



डा० राम मनोहर लोहिया इन्स्टीट्यूट ऑफ मेडिकल साइन्सेज,

विभूति खण्ड, गोमती नगर, लखनऊ-226010

फोन नं०-0522-4918504, 4918507, फैक्स नं०-0522-4918506

पत्रांक:-162/डा०रा०म०लो०आ०सं०/वित्त एवं लेखा/2021

दिनांक-31 जुलाई, 2021

सेवा में,

M/s Mallic's Advertising & Marketing,  
7-Gyan Bhawan Behind Sahara Tower,  
8-Kapoorthala, Aliganj, Lucknow-226024

विषय:- सूचना प्रकाशित करने के सम्बन्ध में।

महोदय,

कृपया निम्नवत् सूचना दिनांक 03.08.2021 को दैनिक जागरण, अमर उजाला एवं Times of India की लखनऊ संसकरण में प्रकाशित कराने का कष्ट करें।



Dr. Ram Manohar Lohia Institute of Medical Sciences  
Vibhuti Khand, Gomti Nagar, Lucknow - 226010 (UP),  
Phone: 0522-4918504 & 4918512, Web: www.drmlims.ac.in,  
E-mail: directordrmlims@gmail.com

Ref. No. 162/RMLIMS/Finance & Account/CA/2021-2022

Date: 31 July, 2021

**E-Tender For Appointment of Chartered Accountants Firm/Chartered Accountant**

Dr. Ram Manohar Lohia Institute of Medical Sciences (Dr.RMLIMS) intends to invite tender in two bid system from reputed Chartered Accountants Firm/Chartered Accountant based in Lucknow for handling of Accounts & Tax related jobs of Dr. RMLIMS.

Interested Chartered Accountants Firm/Chartered Accountant empaneled with comptroller & Auditor General of India having committed professionals/resource persons may apply on prescribed pro-forma. The detail of tender document is available on e-tender portal [www.etender.up.nic.in](http://www.etender.up.nic.in) and for viewing only at the Institute website i.e. [www.drmlims.ac.in](http://www.drmlims.ac.in). E-bids can be submitted from 03/08/2021 to 18/08/2021 and its technical part (Stage-1) will be opened on 19/08/2021 at 3:00pm onwards. The Director reserves the right to accept or reject or cancel any or all e-bids or annul the bidding process at any stage without assigning any reason thereof.

Director

भवदीय

11-31-7-21

(मुकेश कुमार जैन)  
वित्त नियंत्रक

Revised  
July 21



**Dr. Ram Manohar Lohia Institute of Medical Sciences**  
**Vibhuti Khand, Gomti Nagar, Lucknow - 226010 (UP),**  
**Phone: 0522-4918504 & 4918512, Web: [www.drrmlims.ac.in](http://www.drrmlims.ac.in),**  
**E-mail: [directordrrmlims@gmail.com](mailto:directordrrmlims@gmail.com)**

**Ref. No. /RMLIMS/Finance & Account/CA/2021-2022 Date: July, 2021**  
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**Director**

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### **Summary of Tender**

Cost of Tender document	Rs.5,000.00+@18%GST Extra,( through RTGS)
Earnest Money Deposit (EMD)	Rs.50,000/- (through FDR/BG)
Start date of downloading of Tender document	03.08.2021, 10:00AM
Last date for submission of Tender document	18.08.2021 up to 05:00PM
Venue of E- Bid Opening	Director Office
Date of opening of Technical Bid Stage-1	19.08.2021 at 03.00PM (If opening date of technical bid is declared a holiday then the next working day will be the opening day.)
Date of opening of Financial Bid Stage-2	Date will be intimated to Stage-1 qualified Applicants.
Award of Contract	The Applicants found L-1 in Financial bid i.e.Stage-2 will be awarded contract after approval from competent authority.

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## **1. Terms of reference**

### **1.1 Background:-**

Dr. Ram Manohar Lohia Institute of Medical Sciences is an autonomous body fully funded by Government of Uttar Pradesh and maintaining its Accounts on Periodical Basis as per Indian Accounting Standards. The Institute is getting aid (Budget) from U.P. Government for plan/non-plan expenditure and from National Health Mission. The Institute also generates its revenue through different modes viz., patient user charges, investigation charges, student fees & different miscellaneous incomes etc. The Institute also runs hospital revolving fund, Investigation revolving fund, S.R.C.L.I. and research fund as separate units. The final account of the Institute gets finalised after merging all the final accounts of different units of the Institute. At present the accounting work is being done on tally software.

