



लोकप्रिय गोपीनाथ बरदलै क्षेत्रीय मानसिक स्वास्थ्य संस्थान
तेजपुर: असम: पिन: 784001

LGB REGIONAL INSTITUTE OF MENTAL HEALTH

(An Autonomous body under Ministry of Health and Family Welfare, Govt. of India)

Website: www.lgbrimh.gov.in, e - Mail: mail@lgbrimh.gov.in

Post Box No. 15:: FAX No. (03712) 233623

TEZPUR:: 784001 :: ASSAM

LGB/Actt/Annual Accounts/2002-03/952/2712

Date: 23/5/25

REQUEST FOR QUOTATION (RFQ)

Subject: Invitation for sealed Quotations from CAG Empanelled Chartered Accountant Firms for Audit & Certification of Annual Account of LGBRIMH, Tezpur and its Day Care Centre for the F/Y 2024-25.

LGB Regional Institute of Mental Health (LGBRIMH), Tezpur, invites sealed quotations from **Chartered Accountant firm empanelled with the Comptroller and Auditor General of India (CAG)** for the Audit and Certification of Annual Account of LGBRIMH, Tezpur and its Day Care Centre for the F/Y 2024-25. Interested firms are requested to submit their quotations as per the terms and conditions outlined below:-

Terms and Conditions:

1. Eligibility Criteria

- The Chartered Accountant Firm must be empanelled with the Comptroller and Auditor General of India (CAG) for conducting Audit for the Financial Year 2024-25.
- A copy of the empanelment certificate must be enclosed with the quotation.
- The firm must have a minimum of 5 years of experience in auditing accounts of autonomous bodies/PSUs/government institutes.
- The firm should have a valid registration with the institute of Chartered Accountants of India (ICAI).
- PAN Card and GST Registration Certificate in the name of the firm.
- The firm should not have been blacklisted (undertaking to be submitted).
- No person in the firm should be related to any employee of this institute (Declaration to be submitted).

2. Scope of work

- Audit and Certification of the Annual Accounts of LGBRIMH, Tezpur and its

- Day Care Centre for the Financial Year 2024-25 as per the applicable accounting standard and guidelines issued by the Ministry of Health and Family Welfare, Govt. of India.
- Verification of financial statements, including balance sheets, income and expenditure accounts, receipts and payment accounts.
- Submission of audit reports including observations, recommendations and compliance with statutory requirements.
- Coordination with LGBRIMH officials for clarifications and document verification during the audit process.

3. Submission Requirements:

- The firm must submit a detailed profile, including:
 - Address of the firm with telephone No., Mobile No., Fax No., and Email ID.
 - Copy of PAN Card and GST Registration Number.
 - Proof of empanelment with CAG for conducting Audit for the Financial Year 2024-25.
 - Details of similar assignments undertaken for GOI institutes in the last 5 years.
 - The Quotation must be submitted in the prescribed format (Schedule-IV) enclosed herewith, clearly mentioning the audit fees (inclusive of all expenses such as TA/DA) and applicable taxes (GST).

4. Financial Quotation:

- Fee should be quoted inclusive of all expenses such as travel, accommodation, and other incidental costs. The institute will not provide any additional reimbursement for TA/DA or other expenses.
- GST at applicable rate should be shown separately in the quotation.
- The quoted fees should be valid for the entire duration of the assignment.

5. Selection Process

- The Selection will be based on the Lowest Quotation (L1) principle, subject to the firm meeting all eligibility criteria.
- LGBRIMH reserves the right to accept or reject any or all quotations without assigning any reason.
- In case of a tie in the financial bid, preference will be given to the firm with more experience in auditing GOI institutes.
- The successful bidder shall execute an agreement for the fulfillment of the contract on Rs.100/- non judicial stamp paper within 10 days from the date of acceptance of the bid. The incidental expenses of execution of agreement should be borne by the successful bidder.

- The firm should submit all the necessary documents as stated.

6. Payment Terms

- Payment will be made after successful completion of the audit, submission of the audit report, and acceptance by LGBRIMH authorities.
- No advance payment will be made.
- Payment will be subject to TDS and other statutory deductions as per GOI norms.

7. Timeline

- The audit should be completed within 30 days from the date of issuance of the work order.
- The final audit report must be submitted in both hard and soft copies to LGBRIMH, Tezpur within the said timeline.

8. Jurisdiction

- Any legal dispute arising out of this RFQ will be subject to the jurisdiction of the courts in Tezpur, Assam.

9. Confidentiality

- The selected firm must maintain strict confidentiality of all financial and operational data of LGBRIMH and its Day Care Centre. Disclosure of any information to third parties without prior written consent from LGBRIMH will result in termination of the contract and legal action.

10. Termination Clause:

- LGBRIMH reserves the right to terminate the contract at any stage if the performance of the firm is found unsatisfactory or if the firm fails to come with the terms and conditions of this RFQ.

