

Cost of Form -500/-



सत्यमेव जयते

**RE- TENDER DOCUMENT**

Name of Work:- **RE-TENDER FOR "EMPANELMENT OF REGISTERED CHARTERED ACCOUNTANT TO UNDERTAKE STATUTORY AUDIT, INTERNAL AUDIT AND TALLY ACCOUNTING OF BOOKS OF ACCOUNTS".**

Serial No. of Tender :-

Name of the party in whose favour  
the tender from has been issued :-

  
26/3

Seal & Sign. of the Officer



**Empanelment of Registered Chartered Accountant to undertake statutory Audit, Internal Audit and Tally accounting of books of Accounts**

Sealed Quotation affixing court fee of Rs. 8.25 (Rupees eight & twenty five paise) only for invites application for Empanelment of Registered Chartered Accountant to undertake (i) Statutory Audit, (ii) Internal Audit and Tally accounting of books of Accounts for Financial year 2018-19, 2019-20 and 2020-21 to prepare Annual Account of the Institute, Bank reconciliation Statement and Internal Audit work for the 3 (three) financial years under Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta. The tender documents along with the specification may be downloaded from the office website of FAAMCH ([www.faamcassam.co.in](http://www.faamcassam.co.in)) and deposit the cash payment of Rs. 500/- as processing fee (non-refundable) on or before 15/10/2019 along with the tender documents submit before 2.00 P.M. The tender will be opened on same date at 3.00 P.M. in the presence of tenderer or their authorized representatives.

**Eligibility Criteria for Engagement for both (i) Statutory Audit, (ii) Internal Audit and Tally accounting of books of Accounts :-**


- (i) The Chartered Accountant firm should have a minimum of 10 years of experience in preparing annual accounts & audit of Central/State Government University/ Educational institute/organization/autonomous bodies.
- (ii) The firm should be empanelled with Comptroller & Auditor General of India (CAG).

**The Terms and Conditions are as follows:-**

- 1) The rate will be quoted inclusive all applicable taxes.
- 2) The rate will be quoted in figures and words clearly.
- 3) Price correction will not entertained in any case.
- 4) The envelope containing tender should be manner "Empanelment of Registered Chartered Accountant to undertake statutory Audit, Internal Audit and Tally accounting of books of Accounts"

**The following documents are to be enclosed along with the Quotation**

- 1) Photocopy of Income Tax Clearance documents up to date.
- 2) Photocopy of the PAN Card.
- 3) Photocopy of Firm Registration Certificate/Trade License
- 4) Photocopy of GST Certificate.
- 5) Photo Copy of Chartered Accountant Registration certificate


  
Principal-cum-Chief Superintendent  
Fakhruddin Ali Ahmed Medical College & Hospital, Barpeta

Memo No. FAAMCH/CA Audit Report/426/2018-19/ 6203 - 6207

Date : 30/09/2019

**Copy to: -**

1. The Director of Medical Education, Assam, Sixmile, Khanapara, Guwahati-22
2. The DIPRO, Assam. He is requested to publish the tender notice at least in one leading newspaper of Assam.
3. The Superintendent I/C, FAAMCH, Barpeta
4. Dr. Uddip Talukdar, Nodal Officer NKN Connectivity, FAAMCH, Barpeta. You are requested kindly to upload the tender paper in our office website.
5. Notice Board, FAAMCH, Barpeta.
6. Office copy.

  
Principal-cum-Chief Superintendent  
Fakhruddin Ali Ahmed Medical College & Hospital,  
Barpeta, Assam



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**Annexure-I**

General Terms and Conditions for Empanelment of Registered Chartered Accountant to undertake (i) Statutory Audit, (ii) Internal Audit and Tally accounting of books of Accounts for Financial year 2018-19, 2019-20 and 2020-21 to prepare Annual Account of the Institute, Bank reconciliation Statement and Internal Audit work for the 3 (three) financial years

- (i) Preparation of Annual Accounts for the financial year 2018-19, 2019-20 and 2020-21 of the Institute,
- (ii) Bank reconciliation statement preparation
- (iii) Internal Audit work of 7 (seven) nos. account
- (iv) The Auditors should intimate their acceptance of the works assigned to them, within a week of receipt of the appointment letter from the institute.
- (v) The firm has to give declaration that no partner/Chartered Accountant employee of the firm of auditors has been held guilty of professional misconduct by the Institute of Chartered Accountants of India
- (vi) The firm has to give a declaration / undertaking that the audit team shall consist of two or more persons – of which one should necessarily be a partner of the firm. The audit would not be done by a person who is neither a partner nor an employee of the CA firm to which the audit has been allotted.
- (vii) Empanelment with the institute does not automatically guarantee assignment of audit. Assignment of audit would be done, as per the needs of the institute.
- (viii) The firm, which fulfills the empanelment criteria, would be short-listed. The decision of Institute regarding the selection, constitution and size of the panel would be final.
- (ix) In case of any change in the constitution of the firm on account of merger, de-merger or for any other reason the same would be brought to the notice of the institute immediately.
- (x) In case of violation of any of the above conditions and for any other reason deemed appropriate by the institute, the firm would be liable to be removed from the panel of the institute and the decision of the institute in this regard would be final.
- (xi) After the completion of the work the firm would be required to submit the reports in Hard (two copies) and soft form (Compact disc)
- (xii) The Report not submitted in accordance with the terms and conditions shall not be accepted by the institute.



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**FORMAT**

01-Name of the Firm:

02-Address:

03-Contact Numbers:

04-Year of Establishment:

05-Registration Number of ICAI: (Copy to be enclosed)

06-Details of Registration with CAG Office: (copy to be enclosed)

07-Categorization by ICAI, if any:

08-Income Tax PAN Number of the firm (copy to be enclosed):

09-GST Registration Number of the firm (copy to be enclosed):

10-Gross income in last 3 financial years:

11-Details of staff employed (specify the number of article clerks separately):

12-Details of Branches, if any, contact No. of branch, Name of the person in-charge of the Branch:

13-Details of professional experience in Government Department/ central/state government educational institute/organization/autonomous bodies: (Copy to be enclosed)

14-Any other information about the work experience of the firm / partners / employees:

15-Professional Fee charged:

- a. Preparation of Annual Accounts of the Institute,
- b. Bank reconciliation
- c. Internal Audit work.

**7 Nos. office accounts**

- 1) 11057345405, SBI, Barpeta Branch, Barpeta
- 2) 18474, The Assam Co-operative APEX Bank, Barpeta Branch
- 3) 50100093369505, HDFC, Barpeta Branch, Barpeta
- 4) 40760100000435, Bank of Baroda, Barpeta Branch, Barpeta
- 5) 37236489498, SBI, Barpeta Bazar Branch, Barpeta
- 6) 3442601361, Central Bank of India, Barpeta Branch, Barpeta
- 7) 2112147273, Central Bank of India, Barpeta Branch, Barpeta

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