



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385- 2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

TENDER NOTICE

Imphal, the 3rd March, 2025

No. 382/Tax-Consultant/RIMS-2024: Sealed Tenders (Two bid system) from registered firms/professionals/consultants are invited for **hiring of a Tax Consultant** for providing professional tax consultancy services for the Regional Institute of Medical Sciences (RIMS), Imphal. Tender documents containing detailed terms of reference, scope of work, and terms and conditions of engagement can be obtained from the Institute's website i.e., www.rims.edu.in on or after **Tuesday, the 3rd March, 2025**. Tender documents can be obtained up to **1:00 p.m. of 22nd March, 2025** during office hours. The last date of tender submission for technical bid is on **Monday the 24th March, 2025 at 4:30 p.m.**

[Handwritten Signature]
03/03/25
Deputy Director (Admn.)

NOT TO BE PUBLISHED

No. 382/Tax-Consultant/RIMS-2024:

Imphal, the 3rd March, 2025

Copy to:

1. **P.S. to Director, RIMS, Imphal** - for kind information to the Director, RIMS, Imphal.
2. **Medical Superintendent, RIMS Hospital, Imphal.**
3. **The System Administrator, RIMS, Imphal** - with a request for uploading the Tender Notice along with other documents to the RIMS website.
4. **The PRO/MA, RIMS, Imphal** - for publication in one national/local newspaper for 1(one) day. ✓
5. **Notice Board.**

Deputy Director (Admn.)



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

NOTICE INVITING TENDER FOR HIRING OF TAX CONSULTANCY SERVICES
IN RIMS, IMPHAL

The Regional Institute of Medical Sciences, Imphal, under the Ministry of Health & Family Welfare, Govt. of India, invites bids from eligible Tax Advisors/Tax Consultants/Tax Preparers for the financial years 2024-25 and 2025-26.

Terms and Conditions

1. Submission of Bids:

Bids shall be submitted in a sealed envelope in a Two Bid system (Technical Bid and Financial Bid) before the last date of bid submission as per the instructions provided in the tender document. The Financial Bid must be submitted in the enclosed format as per Annexure-A, in a separate sealed envelope clearly marked as 'Financial Bid,' and should be submitted along with the Technical Bid in accordance with the instructions provided in the tender document.

2. Evaluation and Award of Contract:

After evaluation, the contract shall be awarded to the agency fulfilling all the conditions of the contract and quoting the lowest rates as per the financial bid, in addition to compliance with all the laws/provisions stated/referred to for adherence in the tender.

3. Rights of RIMS:

The competent authority of RIMS, Imphal, reserves all rights to accept or reject any/all bids without assigning any reason. It also reserves the right to impose or relax any administrative terms and conditions/specifications of the tender enquiry.

4. Period of Contract and Extension:

- The contract shall be for a period of two (02) years. The rates quoted by the bidder shall remain unchanged during the contract period and any extension thereof.
- **Extension:** The contract may be extended for an additional period of up to one (01) year based on satisfactory performance, subject to mutual agreement and approval by the competent authority.

5. Termination Clause:

RIMS reserves the right to terminate the contract at any time without assigning any reason by serving one (01) month's notice to the contractor.



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

6. Security Deposit and Earnest Money Deposit (EMD):

Earnest Money Deposit (EMD): Bidders must submit an Earnest Money Deposit (EMD) of Rs. 33,871/- (Rupees Thirty-Three Thousands Eight Hundred and Seventy-One Only), which is 2% of the estimated bid value of Rs.16,93,536/-, along with the Technical Bid. The EMD will be refunded to unsuccessful bidders after the finalization of the tender.

- **Security Deposit:** The successful bidder will be required to deposit a Security Deposit equivalent to 5% of the total contract value in the form of a Bank Guarantee or Demand Draft from a nationalized bank within 15 days of contract award. The Security Deposit will be retained until the successful completion of the contract and will be refunded after satisfactory performance and clearance of all dues.

7. Liquidated Damages and other penalty:

- In case of failure to deliver the services or fulfill the contractual obligations within the stipulated time, liquidated damages at the rate of 0.5% of the total contract value per week, subject to a maximum of 10% of the total contract value, shall be levied. If the delay persists beyond this period, RIMS reserves the right to terminate the contract, forfeit the Security Deposit, and blacklist the agency.
- Fees and penalty for late filing or non-filing of TDS Statement or errors, if imposed by Income Tax Dept., caused due to reasons attributable to the firm will be borne by the firm.

8. Submission and Opening of Bids:

- The last date for submission of the bid is as specified in the tender notice.
- The Technical Bid will be opened on the specified date and time at the designated office in RIMS, Imphal, in the presence of the bidders or their authorized representatives, who may choose to attend.

9. Performance Evaluation:

The performance of the agency will be evaluated periodically by RIMS, Imphal. In case of unsatisfactory performance, RIMS reserves the right to terminate the contract, forfeit the Security Deposit, and blacklist the agency for future tenders.



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385-2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

Eligibility Criteria:

1. Registration and Experience:

The bidder must be a reputed Chartered Accountancy Firm/Organization registered with the **Institute of Chartered Accountants of India (ICAI)/Tax Consultancy firm**, with a minimum experience of **3 years** in providing professional services.

2. Financial Capability:

The bidder must have an average annual turnover of at least Rs.7 Lakhs during the last three financial years (2021-22, 2022-23, and 2023-24). The bidder must provide documentary proof, including an **audited balance sheet** and **profit & loss account statement**, duly certified by a registered Chartered Accountant.