### **1.2 Scope of work:-**

The Chartered Accountant Firm/Chartered Accountant shall be responsible for total maintenance of all accounting and doing all legal and statutory compliances of Income tax, GST and all other taxes as applicable from time to time. The final accounts for the year 2020-21, 2021-22 and 2022-23 are to be made along with statutory audit. The Chartered Accountant Firm/Chartered Accountant shall be answerable (including making written replies and submissions) to Institute along with C&AG, Income tax department, GST department, State Government etc. for all the accounting and financial queries that may be raised from time to time. The job responsibilities shall, inter alia, specifically include the following:-

- i. Enter process and maintain all day to day accounting transactions in to the tally software.
- ii. Prepare & process all transactions vouchers supporting documents books and registers pertaining to receipts, payments, income & expenditure, assets and liabilities, stores, fixed assets and bank reconciliation.
- iii. Preparing and vetting the annual accounts of the Institute as per the prescribed format of accounts including all required disclosures and computation notes and schedules.
- iv. Filling of the TDS/TCS returns timely and accurate generation compilation and binding of form No.-16 (Part-A & B in case of salary, Part-A in case of non-salary).
- v. Preparing and filing of 24Q, 26Q.
- vi. All applicable compliances related to goods and services tax act.
- vii. Filing of all applicable returns including Annual Income Tax Returns.
- viii. Compilation related General Financial Rules (GFR) Financial rules (FR), Treasury Rules (TR) and Supplementary Rules (SR) as per Government of India/UP Govt.
- ix. Compilation of supporting statement and working sheets in respect of all the schedules and in respect of receipts and payments account, income and expenditure account and balance sheet.
- x. Prepare of appeals and replies with respect to all tax related matters.
- xi. Preparation replies to all audit quires.
- xii. Advising on applicability of any other tax, rules, laws regulations which may be applicable on the Institute and all matters/Items covering its scope and applicability in case of agencies form which Institute is availing the services.
- xiii. Attend/Present before any tax authorities court of law/departments for assessment and/or for any other purpose.
- xiv. Any other item of work pertaining to accounting and statutory and regulatory compliance.

Please note: The above list is inclusive and not exhaustive



### **1.3 Time Period & execution of Contract/ general terms and conditions:**

- i. The contract will be initially for a period of 01 year which may be renewable further on annual basis for a total term of another 02 years. On successful completion of the term of 03 years, the contract term may at the sole discretion of the Institute be further extended for another term of 02 years with yearly renewals on the same terms and conditions.

If the performance of the Chartered Accountant Firm/Chartered Accountant is not found satisfactory as per Institute, the Institute has right to cancel or can refuse for the renewal/extension of the contract at any time.

Not with standing anything contained herein above the Institute reserves the right to discontinue the services of Chartered Accountants Firm/Chartered Accountant in the event their work is evaluated as unsatisfactory at any time during the period of contract.

- ii. The Chartered Accountants Firm/Chartered Accountant will depute dedicated personnel(s) at the Institute at their own cost, as may be required depending upon the volume of accountancy work involved. This team shall be headed by at least one qualified chartered accountant, who shall supervise their work on day to day basis. The head of the team shall report to Finance Controller of the Institute at least bimonthly, to discuss and review the work progress.

The head of the team will also submit a bimonthly review/status report to the Finance Controller of the Institute showing the status of the books and accounts and also the pending issues, if any.

### **1.4 Support and inputs to the Chartered Accountants Firm/Chartered Accountant:**

The Institute shall provide office space, computer(s), printers, Tally Software, Internet connection, stationery etc. to perform its services in the Institute.

### **1.5 Qualification criteria:**

The bids of only that Chartered Accountants Firm/Chartered Accountant will be considered which satisfy the following eligibility criteria:-

- i. The Chartered Accountant Firm/Chartered Accountant must have FCA membership.
- ii. The Chartered Accountant Firm/Chartered Accountant must be registered with the Institute of Chartered Accountant of India (ICAI).
- iii. Income Tax Permanent Account Number (PAN Card).
- iv. GST registration.
- v. The Chartered Accountant Firm/Chartered Accountant must have been in operation for at least 05 years after its registration.
- vi. The Chartered Accountant Firm/Chartered Accountant must be empanelled with the Comptroller and Auditor General of India (C & AG).
- vii. The average annual income (i.e. average gross professional fees earned during the 03 years) of The Chartered Accountant Firm/Chartered Accountant in last 03 financial years must be equal to or more than Rs.2000000/- (Rs. Twenty Lakh).
- viii. The Chartered Accountant Firm/Chartered Accountant must submit last 03 years balance sheet to prove the gross income.
- ix. The Chartered Accountant Firm/Chartered Accountant must submit 03 years income tax returns.
- x. The Chartered Accountant Firm/Chartered Accountant must hold 03 years' experience of maintaining the book of accounts on tally software of Govt. funded body.
- xi. The Chartered Accountant Firm/Chartered Accountant must have to submit an affidavit/undertaking for non-blacklisting and abiding the terms and conditions of the tender as per **Anneure-3.**
- xii. The Chartered Accountant Firm/Chartered Accountant must have an office located within municipal area of Lucknow.

