

Dr B. Borooah Cancer Institute

(Regional Institute for Treatment & Research)

Gopinath Nagar : Guwahati-781016, Assam : INDIA


Tel : 0361-2472366 / 636 Telefax : 0361-2472636 E-mail : bbci_info@yahoo.co.in

No. BBCI / Accts-174 / SA / 3129 / 2012

Dated : 28th March 2012

CALL FOR EXPRESSIONS OF INTEREST
FROM THE CHARTERED ACCOUNTANT FIRMS
FOR THE STATUTORY AUDIT OF DR B BOROOAH CANCER INSTITUTE, GUWAHATI

Expressions of Interest (EOI) are invited from CAG empanelled Chartered Accountant firms to conduct the **STATUTORY AUDIT** for the year 2011-12 of Dr. B. Borooah Cancer Institute, Guwahati, an autonomous Institute recognized by the Govt. of India as Regional Institute for Treatment & Research of cancer. The intended bidders may submit their sealed quotations upto **2:00 PM of 16th April 2012**. The detail tender documents can be downloaded from the Institute's website www.bbcionline.org (**bulletin→tender**).



Director
Dr B Borooah Cancer Institute
Guwahati-781016

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Visit our website at : www.bbcionline.org

Tender Form for **Statutory Audit** of the Institute for the year 2011-12.

Date of Advertisement : 28th March 2012
Date of Issue of tender : 28th March 2012 (through BCCI website)
Last date for Submission of tender : 16th April 2012 by 2:00 p.m.
Date of opening of tender : 16th April 2012 by 3:00 p.m.
Cost of tender document : NIL (to be downloaded from the BCCI website)

Tender form issued to:-

M/s. _____



Director
Dr B Borooah Cancer Institute
Guwahati-16

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERERS

1. Dr. B. Borooah Cancer Institute, located at Gopinath Nagar, A. K. Azad Road, Guwahati-781016, Assam, requires the services of reputed, well established and financially sound Companies / Firms / Agency for conducting **statutory audit** of Accounts of the Institute for the year 2011-12.
2. The Institute has initial requirement for the following work:
 - (a) The audit is to be completed within 2 months from the date of formal order of appointment
 - (b) All the documents pertaining to the accounts of the Institute are to be verified and inspected in the office of the undersigned. No documents of this Institute will be allowed to send out of the office in any case in connection with the audit.
 - (c) The work of audit will include the preparation of Balance Sheet and other relevant statement etc. including preparation of Income Tax Return etc. as per Income Tax Rule.
3. The interested Companies/Firms/Agencies may put the tender document completed in all respects and other requisite documents on or before **16.04.2012 from 10:00 AM to 2:00 PM** in the Tender Box kept in the Office of the Director, Dr. B. Borooah Cancer Institute, Guwahati (1st Floor, Administrative Block) **and same will be open at 3:00 PM on 16.04.2012. The tenders shall not be entertained before or after this date under any circumstances whatsoever.**
4. The various crucial dates relating to submission of bids for conducting **Statutory Audit** of Accounts of **Dr. B. Borooah Cancer Institute**” for the year 2011-12 are cited as under :
 - (a) Date and time for submission of Quotation (Technical & Financial): **10:00 AM to 2:00 PM on 16.04.2012**
 - (b) Date and time for opening of Bids (Technical) : **At 3:00 PM on 16.04.2012**
5. The tenders have been invited under **two bid system i.e. Technical Bid (Part-I) and Financial Bid (Part-II)**. The interested agencies are advised to submit two separate sealed envelopes super scribing “**Part-I : Technical Bids for conducting Statutory Audit of Accounts of BBCI for the year 2011-12**” and “**Part-II: Financial Bid for conducting Statutory Audit of Accounts of BBCI for the year 2011-12**”. These two sealed envelopes should be kept in a third sealed envelope super scribing “**Tender for conducting Statutory Audit of Accounts of BBCI for the year 2011-12**”.