11. Standard Compliance:

- The audit must comply with the guidelines issued by the ministry of Health and Family welfare, Govt. of India, and the Comptroller and Auditor General of India.
- The firm must adhere to the provisions of the General Financial Rules (GFR) 2017 and other applicable GOI regulations.

12. Instructions for Submission of RFQ

- The quotation must be in a sealed envelope Super-scribed with “**Quotation for Audit & Certification of Annual Account of LGBRIMH, Tezpur and its Day Care Centre for the F/Y 2024-25**”

- The Envelope should be addressed to:
The Director,
LGB Regional Institute of Mental Health,
Tezpur-784001, Assam
- Quotations received after the last date and time will not be entertained.
- Bidders or their authorized representatives may attend the bid opening process.

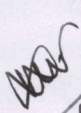
13. Pre Bid Meeting

- Pre-bid meeting will be held in MS conference room of administrative building (ground floor), LGBRIMH, Tezpur on **04.06.2025 at 4.00 PM** to clarify any queries by the bidders.
- The prospective bidders are requested to send their queries prior to at least 1 day in advance before scheduled pre-bid meeting on e-mail: **mail@lgbrimh.gov.in** enclosed format in Schedule -I.
- Non- attendance of pre bid meeting will not be cause for disqualification of the bidder and it shall be presumed that the bidder does not require any clarification. No clarification shall be entertained after the pre-bid meeting day.

14. Important Dates

- Availability of RFQ Document:
 - Interested bidder may download the RFQ document from the institute's website (www.lgbrimh.gov.in) or collect it in person from the Accounts Section, LGBRIMH, Tezpur, from **26.05.2025 to 03.06.2025**
- Last Date for submission of Sealed Quotation
 - **06.06.2025 (4.00 P.M)**
- Date of opening of Bids:
 - **10.06.2025 (4.00 P.M)**
- Place of opening of bids :
 - Administrative Building at M.S. conference Hall of LGB Regional Institute of Mental Health, Tezpur-784001

This is issued as per approval of the Competent Authority.


 23/5/25
 Dr. Hemanta Dutta
 OSD, Deputy Director

Request for Quotation (RFQ)

Schedule I

(Format for queries/clarifications for the Pre Bid Meeting)

Bidders requiring specific points clarification may communicate with the institute during the specific period using the following format

Tender No.....

Name of the bidder:.....

Contact no. & Address of the Bidder:.....

.....

Name of the persons (maximum two) authorized to attend the Pre Bid Meeting:

Sl.No.	Particulars/Schedule	Para No.	Query

Signature:

Name of the Authorized Signatory:

Note: All the queries/clarifications for the Pre Bid Meeting are to be sent through e-mail to **mail@lgbrimh.gov.in** within the specific time and date as mentioned in the RFQ

Request for Quotation (RFQ)

Schedule II

Applicant's Profile

(Relevant Supporting documents (duly signed by authorized signatories) to be enclosed with the quotation, where applicable)

Sl.No.	Particulars	To be filled/submitted by the bidder
1.	Name of the firm:	
2.	Certificate of empanelled with CAG for conducting audit for the F/Y 2024-25 : (copy to be submitted)	
3.	Firm Registration No. with ICAI: (Copy to be submitted)	
4.	PAN Card No.: (Copy to be enclosed)	
5.	GST Reg. No: (Copy to be enclosed)	
6.	Minimum of 5 years of experience certificates in auditing accounts of autonomous bodies/PSUs/government institutes :	
7.	Declaration that the firm has not been blacklisted. (Undertaking to be submitted)	
8.	An undertaking that no person of the firm is related to any employee of this institute.	

(N.B- The bidder may submit additional sheets if required)

Date:

Place:

¹Signature with seal of the firm

Request for Quotation (RFQ)

Schedule III

Checklist:

1. Certificate of empanelled with Comptroller and Auditor General of India (CAG) for conducting Audit for the F/Y 2024-25.
2. Valid Firm Registration No. with ICAI (Institute of Chartered Accountants of India).
3. PAN Card and GST Registration in the name of the firm.
4. Minimum of 5 years Experience Certificates in auditing accounts of autonomous bodies/PSUs/government institutes.
5. Declaration that the firm has not been blacklisted. (Undertaking to be submitted)
6. An undertaking that no person of the firm is related to any employee of this institute.

Request for Quotation (RFQ)

Schedule IV

Financial Quotation:

Sl.No.	Particulars	Rate (in Rs.)	GST/applicable taxes (in Rs.)	Total (including GST/ applicable taxes) (in Rs.)
1.	Audit & Certification of Annual Account of LGBRIMH, Tezpur and its Day Care Centre of LGBRIMH, Tezpur for the F/Y 2024-25			

Date:

Signature.....

Partner/Proprietor name in full.....

Firm Name.....

Address with contact No.....

.....