs provided by the Buyer for each Tender. The information in the Comparison Statement is based on the data submitted by the Bidders. A detailed Technical and / or Financial Comparison Statement enhance Transparency. Detailed instructions are given on relevant screens. The portal has a unique facility of a detailed report titled 'Online Tender Opening Event (TOE)' covering all important activities of 'Online Tender Opening Event (TOE)'. This is available to all participating bidders for 'Viewing/Downloading'. There are many more facilities and features on the portal. For a particular tender, the screens viewed by a Supplier will depend upon the options selected by the concerned Buyer.

Important Note: In case of internet related problem at a bidder's end, especially during 'critical events' such as – a short period before bid-submission deadline, during online public tender opening event it is the bidder's responsibility to have backup internet connections. In case there is a problem at the e-procurement / e-auction service-provider's end (in the server, leased line, etc) due to which all the bidders face a problem during critical events, and this is brought to the notice of JMCH by the bidders in time, then JMCH will promptly reschedule the affected event(s).

Other Instructions

For further instructions, the vendor should visit the home-page of the portal. The complete help manual is available in the portal for Users intending to Register / First-Time Users, Logged-in users of Supplier organizations. Various links are also provided in the home page.

Important Note: It is strongly recommended that all authorized users of Supplier organizations should thoroughly peruse the information provided under the relevant links, and take appropriate action. This will prevent hiccups and minimize teething problems during the use of the said portal.

The following 'FOUR KEY INSTRUCTIONS for BIDDERS' must be assiduously adhered to:

Obtain individual Digital Signature Certificate (DSC) well in advance of your first tender submission deadline on the portal.

Register your organization on the portal well in advance of your first tender submission deadline on the portal

Get your organization's concerned executives trained on the portal well in advance of your first tender submission deadline on the portal