3. Relevant Experience:

The bidder must have undertaken/handled Tax Consultancy assignments for **Consulting Organizations/Public Sector Undertakings (PSUs)/Banks/Private Sector Organizations** during the last **three (3) years**, starting from FY 2021-22 up to the current financial year (including the tender issue date).

4. Statutory Registrations and Local Presence:

The bidder must possess valid **PAN** and **GST registration certificates**. Self-attested copies must be enclosed.
Only bidders with a **registered office or branch in Imphal** will be considered.
Documentary proof of address must be submitted.

5. Legal and Financial Soundness:

The bidder must be registered under the **Goods & Services Tax Act, 2017** and must provide a self-attested copy of the GST registration certificate.

The bidder must not have been declared bankrupt or insolvent or be involved in any legal proceedings that may adversely affect their ability to fulfill the contract. A **self-declaration** to this effect must be submitted along with the Technical Bid.

6. Supporting Documents:

Bidders must submit all relevant documents supporting their eligibility and capability to undertake the contract. This includes, but is not limited to:

- Proof of registration with ICAI
- Copies of PAN and GST certificates
- Experience certificates and references from previous clients
- Audited financial statements for the last three years
- Self-declaration regarding legal and financial soundness.



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385- 2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

Payment Terms:

Bill to be raised by the contractor/agency on quarterly basis after the satisfactory of completion of filling of returns and submission of original invoices.

Checklist for Eligibility Criteria Compliance:

Below is a **checklist** to ensure all required documents and criteria are met as per the following eligibility criteria:-

Sl. No.	Eligibility Criteria	Documents Required	Attached (Yes/No)
1	The bidder is a Chartered Accountancy Firm/Organization registered with ICAI/Tax Consultancy firm with a minimum of 3 years' experience.	Registration Certificate	
2	The bidder has an average turnover of at least Rs.6 Lakhs in the last three financial years (2021-22, 2022-23, 2023-24).	Audited balance sheet and profit & loss account statement for FY 2021-22, 2022-23, and 2023-24, certified by a CA	
3	The bidder has undertaken Tax Consultancy for Consulting Organizations/Public Sector Undertakings/Banks/private sector organizations during the last three years.	Experience certificates/references from relevant organizations for consultancy assignments	
4	The bidder has valid PAN and GST registration certificates.	Copies of PAN card and GST registration certificate	
5	The bidder has a registered office or branch in Imphal.	Proof of office address (e.g., utility bill, lease agreement, or other valid document)	
6	The bidder is registered under the Goods & Services Tax Act.	Self-attested GST registration certificate	
7	The bidder is not declared bankrupt, insolvent, or involved in legal proceedings affecting the contract.	Self-declaration regarding legal and financial soundness	
8	All supporting documents to demonstrate eligibility and capability are provided.	Complete set of all supporting documents listed above	

Instructions:

- Bidders must ensure that all relevant documents are attached and properly labeled.
- Any missing or incomplete documents may lead to disqualification from the bidding process.
- Place this checklist on top of your submission for ease of reference.



क्षेत्रीय आयुर्विज्ञान संस्थान, इफाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385- 2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

Scope of Work:

- i) Processing records of Income Tax of RIMS, Imphal employees and third parties.
- ii) Processing records of TDS/GST for third parties.
- iii) Submission of quarterly and yearly returns to the Income Tax Department.
- iv) Submission of monthly/quarterly/yearly returns to the GST Department as per the rules amended from time to time.
- v) Issuance of Form-16 (Part A & B) for employees of RIMS, Imphal and Form 16-A for third parties.
- vi) Providing professional advice on financial and tax matters.
- vii) Punching of data in Income Tax software.
- viii) Preparation of TDS returns on salary and third-party payments.
- ix) Filing of correction statements/revised returns, if required.
- x) Addressing to all types of notices from NSDL/Income Tax/Sales Tax departments arising during the service period.
- xi) Arranging necessary software, if any, to accomplish the scope of work assigned to the firm.
- xii) Preparation of TDS statements and assisting the Institute in timely payment of TDS. Generating TDS certificates for concerned parties within stipulated dates and filing TDS returns within the stipulated date.
- xiii) Providing opinions on matters related to GST, Income Tax, and labor laws as per government notifications.
- xiv) Performing any other work assigned relating to accounts/statutory requirements, etc.



क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर
REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)
(An Autonomous Institute under the Ministry of Health & Family)

Phone : 0385- 2414720
0385-2414750
e-mail : rims@rims.edu.in
website : www.rims.edu.in

Annexure-A

Sl. No.	Particular	Qty/No. of deductee record	Rate	Unit	Amount
1	Data Compilation	2,600		Per record	
2	RPU	2,600		Per record	
Total					
GST					
Grand Total					

Note:

1. Bidders are required to quote rates per unit for each item listed in the table.
2. The no. of deductee records may vary from month to month depending on the maximum position at the time.
3. The rates should be inclusive of all applicable taxes, duties, and other charges (if any) except GST, which shall be mentioned separately.
4. The rate quote by the bidder shall remain unchanged.
5. Service providers are instructed to read the scope of work carefully and ensure that their quoted price, comprehensively covers all components and requirements outlined in the scope of work. No extra charge beyond the quoted price, shall be considered at any cost. Therefore, bidders are advised to thoroughly go through the scope of work before submitting their quotation.