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### **1.6 Payment terms:**

The payment shall be made against the services provided by The Chartered Accountant Firm/Chartered Accountant subject to the following terms & conditions:

- i. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the Chartered Accountant Firm/Chartered Accountant shall be final. No extra payment on account of any out of pocket expenses shall be paid.
- ii. Any Govt. tax will be payable extra at applicable rates.
- iii. Payment shall be subject to TDS Deduction under income tax at applicable rates.
- iv. Payment may be made on quarterly basis @ 20% of Yearly Lump-Sum value of Fees up to First 03 Quarters and remaining 40% of Last Quarter of the Financial Year after Finalisation & Submission of Balance Sheet of the Financial Year up to 31 July of the Next Financial Year. Regarding Unit -Wise work, 100% payment will be made on completion of Unit -Wise work with satisfaction of the Institute but payment of next bill may be kept on hold by the Institute if any objection raised by Income tax Department or any other Authority. The bill shall be submitted by The Chartered Accountant Firm/Chartered Accountant of every quarter accompanied with quarterly progress reports.

### **1.7 Penalty Clause:**

- i. The Institute reserves the right to deduct amount from the bill raised by the Chartered Accountant Firm/Chartered Accountant as 0.50% per week subject to maximum 5% of total bill for unsatisfactory services or delay in providing of services.
- ii. Any interest/penalty which becomes payable by Institute to any tax authorities due to delay in filing of statutory returns and/or delay in deposit of statutory taxes/dues which is attributable to the negligence of the staff deployed by the Chartered Accountant Firm/Chartered Accountant then such amount shall be deducted from the payment due to the Chartered Accountant Firm/Chartered Accountant or shall be recovered in such a manner as the Institute may deem fit.

### **2. Performance Security:**

The successful bidder will be required to deposit 3% of the bid amount towards Performance Security in the form of Bank Guaranty/FDR of any scheduled bank before execution of work. The Performance Security must be valid for 03 years and 03 months from the date of contract. In case of further extension of the contract the Performance Security will also be renewed accordingly on year's basis.

### **3. Sub-letting**

Sub-letting of contract is strictly prohibited.

### **4. Submission And Evaluation of the Tender:**

#### **4.1 Submission of Tender:**

- i. Interested Chartered Accountant Firm/Chartered Accountant are requested to submit their tender online and scanned copy of EMD in the form of Demand Draft/FDR in favour of Director, Dr. Ram Manohar Lohia Institute of Medical Sciences, Vibhuti Khand, Gomti Nagar, Lucknow as per Format of Technical Bid given in Annexure-A.
- ii. All the pages of the tender document including the annexure and copies of certificate should be signed and submitted by the authorized person of the Chartered Accountant Firm/Chartered Accountant, along with the seal of the Chartered Accountant Firm/Chartered Accountant, in the absence of which, the tender will be disqualified.
- iii. If the tender is not supported by the Essential Certificate or other documents for credentials as envisaged in the tender documents the relevant credentials shall not be considered for evaluation without any further reference to the Bidder.
- iv. The Bidder shall submit financial bid online as per Format given in Annexure-2.
- v. The documents relating to the Technical Evaluation and Financial Bid should be submitted online. The Technical bid shall not contain any indication of the price offered for the job for which tender is given by the Chartered Accountant Firm/Chartered Accountant. In case it is found that the



Prequalification contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

The Applicant must submit the EMD by registered post/Speed post/by hand so as to reach the designated address by the time i.e. within 03 days after last date of the bid. Delay in submission of the Tender for any reason will not be entertained. Any tender received by the Institute after the deadline due date & time of closing of the tender shall not be entertained at any manner.