6. The tendering CA Companies / Firms / Agencies are required to enclose photocopies of the following documents (duly attested by Group “A” Gazetted Officers of the Government of India or Class – I Officers of the State Governments), along with the Technical Bid (Part-I), failing which their bids shall be summarily/out-rightly rejected and will not be considered any further :

- a. Attested copy of membership certificate of practice.
- b. Constitution certificate issued by ICAI on or after 01.01.2010.
- c. Attested copy of PAN/GIR Card;
- d. Attested copy of the latest IT return filed by agency;
- e. Attested copy of Service Tax registration certificate;
- f. Certified document in support of financial turnover of the agency.
- g. Statement of Bank A/c in the name of Company/Agency/Firm.
- h. Details of agreement made by company for the 3 years alongwith proof.
- i. Undertaking to be furnished by the service provider that the service provider having no legal suit/criminal case pending against it's proprietor or any of its Directors(in the case of Private Ltd. Company) or having not been earlier convicted on grounds or moral turpitude or for violation of laws in force.

7. **The conditional bids shall not be considered and will be out rightly rejected in very first instance.**

8. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached. **No overwriting or cutting is permitted in the Financial Bid Form. In such cases, the tender shall be summarily rejected.** However, the cuttings, if any, in the Technical Bid Application must be initialed by the person authorized to sign the tender bids.

9. The Bids shall be opened on the scheduled date and time (**At 3:00 PM on 16.04.2012**), **in the Committee Room, Dr. B. Borooah Cancer Institute, Guwahati (First Floor, Administrative Block)** in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.

10. The undersigned reserves the right to annul any or all bids without assigning any reason thereof.

11. Decision of the Finance Committee or the Management Council of the Institute shall be final and binding in all cases.

TECHNICAL REQUIREMENTS FOR THE TENDERING Company / Firm / Agency

1. The tendering for conducting **Statutory Audit** of Accounts of the Institute for the year 2011-12 Company / Firm / Agency should fulfill the following technical specifications:
 - [a] The Registered Office or one of the Branch Office's of the Company / Firm / Agency should be located in Guwahati
 - [b] Constitution certificate issued by ICAI on or after 01.01.2010
 - [c] The Company / Firm / Agency should be registered with the appropriate registration authority.
 - [d] The Company / Firm / Agency should have at least 10 years experience in providing Finance and Accounting support services to Private companies, Public Sector Companies / Banks and Government Departments / Autonomous Institute etc.
 - [e] The company / Firm / Agency should have its own Bank Account
 - [f] The Company / Firm / Agency should be registered with Income Tax and Service Tax Departments.

APPLICATION - TECHNICAL BID

1. For conducting Statutory Audit of Accounts of **DR. B. BOROOAH**
CANCER INSTITUTE, GUWAHATI for the year 2011-12.

2. Name of Tendering Company/ : _____

Firm / Agency

(Attach certificate of registration)

3. Name of proprietor / Director : _____

of Company / Firm / agency _____

4. ICAI Registration No. : _____

5. Full Address of Reg. Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

6. Full address of Operating / Branch Office : _____

Telephone No. : _____

FAX No. : _____

E-Mail Address : _____

7. Employment number with C&AG : _____

8. Banker of Company / Firm / agency with full address:

(Attach certified copy of statement of A/c for the last 3 years)

Telephone Number : _____ of Banker

9. PAN / GIR No. : _____

(Attach attested copy)

10. Service Tax Registration No. : _____

(Attach attested copy)

11. Financial turnover of the tendering **Company/Firm/Agency** for the last 3 Financial Years:

(Attach separate sheet if space provided is insufficient)

Financial Year	Amount (Rs. Lacs)	Remarks, if any
2008-09		
2009-10		
2010-11		

12. Number of full time Chartered Accountant(s) as on 01.01.2012 : _____

13. Number of audit staff employed full time with the firm :

a. Articles / Audit Clerks : _____

b. Other Audit Staff (with knowledge of keeping & accountancy) : _____

c. Other professional staff (please specify) : _____

(list to be attached)

15. Whether the firm has experience in performing : YES / NO

Statutory Audit in the State for which the EOI is

Submitted (if yes, details may be given on a

Separate sheet, specifying the name of client).

16. Give details of the major similar contracts handled by the tendering Company / Firm / Agency during the last three years in the following format:

S.No.	Details of client along with address, telephone and FAX numbers	Amount of Contract	Duration of Contract	
			From	To
1.				
2.				
3.				

(if the space provided is insufficient, a separate sheet may be attached)

17. Additional information, if any
(Attach separate sheet, if required)

Signature of authorized person

Date:

Name:

Place:

Seal :

DECLARATION

1. I, _____Son / Daughter / Wife of Shri _____Proprietor / Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this tender document;
2. I have carefully read and understood all the terms and conditions of the tender for conducting **Statutory Audit** of Accounts of **Dr. B. Borooah Cancer Institute, Guwahati** for the year 2011-12 and undertake to abide by them;
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorized person

Date:

Full Name:

Place:

Seal :

APPLICATION – FINANCIAL BID

1. For conducting **Statutory Audit** of Accounts of **Dr. B. Borooah Cancer Institute, Guwahati** for the year 2011-12.
2. Name of tendering Company/Firm/Agency: _____
- 3.

S. No.	Component of Rate	Amount
1.	Charges for conduction of Statutory Audit of Accounts of Dr. B.Borooah Cancer Institute, Guwahati for the year 2011-12	
2.	Service Tax Liability @ --- % of -----	
3.	Any other liability (Pl. Indicate)	
Grand Total		

Signature of authorized person

Date :

Name :

Place:

Seal :

Notes:

1. The rates quoted by the tendering agency should be inclusive of all statutory/taxation liabilities in force at the time of entering into the contract.
2. The payment shall be made after submission of Audit Report.

TERMS AND CONDITIONS

General

1. The contract is for conducting **Statutory Audit** of Accounts of the Institute for the year 2011-12.
2. The contract shall automatically expire unless extended further by the mutual consent of contracting agency and this Institute.
3. The contracting Company / Firm / Agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other agency without the prior written consent of this Institute.
4. The tenderer will be bound by the details furnished by him / her to this Institute, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him / her liable for legal action besides termination of contract.
5. The DR. B. BOROOAH CANCER INSTITUTE reserves right to terminate the contract during initial period also after giving a week's notice to the contracting agency.
6. Fees quoted is subject to deduction of Income Tax at prevalent rates.

LIABILITIES, CONTROL ETC. OF THE PERSONS DEPLOYED

7. The contracting agency shall ensure that the conducting **Statutory Audit** of Accounts of the Institute for the year 2011-12 conform to the technical specifications of age, educational and skill qualifications.
8. This Institute is an autonomous organization funded by the Department of Atomic Energy, Govt. of India; North Eastern Council and Government of India and has six days working (i.e. Monday to Saturday) excluding 2nd & 4th Saturdays in a week from 10:00 AM to 5:00 PM. Besides this, the Institute also observes the Assam State Government holidays notified from time to time. **However, depending upon the urgency of work, the Contracting Agency may be required to provide the services (beyond office hours) or on holidays, for which no additional remuneration will be paid.**
9. TDS and other taxes as applicable will be deducted from each bill

LEGAL

10. The tendering agency will be responsible for compliance of all statutory provisions etc. in respect of service provided to this Institute.
11. Tendering agency shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by it to **Dr. B. Borooah Cancer Institute** to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
12. The Tax Deduction at Source (T.D.S.) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the agency by this Institute.
13. In case, the tendering agency fails to comply with any statutory / taxation liability under appropriate law, and as a result thereof the Institute is put to any loss / obligation, monetary or otherwise, the Institute will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.

FINANCIAL

14. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Institute besides annulment of the contract.
15. The Director (Dr. B. Borooah Cancer Institute) reserves right to withdraw / relax any of the terms and conditions mentioned above so as to overcome the problem encountered by the contracting parties, case, by the successful Company / Firm / Agency commits any act of omission / Commission that amounts to misconduct / indiscipline / incompetence, the successful Company / Firm / Agency will be liable to take appropriate disciplinary action against such Company including their removal from site of work, if required by the Institute.
16. The tendering Company / Firm / Agency shall replace immediately any of services is found unacceptable to this Institute because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from this Institute.
17. The provision of manpower shall have to be made available on requisition in time as per the exigencies of work. Any undue delay in the matter will be considered as breach of contract and will be dealt accordingly. The selected agency shall immediately provide a substitute services.

18. It will be the responsibilities of the service providing agency to meet transportation, food, medical and any other requirements in respect of the persons deployed by it (Agency) in this Institute and this Institute will have no liabilities in this regard.
19. The service providing agency shall be solely responsible for the redressal of grievances / resolution of disputes relating to person deployed. This Institute shall, in no way, be responsible for settlement of such issues whatsoever.
20. This Institute shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
21. The persons deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to casual, ad hoc, regular / confirmed employees of this Institute during the currency or after expiry of the contract.
22. In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency shall not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in this Dr. B. Borooah Cancer Institute.