H. P. GOVERNMENT DENTAL COLLEGE AND HOSPITAL, SHIMLA-171001
Office: Shimla-171001, HP India
Phone: 0177-2658838, 2808384 Fax: 0177-2651483
Website: http://www.hpgdcshimla.org.in **Email: hpgdcshimla@gmail.com**

Ref. No.: HFW(GDC) RKS(6)-2/2005- 1823 Dated: 28/6/22

"NOTICE INVITING QUOTATION"

Sealed quotations are hereby invited from Chartered Accountants firms having offices situated in Himachal Pradesh preferably in Shimla for Financial Audit/Audit of Accounts preparation of Balance Sheets, filling of Income Tax and GST Returns, submission of replies before the different forms in respect of issue related to auditing of accounts as per statutory requirement etc. to financial year 2021-22 and 2022-23. The bid containing the details Terms & condition, proforms for submitting technical and financial bids are enclosed at Annexure-I, II and III respectively. Which may also be obtained from the college website i.e. www.hpgdcshimla.org **up to 12-7-2022.**

Principal-cum- Chairman (EC),
RKS, H.P. Govt. Dental College
And Hospital, Shimla-171001
Shimla Dated _____

Endst. No. As above
Copy to:

1. The Director, Information & Public Relation Department, HP, Shimla-2 with the request to publish the above said notice for wide publicity in the three leading news papers in English and Hindi on or before 23-6-2022.
2. The Nodal Officer, College Website, HPGDC, Shimla to upload the tender notice/ document in the HP,GDC Website.
3. Notice Board, HP, GDC, Shimla

21/6/22

Principal-cum- Chairman (EC),
RKS, H.P. Govt. Dental College
And Hospital, Shimla-171001

(ANNEXURE-I)

TERMS AND CONDITIONS:-

1. Sealed quotations are hereby invited from Chartered Accountants firms having offices situated in Himachal Pradesh for Financial Audit/Audit of Accounts preparation of balance Sheets, filling of Income Tax and GST Returns, submission of replies before the different forms in respect of issue related to auditing of accounts as per statutory requirement etc. to financial year 2021-22 and 2022-23. The bid containing the details Terms & conditions, proform for submitting technical and financial bids are enclosed at Annexure-I, II and III respectively. Which may also be obtained from the college website i.e. www.hpgdcshimla.org up to 13-7-2022.
2. The Technical Bid (Annexure-II) and Financial Bid (Annexure-III) in the enclosed proforma should be placed in the separate sealed envelope and both the envelopes should be placed in a large sealed cover which should be clearly super scribed as "**QUOTATION FOR AUDITING AND FINALIZATION OF ACCOUNTS OF ROGI KALYAN SAMITI (RKS) OF H.P.GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA.**" Duly filled in tender forms should be reach in the office of the undersigned **on or before 13-7-2022 at 1.00PM** which will be opened on the same day at 2.30PM in the office of the Principal, HP, GDC, Shimla in the presence of the bidders who wish to be present.
3. Pre-bid meeting shall be held on 01-7-2022 at 2:30PM in the chamber of the Principal, HP, GDC, Shimla-1.
4. Any modification in the tender document required shall be hosted on the college website i.e. www.hpgdcshimla.org on 2-7-2022, if required.
5. The financial bids of only those bidders would be opened who qualify the eligibility criteria and whose bids meet the Technical parameters maintained in the tender. Financial bid opening date and time would be communicated to the qualifying bidders after finalizing the technical bids.
6. Earnest Money Deposit (EMD) Rs. 5,000/-(Five Thousand only) in the shape of fixed deposit from(FDR) any Scheduled Bank in favour of Principal-cum-Chairman(EC), RKS, H. P. Govt. Dental College & Hospital, Shimla -171001, payable at Shimla should be submitted. The EMD of the successful bidder shall be converted into performance Security.
7. Chartered Accountant/Firm must be registered with ICAI.
8. The rate approved in favour in of the firm shall be inclusive of all the charges relating to the particular work as per annexure "A" No extra remuneration of TA/DA, Mileage/ Hotel charges shall be admissible.
9. The participation firm should have at least three (3) years experience in auditing and finalizing of account of Govt. institution/State Boards/corporation. Documentary evidence with regard to registration of the firm as Chartered Accountant, 03 years experience, GST, PAN should be annexed with the enclosed Annexure "B" containing Bio-Data of the participating CA/firm.
10. **The period of contract will be awarded initially for a period of three(3) years which can be extended on basis of the overall performance and work satisfaction of the firms, on the same terms and conditions on mutual consent basis on year to year**

basis maximum up to (05) Five years. If the CA/firm wants to discontinue the service he/she will have to give at-least three months notice in advance and he will not discontinue the services abruptly or till the finalization of fresh tender or any alternate arrangementis made by the department.