**iv. Tender Fee:** Tender fee will be Non-refundable amount of Rs.5,000/- +@18%GST (Rs. Five thousand nine hundred only including GST) by way of NEFT/RTGS only in favor of "Director, Dr. Ram Manohar Lohia Institute of Medical Sciences, Lucknow" in account no.1773010888888888, Indian Overseas Bank, Branch-Vibhuti Khand, Gomti Nagar, Lucknow, IFSC code-IOBA0001773.

#### **4.2 Earnest Money Deposit:**

Earnest Money be deposited of @ Rs.50000/- (Rs. Fifty thousand only) by way of Demand Draft/FDR in the name of Director, Dr. Ram Manohar Lohia Institute of Medical Sciences, Vibhuti Khand, Gomti Nagar, Lucknow issued by any Nationalized/Scheduled Bank. The EMD amount will be returned to the unsuccessful Chartered Accountant Firm/Chartered Accountant after finalization of the bid, in respect of the successful bidder the EMD will be returned after execution of the agreement and depositing of performance security.

#### **4.3 Queries Regarding the Tender:**

The prospective bidders can also visit the office of the Finance Controller, Dr. RMLIMS during office hours on any working day by contacting Finance Controller for any kind of information/clarification with regard to the tender.

#### **4.4 Last Date of Submission of Tender:**

Last date of submission of tender is 18/08/2021 up to 5:00 PM

#### **4.5 Date of Opening of the Tender:**

The authorized representatives of the Chartered Accountant Firm/Chartered Accountant carrying authority letter may attend the meeting of opening of the bid. The date of opening the tender to evaluate prequalification criteria will be on 19/08/2021 at 03:00 pm hours. The date of opening financial bids shall be notified later to the technically qualified Bidders.

#### **4.6 Evaluation of Tender:**

##### **i. Technical Evaluation:**

The technical bid uploaded as per pro-forma given in the bid-document shall be evaluated on the basis of criteria as laid down in Para 1.5. The Chartered Accountant Firm/Chartered Accountant may therefore submit details of all such experiences/required information as they deem fit. Anything contained in this tender document, technical assessment shall be made at the sole discretion of the Evaluation committee of Dr. RMLIMS and decision of the committee shall be final and not be challengeable. It is also clarified that any special assignment of accounts other than maintenance of regular Accounts shall not be counted under this clause Merely implementation of the double entry system shall also not be construed as preparation of accounts for the purpose.

##### **ii. Financial Evaluation:**

The Tender will be evaluated by the Committee Notwithstanding anything contained in this tender document, if during the evaluation of financial bid, evaluation committee finds somehow that the financial bid quoted by the bidder(s) is frivolous then in such case, the evaluation committee shall have right to disqualify that particular bidder(s) without assigning any reason. Any such decision of the Institute shall be final and binding for all such bidders. In such case for the purpose of financial evaluation Institute shall have right to exclude such disqualified bidder(s) and evaluate remaining bids submitted by other bidder(s). Financial bids of all the Chartered Accountant Firm/Chartered Accountant, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical evaluation criteria. The financial bid of that Chartered Accountant Firm/Chartered Accountant who does not meet the pre-qualification criteria shall not be evaluated.

##### **iii. Award of Contract:**

After evaluation of Financial Bid and approval from competent authority, the L-1 Bidder shall be awarded the contract.

**iv. Formation of Contract and Start of work:**

The bidder who stood L-1 in financial bid shall make an agreement with the Institute on Rs.100/- non judicial Stamp Paper within 07 days of getting work order from the Institute. The successful bidder shall start the work within 03 days from signing of the contract.

v. The courts at Lucknow shall have exclusive jurisdiction in all matters related to or arising out of this tender/contract/ agreement.

5. (i) Director of the Institute reserves the right to accept or reject any or all tenders/bids at any stage without assigning any reasons thereof.

5. (ii) If any question arises about any clause of the tender, or decision of the evaluation committee, the matter be referred to Director of the Institute and his decision will be final and binding.

