

Silchar Medical College & Hospital

Ghungoor, Silchar, Assam, PIN - 788014

DOUBLE BID TENDER DOCUMENT FOR TAX CONSULTANT FOR A PERIOD OF 12
MONTHS TO THE ESTABLISHMENT OF THE PRINCIPAL CUM-CHIEF
SUPERINTENDENT,
SILCHAR MEDICAL COLLEGE & HOSPITAL, SILCHAR, ASSAM

NOTE:

- 1.The document contains 05 Pages.
- 2.Last date & time of receiving the fully filled in Tender document with all requisite enclosures is up to 11-02-2026.
- 3.Date and time of opening the tender document by the Tender & Purchase Committee in presence of the consultant firm or their authorized representative is at in the Chamber of Additional Superintendent, Silchar Medical College & Hospital, Silchar.
- 4.Firms are required to ensure their presence at the time of opening of the of the tender documents.
- 5.The entire documents should be duly filled in and submitted in original.
- 6.All pages should be signed by the Applicant with date. No pages should be removed from the tender document
7. All information to be written legibly. Where figures are furnished, these are to be written in words also, within brackets.
8. Attach separate sheets wherever necessary putting proper annexure number serially
- 9.This tender document shall remain valid for a period of three years from the date of issue. The contract for which this tender document is issued will be for a period of 36 months from the date of entering into the agreement of contract by the successful bidder. On satisfactory performance of the Firm, contract may be extended for another 12 months (01 Year).
- 10.Preference will be given to the Firm/Bidder within Territorial Jurisdiction of Cachar District.

KEY TERMS

Following words and terms used in this document shall, unless the context requires otherwise, have the following meaning:

- a. "Tender" or "Bid" means the formal offer to supply items.
- b. "SMCH" means Silchar Medical College & Hospital
- c. "EMD" means Earnest Money Deposit
- d. 'Applicant' or 'Tenderer' or 'firms' means the person submitting the Tender pursuant to the Notice Inviting Tender.
- e. "Committee" means Tender and Purchase Committee

2. TERMS & CONDITIONS

a. **Eligibility and Qualifications**

- 1. Any firm which is registered ITP or CA Firm.
- 2. Proven ability and experience of one year of Tax consulting to Govt., Semi-Govt. Organizational PSU (proof to be attached with annexure-1)
- 3. GST Registration and proof of filing GST Return for any month of the year 2025. Proof of return filed before 2024 shall not be accepted (proof to be attached with annexure-1)
- 4. PAN of the Proprietor (copy to be attached with annexure-1)
- 5. A self-certified Certificate of furnishing correct information is to be submitted by the bidder to the effect that correct information has been furnished in the Tender and the Applicant shall be solely responsible for furnishing misleading, wrong or false information. Furnishing of misleading, wrong or false information if detected by the Committee will lead to the rejection of the submitted tender document.

b. **Earnest Money Deposit**

Tenderer shall furnish along with their tender an Earnest Money Deposit of ₹ 10,000/- (Ten Thousand only) in the form of Demand Draft/ Bankers Cheque infavour of "Hospital Management Society, Silchar Medical College & Hospital, Silchar" payable at Silchar. Earnest money in any other form of cash or Cheque shall not be accepted.

Page No:-2

Tender not accompanied by the EMD shall be summarily rejected on the day of opening the tender document itself

Earnest Money Deposit of unsuccessful bidders shall be returned on written application mentioning the Draft without interest after the finalization of the tender. Bidders are advised to keep photocopy of the EMD instrument with them.

3. RESOLUTION OF DISPUTES

In case of a dispute or difference arising between supplier and purchaser relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole Arbitrator duly appointed by The "Hospital Management Society, Silchar Medical College & Hospital, Silchar". The award of the arbitrator shall be binding to the parties concern.

4. SUBMISSION OF TENDER DOCUMENT:-

Bidder must submit tender document in a single outer envelope which contains two inner envelopes, one of technical bid and another of financial bid. The outer envelope shall be marked as "Tender for the TAX CONSULTANT".

The full name and address, phone number and email id of the tenderer submitting the tender shall be written on the outer envelope. The Tenders must be submitted to Office of the Superintendent, Silchar Medical College & Hospital, Silchar, Assam-788014.

5. OPENING OF TENDERS

Following procedure shall be adopted for the opening of Tenders:

The envelope containing the tender document with all enclosures will be opened on the date and time as scheduled to verify its contents as per the requirement. If the various documents contained in this envelope do not meet the requirements, a note will be recorded accordingly by the committee and decision will be taken afterwards as per terms & conditions. No claim of any kind will be entertained from a bidder who does not remain present at the time of opening the bidding. After opening the bidding documents, all the bidders will be allowed access to the bidding document of each other one by one.

6. SELECTION OF SUCCESSFUL BIDDER

- a. Technically valid L1 bidder will be selected as the Successful bidder.
- b. The committee reserves the right to decide whether to take any suggestion from any other competent authority in the entire bidding process.

7. ENCLOSURE CHECK-LIST

The Firms are required to furnish enclosures as detailed in the following checklist giving proper enclosure number as per the list. Failure to provide any of the below prescribed enclosures will summarily disqualify the tender document.

This is in addition to the duly signed tender document in all pages along with Annexures.

No extra documents to be submitted other than what is asked. Extra documents if submitted will not carry any extra points for consideration.

SI No.	Type of Enclosure	Category
1	Valid Trade License	Photocopy
2	Experience of One Year	Photocopy
3	GST Registration	Printing from Online Screenshot / Website Or Photocopy
4	GST Return	Photocopy
5	PAN	Photocopy
6	Certificate of Furnishing correct information	Original
7	Draft of EMD	Original
8	Valid Address proof of the Authorized Signatory	Photocopy
All enclosed documents must be signed with date. Each page of the tender document should also be signed with date by the bidder		

*Principal cum-Chief Superintendent,
Silchar Medical College Hospital,Silchar*

ANNEXURE – 1 (Financial Bid)

The committee reserves the right to decide whether to take unit wise price quote of the items or the total amount of all items taken together in deciding the successful bidder.

Bidder is required to quote prices of all the items. Leaving any item blank will disqualify the Tender

The scope of Services are as follows: -

Serial No	Particulars	Rate of Services	Total amount in digit including all taxation	Total amount in words including all taxation
01	Submission of E-TDS Return in 24 Q.26 Q &27EQ			
02	Submission of GST Monthly return & Issue of GST TDS Return			
03	Issue of Form 16A & 16B & Form 16			
04	Submission of monthly Professional Tax return			
05	Appearing before Income Tax Authority on need basis at Silchar Medical College Hospital,Silchar.			

The committee reserves the right to decide whether to take unit wise price quote of the items or the total amount of all items taken together in deciding the successful bidder.

Bidder is required to quote prices of all the items. Leaving any item blank will disqualify the Tender

*16800/-
21/07/26*
Principal cum-Chief Superintendent
Silchar Medical College & Hospital
Silchar, Assam