11. The firm has to enter in-to an arrangement with the H. P. Govt. Dental College & Hospital, Shimla -171001 to the effect that the firm shall abide by the job assignment as and when required by the institution. This would be in addition to the original work of preparation and auditing of the final accounts of the Rogi Kalyan Samiti (RKS) HP,GDC, Shimla.
12. The work as enumerated above shall be to be completed by the form within the stipulated period or as desired by the H. P. Govt. Dental College & Hospital, Shimla - 171001.
13. Payment shall be made after acceptance of the all audit reports. Taxes shall be deducted as per the applicable laws.
14. **Income Tax and GST returns shall have to be filled by the firm within 30 days of the award of audit work. In case of any delay 1% of the audit fee payable will be deducted for each day of delay beyond this period.**
15. **In case of any late filing of Income Tax/GST return within stipulated time due to reasons not attributable to the institution the concerned firm shall have to pay interest/penalty imposed, which shall be otherwise be deducted from PBG or payment due to the concerned firm.**
16. The inspection and auditing of record will be done at the own cost of the firm at H. P. Govt. Dental College & Hospital, Shimla for which no charges likewise Hotel/TA/DA, Mileage charges shall be paid by the institution, separately to the firm.
17. During the currency of the contract the firm shall have carry out all other allied works relating to the H. P. Govt. Dental College & Hospital, Shimla i.e. accounting, legal or otherwise if any.
18. The firm has to attend the Telephones, Mobile calls/e-mail/e-correspondence etc. on priority as per convenience of the intuition.
19. The Principal-cum-Chairman(EC), H. P. Govt. Dental College & Hospital, Shimla reserves the right to cancel the contract at any point of time without assigning any reasons any giving prior notice to the contracting firm.

Principal-cum- Chairman (EC),
RKS, H.P. Govt. Dental College
And Hospital, Shimla-171001

H.P.GOVERNMENT DENTAL COLLEGE & HOSPITAL, SHIMLA-1

(ANNEXURE-II)

"TECHNICAL BID"

PROFORMS FOR TECHNICAL BID:

1.	Name of the firm	
2.	Status: (Partnership/Sole proprietorship)	
3.	ICAI Registration No.	
4.	PAN No. (Attach copy)	
5.	GST No. (Attach copy)	
6.	Date of Constitution:	
7.	Email ID:	
8.	i) Whether empanelled with CAG/State AG? ii) If yes, empanelment No. & Details.	
9.	i) Whether there are any court/arbitration other legal cases against the firm? ii) If yes. Please give Details.	
10.	i) Whether debarred by any Govt.? ii) If yes. Please give Details.	
11	Details of experience in conducting Financial Audit of Govt. Depts./PSU/State Board /Corporation etc. (Minimum 3 yrs exp. required)	
12.	EMD detail:	1. Name of the Bank: ..... 2. FDR No.: ..... 3. Date: .....

UNDERTAKING:

I/we the sole proprietor/partner of M/S_____ Charted Accountant do herby jointly and severally verify and declare that the particulars given above are complete and correct and that if any of the statement made in information so furnished in the application form is latter found not correct or false or there has been suppression of material information, the firm would be liable for action under the Chartered Accountant Act-1949 and the regulations framed there under. It is further certified that the firm, proprietors or partners have not been debarred or cautioned by ICAI/ Government agency whose audit has been conducted. It is also certified that the term & conditions detailed in Annexure-I are acceptable to me/us.

Date: _____

Place: _____

Signature_____

Name of Chartered Accountant_____

Membership No._____

(ANNEXURE-III)

"FINANCIAL BID"

DETAILS OF PROFESSIONAL FEE TO BE CHARGED FOR AUDITING, FINALIZATION OF ACCOUNTS AND ALLIED MATTERS OF RKS, H. P. GOVT. DENTAL COLLEGE & HOSPITAL, SHIMLA.

Sr. No.	Particulars and scope of work	Rate to be charges inclusive GST/other Taxes
1.	Preparation of Audit reports, Receipt and Payment Account, Income and Expenditure Account and Balance Sheet of RKS Audit per year	
2.	Tax exemption of RKS	
3.	TDS return filling on quarterly/annual basis of RKS.	
4.	GST return filling on monthly/quarterly/annual basis both TAN based and PAN based.	
5.	TDS return of employees salary and non salary ~~GST No~~.	
6.	Annual income tax return of RKS/Dental College.	
7.	Professional charges for Tax audit u/s 44 AB and report u/s 10(23)(C)	
8.	Visit wise Professional charges appearing before the Assessing Office (ITO) Shimla.	
9.	Preparation of reply of Income Tax Notice.	
10.	Preparation and filling of appeal before Income Tax Authority/Tribunal.	
11.	Renewal of Registration u/s 12AA/80G	

Total Bid amount in figures: _____

Total Bid amount in words: _____

(There shall be no difference in figures and words. In case there is any difference in the rates mentioned in figures and words, the rate quoted in words shall be deemed to be final).

The rates quoted above are inclusive of all taxes/services charges. I/we hereby understand that the rate quoted above are final and that income tax/professional tax and other charges as per law shall be deductible.

Dated: _____

(Signature of Chartered Accountant)
Name of Firm:_____
Membership No.:_____
Address: _____
_____