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**Technical Bid**

Sr. No.	Criterion	Particular	Description
1	The Chartered Accountant Firm/Chartered Accountant must have Head Office/Branch office headed with a CA in Lucknow  (Submit copy of supporting document regarding official Address)	Name of the firm	
		Address of HO	
		Address of Branch	
		Designation/Qualification of Head Authority at Branch Office	
		Telephone No.	
		Mobile No.	
		Registration No. with ICAI	
		Date of Registration	
		FCA membership No.	
		Membership Date	
		PAN No. of CA/firm	
		GST Registration No.	
2	The CA/Firm should be empanelled with Comptroller and Auditor General of India (C & AG)	Empanelment Number	
	(Provide copy of valid registration certificate for the year 2021-22 or if it is applied for, provide copy of acknowledgement for the year 2020-21)	Period/Validity	
3	The CA/firm should be in operation for at least 5 years after its Registration.	Year of Registration/Starting of operation.	
	(Provide necessary evidence)	Nos. of years in operation after Registration (in Years)	
4	Average Annual Gross Professional Fee earning of the last 3 (Three) years  (Must be equal to or above Rs.20.00Lacs (Twenty Lakh)  Provide copies of the Audited Financial Statement/Balance Sheet for the years 2018-19, 2019-20 and 2020-21.	Average Annual Gross Professional fee earned by CA firm/ CA in last three years. Year 2018-19	
		Year 2019-20	
		Year 2020-21	
		Annual Average for 3 years	
5	Copy of Income tax return of last 03 years	2018-19, 2019-20 & 2020-21	
6	The Chartered Accountant Firm/Chartered Accountant must hold 03 years' experience of maintaining the book of accounts on tally software of Govt. funded body.	Please provide documentary evidence	

7	The Chartered Accountant Firm/ Chartered Accountant must have to submit an affidavit/undertaking for non-blacklisting and abiding the terms and conditions of the tender.	Submission of affidavit on Rs. 10/- stamp paper.	
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Certified that the above particulars are true and correct, in the event of any such information/document is found to be incorrect/false/manipulated the department is at liberty to reject the bids proposal of the Chartered Accountant Firm/ Chartered Accountant, without assigning any reasons thereof and without giving any opportunity of being heard.

Date

Signature of bidder

Name\_\_\_\_\_

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## FINANCIAL BID

S.No.	Work for one financial year	Lump Sum/Per Unit	Fees	
			(Rupees (in Figures))	Rupees (in words)
1	Preparation of books of Accounts of (Main Account)	Lump sum per year		
2	Preparation of books of Accounts of HRF.	Lump sum per year		
3	Preparation of books of Accounts of IRF.	Lump sum per year		
4	Preparation of books of Accounts of Research Cell	Lump sum per year		
5	Preparation of books of Accounts of SRCLI	Lump sum per year		
6	Bank Reconciliation	Per Account per year		
7	Finalization of account/ Balance sheet	Per Balance sheet per year		
8	Quarterly E-TDS return 24 Q	Per Quarter		
	Quarterly E-TDS return 26 Q	Per Quarter		
9	Preparation of Form-16	Per Form		
10	Preparation of Form - 16 A	Per Form		
11	Audit of utilization certificate	Per Certificate		
12	Reconciliation of financial records & stock/stores/asset records of other than HRF & IRF	Per Store per year		
13	Reconciliation of financial records & stock/stores/asset records of HRF	Per Store per year		
14	Reconciliation of financial records & stock/stores/asset records of IRF	Per Store per year		
15	Preparation of Audit report in form 10 B of Income tax act	Per report per year		
16	Preparation and filing of Income tax returns along with audit report	Per return per year		
17	Preparation and filing of Appeal/Registration/ Apply for any exemption in Income Tax Department	Per Action		
18	Reconciliation of fund received from NHM & preparation of utilisation certificate	Per year		
19	Total (From Sl. 1 to 18)			

**Notes:**

1. Fees is inclusive of Professional Fee/Travelling, Food and all other Expenses and duties.
2. Taxes shall be paid extra on the above quoted fee.
3. Statutory Deductions like TDS etc. shall be deducted by the Institute as per statutory rates and norms wherever applicable.

We undertake that the rates quoted above by us will not change during the Contract period and during its extended periods. We also accept the payment schedule/payment terms as per tender document.

Date

Signature

Name \_\_\_\_\_

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**Annexure-3**

Affidavit to be given by the bidder on Non -Judicial Stamp Paper of Rs. 10/- duly attested by notary.

I/we \_\_\_\_\_ S/o Sh. \_\_\_\_\_ working as \_\_\_\_\_ on  
behalf of M/s \_\_\_\_\_ do hereby solemnly affirm and declare as under:-

1. That I am authorized person to apply for this Tender.
2. That I have read the tender documents carefully and agree to abide with them.
3. That I/our firm is not blacklisted/debarred/Prosecuted by any Central Government/ State Government/Government undertakings or such authorities etc. or any court of law in India since last 03 years.

Deponent

Name \_\_\_\_\_

Address \_\_\_\_\_

Mob No \_\_\_\_\_

Mail ID \_\_\_\_\_

Pan No/Tan No \_\_\_\_\_

GST IN \_\_\_\_\_

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