

Invitation of quotation for Engagement of CA
Firm for Verification and Certification of
Utilization Certificate and Statement of
Expenditure for Extramural Research Projects FY
2020-21 At Research Section, All India Institute of
Medical Sciences, Jodhpur

Inquiry No.: : AIIMS/RES/Gen/2021/001

Inquiry Issue Date : June 18, 2021

Last Date of Submission : June 21, 2021 at 03:00 PM.



All India Institute of Medical Sciences, Jodhpur

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Invitation of quotation for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for Extramural Research Projects FY 2020-21 at Research Section, AIIMS Jodhpur

Sealed Quotations are hereby invited by the undersigned on behalf of the Dean (Research), AIIMS Jodhpur for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for Extramural Research Projects FY 2020-21 for the Research Section, AIIMS Jodhpur as per terms & conditions mentioned below. The filled quotations along with all the required documents must reach in the office of the undersigned on or before 21.06.2021 03:00 PM. The Envelope containing the quotation would please be sealed and super scribed as under:-

“QUOTATION for Engagement of CA Firm for Verification and Certification of Utilization Certificate and Statement of Expenditure for Extramural Research Projects FY 2020-21 AGAINST INQUIRY NO. AIIMS/RES/Gen/2021/001” DUE ON 21/06/2021 03:00 PM”

1. Terms & Conditions:

- A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible. **The offer Submitted Fax/Email shall not be considered and no correspondence will be entertained in this matter.**
- B) Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be dropped in **“Quotation Box”** Administration Block of AIIMS, Jodhpur.
- C) Qualification criteria: Only Indian firms fulfilling the following conditions may apply:
- a) The Audit Firm shall be in existence for a minimum period of Three years. Copy of the Registration Certificate issued by ICAI shall be attached.
 - b) The applicant should not have been black listed/debarred/ disqualified by any regulatory/ statutory body or Government entity or any International/National agency for corrupt or fraudulent practices.
 - c) The Firm should have an Office/Branch Office in Jodhpur.
 - d) Firm shall be registered with GST and GSTIN Certificate shall be attached.
- D) Contract Period: Contract is initially for a period of three months. However, same may be renewed on monthly basis for a further period of one-year subject to the satisfactory performance.
- E) SCOPE OF WORKS
- (i) Audit of utilization of funds
 - (ii) Issue of Report separately for each project by certifying the Utilization Certificates (UC) and Statement of Expenditures (SoE).

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(iii) Certification of Utilization Certificates and Statement of Expenditures of the fund received from the various funding agencies.

- F) **TIMING OF AUDIT.** A detail timeline is mentioned below:
As and when required. The period will start immediately after issue of work order. However, Certification may be done for previous years also as per requirement of the Research Section, AIIMS, Jodhpur.
- G) **DATA, SERVICES AND FACILITIES TO BE PROVIDED BY** the Research Section, AIIMS, Jodhpur:
- a) The firm will be given access to all the documents required.
 - b) The auditors will be provided office space during the period of audit, if required.
 - c) No other facilities are provided except a and b above.
- H) Rates must be quoted in **Indian rupees** and as per the format specified taxes extra if any must be written separately.
- I) Rates must be quoted FOR basis (including all taxes, charges etc.)
- J) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- K) The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- L) Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- M) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- N) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- a) Firm shall be registered with the Government of Rajasthan / Central Government.
 - b) The firm shall have valid GST/Other taxes and IT PAN.
 - c) **The firm should not be black listed by any Govt. Agency/Dept.**
- O) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- P) **Payment Terms:** Payment will be only after satisfactorily delivery / commissioning and after inspection by the Research Section, AIIMS Jodhpur.
- Q) **Disputes:** -In the event of any dispute or disagreement arising between the contractors and any other department of AIIMS Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director,

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AIIMS Jodhpur whose decision will be final and binding upon the contractor.

- R) Research Section, AIIMS, Jodhpur reserves the right to increase or decrease quantity and / or amount of work. Decision of the Research Section, AIIMS, Jodhpur will be final in this regard.
- S) Research Section, AIIMS, Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Research Section, AIIMS, Jodhpur will be final in this regard.

Vice Dean (Research)

Encl.: Annexure 1 (Format of price bid)
Annexure 2 (Declaration)

[On the letterhead of firm]

ANNEXURE "1"
PRICE BIDFORM

To,

Dean (Research),
Research Section,
AIIMS, Jodhpur.

Dear Sir,

1. I/We Submitted the "QUOTATION FOR Verification and Certification of Utilization Certificate and Statement of Expenditure for Extramural Research Projects FY 2020-21 AT RESEACH SECTION, AIIMS, JODHPUR AGAINST THE INQUIRY NO. AIIMS/RES/Gen/2021/001" DUE ON 21/06/2021 03.00 PM".

2. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

3. I/We hereby offer to supply at the following rates.

S. No	Particular	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)
1.	Estimated Charges as applicable per UC & SoE of the Project			

Note:-

1. The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be **REJECTED**.
2. The bidder must quoted their quotation only in above said format on the letter of firm otherwise quotation will be **REJECTED**.

Date _____

(Name) _____

Place _____

Name of Firm/Company/Agency _____

GSTIN No.: _____

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

Branch Name: _____

Phone No. _____

Email: _____

(Signature of Authorized Person) _____

Seal: _____

ANNEXURE “2”

DECLARATION REGARDING DISCIPLINARY ACTION / BLACKLISTING / DEBARRING

I/ We(Firm/Agency) hereby declare that no disciplinary action has been initiated or contemplated/ suspension of business against the firm by ICAI or any other Statutory Authority during the last three years.

I/We(Firm/Agency) hereby declare that none of the partners/ employees have been convicted of any offence involving moral turpitude or has been found guilty of any economic offence.

I/We(Firm/Agency) hereby declare that no appeal/ unresolved dispute/ suit/case/ application has been pending at any court in India regarding the existence of business/right to carry on practice.

In case the above information found false, I/ We are fully aware that the tender/contract will be rejected / cancelled by the Research Section, AIIMS, Jodhpur.

Signature of the Authorized Persons.....

Name & Seal of the Company

Date:

Place:

Declaration

(to be furnished in the letter head of the firm / company) We hereby declare that the information submitted above is complete in all respect and true to the best of our knowledge. We understand that in case any discrepancy or inconsistency or incompleteness is found in the information submitted by us, our application is liable to be rejected.

Signature of the Authorized Persons.....

Name & Seal of the Company

Date:

Place: