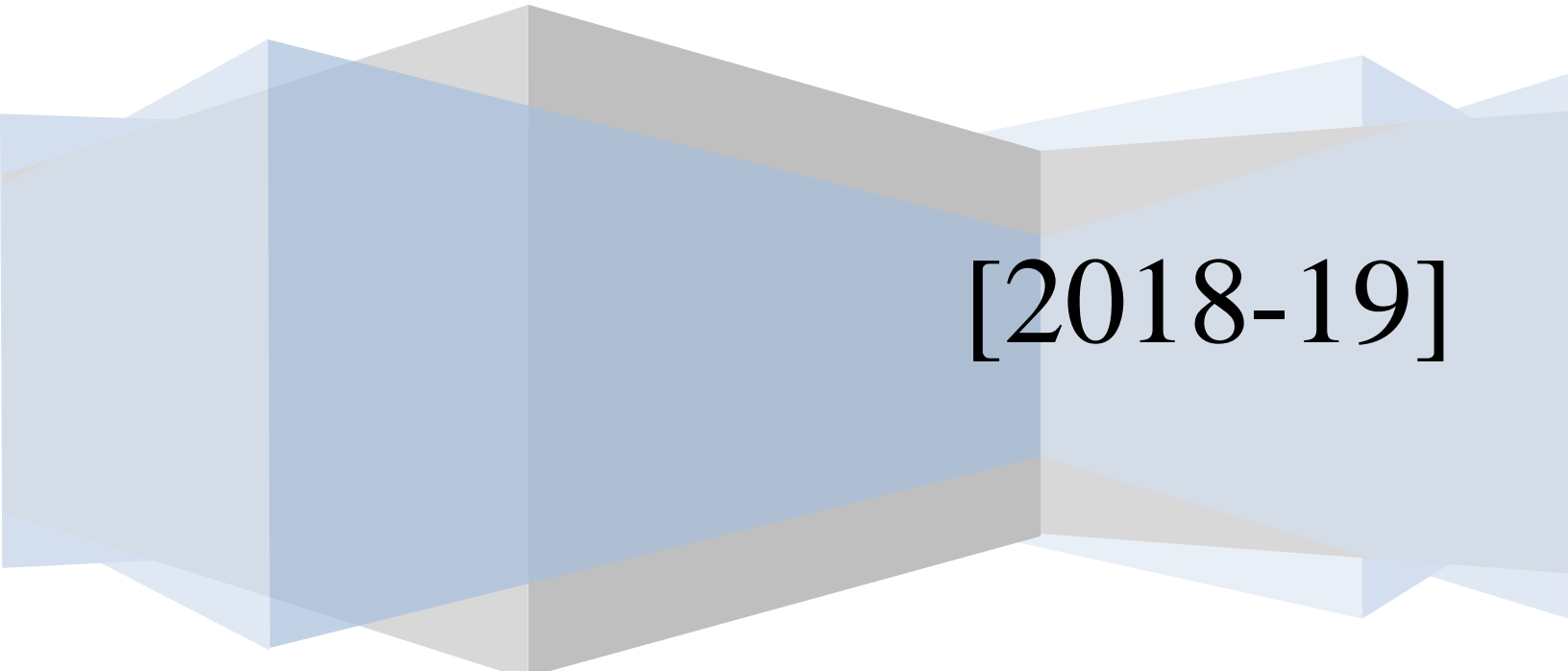


Request for Proposal (RFP)

**For Appointment of Concurrent Auditor for
State Health Society (SHS) and District Health
Societies (DHSs)**



[2018-19]

REQUEST FOR PROPOSAL (RFP) –

State Health Society, Punjab, seeks to invite Proposal from ***C& AG empanelled Chartered Accountants firms*** meeting the minimum eligibility criteria for providing their services for the concurrent audit of the financial year 2018-19 of State Health Society, Punjab and 22 District Health Societies of the State implementing various programs under the National Health Mission. This appointment is for one year & can be renewable to one year.

2. The details about the background of the auditee, objective, standard, scope, coverage, Contents of Audit ,Reporting and Timings, eligibility criteria, Procedure regarding selection and appointment of Concurrent Auditors and General guidelines for submission of bids are given in the following paragraphs.
3. A complete set of RFP specifying eligibility criteria, and other terms and conditions applicable for the above said assignment may be obtained from O/o Mission Director, NHM-Punjab, as per address mentioned above or from the O/o Civil Surgeon of the concerned District from 09:00 AM to 5:00 p.m. on any working day. RFP can be downloaded from Website www.pbnrhm.org/tenders_final.aspx.
4. The Bids invited will be received till 12:00 PM of 05.09.2018 and will be opened by the Committee in the O/o respective District Health Society and State Health Society on the same day i.e.05.09.2018 at at 3:00 PM in presence of the authorized representatives of the bidders. The representatives attending the bid opening proceedings must tender an authorization letter from the bidders.
5. The Chartered Accountant Firms applying for the Audit of SHS has to submit their application in the O/o Mission Director, PRAYAS Building 5th Floor, Sector 38 B, Chandigarh and The Chartered Accountant Firms applying for the Audit of DHS has to submit their application in the O/o Civil Surgeon of the concerned District in which firm intends to apply. Appointment for the Audit of State Health Society, Punjab will be done by the SHS and Appointment for the Audit of District Health Society will be done by the DHS.

Terms of Reference (ToR)

Section I - Background

1. National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare was launched on 12th April, 2005 by the Government of India to improve medical facilities in all the rural area in the country. The NHM seeks to provide accessible, affordable and quality health care to the rural population, especially the vulnerable sections. It also seeks to reduce the Maternal Mortality Ratio (MMR) in the country from 407 to 100 per 1,00,000 live births, Infant Mortality rate (IMR) from 60 to 30 per 1000 live births and the Total Fertility Rate (TFR) from 3.0 to 2.1 within the 7 year period of the Mission.
2. One of the visions of the Mission is to increase public spending on health from 0.9% to 2-3% of GDP, with the improved arrangement for community financing and risk pooling. The NHM has provided an umbrella under which the existing Reproductive and Child Health Programme (RCH) and various National Disease Control Programmes (NDCPs) have been repositioned.
3. At present the following Schemes come under the National Health Mission:
 - a. National Disease Control Programmes:
 - National Vector Borne Disease Control Programme (NVBDCP).
 - Revised National Tuberculosis Control Programme (RNTCP).
 - National Leprosy Eradication Programme (NLEP).
 - National Trachoma & Blindness Control Programme (NBCP).

- National Iodine Deficiency Disorder Control Programme (NIDDCP).
 - Integrated Disease Surveillance Project (IDSP).
- b. Reproductive and Child Health Programme: (RCH Flexipool)
 - c. Additionalities Under NHM: (Mission Flexipool)
 - d. Operating Costs for Routine Immunisation & Injection safety.
 - e. Operating Cost for Pulse Polio Immunisation.
 - f. Others like: IEC, NGO, Deafness Control, etc.
 - g. National Non Communicable disease programmes (NCDs)
 - h. National Urban Health Mission.
4. ***Institutional and Funding Arrangements:*** For the implementation of the above programmes, MoHFW has required the creation of an Integrated Health Society at State and District levels (registered as a legal entity at the State and District under the national or state societies registration Act). This is against the earlier arrangement of having distinct legal units (societies) for each programme/scheme. Such integrated State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and District Health Societies (DHS) work in coordination with the District Collector and District CMO. Program implementation is done through its District Chief Medical Officer's office, Blocks, Community Health Centres (CHCs), Primary Health Centres (PHCs), Sub- Centres (SCs) and Village Health Sanitations & Nutrition Committees (VNHSCs). Certain activities may be managed at the State level such as drug procurement, IEC, civil works, training using specialized entities such as PHSC, SIHFW, IEC Bureau, PWD, the Directorate of Health and municipal corporations for the urban health components. In addition funds are also released to NGOs and private entities under public private participation arrangements.
5. ***Funding & Accounting Arrangements:*** Funds for the various programs are transferred to the States from the Government of India in the form of Grants-in-Aid to SHS on the basis of respective State Programme Implementation Plan (SPIPs) and approved Annual Work Plans which are prepared on the basis of District Health Action Plans (DHAP) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS each program has separate bank accounts, maintains separate books of accounts and other financial records as required under each program and also submit separate financial activity reports at varying frequencies to the respective monitoring unit in MOHFW (GOI).
6. ***Financing by Development Partners/ Donors:*** Some of the programs are supported by development partners such as the World Bank, DFID, UNFPA, GFATM etc for which grant/ credit agreements have been entered into by GoI with the respective development partners. Compliance with specific fiduciary requirements of the development partners will additionally need to be reported by the auditors. Copies of the legal agreements and other project documents will be provided to the auditors.

Section II

Objective of audit services: Concurrent audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines. The emphasis under concurrent audit is not on test checking but on substantial checking of transactions. The key objectives of the concurrent Audit include:

- The objective of the audit is to ensure that the grant proceeds provided by MOHFW are used for purposes intended in line with approved PIPs and AWP of individual programs and that the annual financial statements are free from material mis-statements and the terms of the credit/ loan agreements of the development partners are complied with in all material respects.
- The financial statements give a true and fair view of the Financial Position of the individual DHS,SHS and Consolidated District and State Health Societies at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31, 2019.
- To ensure voucher/ evidence based payments to improve transparency.
- To ensure accuracy and timeliness in maintenance of books of accounts.
- To ensure timeliness and accuracy of periodical financial statements.
- To improve accuracy and timeliness of financial reporting especially at sub-district levels.
- To ensure compliance with laid down systems, procedures and policies.
- To regularly track, follow up and settle advances on a priority basis.
- To assess & improve overall internal control systems.

7. **Standards:** The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India in this regard. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

8. **Scope & Coverage of audit:** In conducting the audit special attention should be paid to following:

- a) Funds have been spent in accordance with the condition laid down by the Department of Health & Family Welfare, Government of India from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
 - b) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI. However, for various programmes, special attention must be paid to the requirements of the agreement between GoI and development partners (such as for RCH, RNTCP, IDSP and NVBDCP). For such externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme divisions of GoI and have all the necessary supporting documentation.
 - c) All necessary supporting documents, records and accounts have been kept in respect of the project
 - d) Accuracy is ensured in maintenance of books of account and these are maintaining on a timely basis;
 - e) Advances are tracked, followed up and settle on a priority basis;
 - f) Exclude advances being shown as expenditure in the FMRs;
 - g) Bring accuracy to the monthly/quarterly Financial Monitoring Reports based on books of accounts;
 - h) Ensure voucher/evidence based payments to improve transparency;
 - i) Enable timely and accurate submission of financial MIS to the management;
 - j) Improve the accuracy and timeliness of financial reporting from sub-District levels; and
 - k) Improve the internal control systems in the society.
- c) Make field visits to all the Blocks in the district and incorporate the observations in their Audit Report for each quarter.

The scope of work of “State Concurrent Auditor” is as follows:

- Audit of the SHS accounts and expenditure incurred by SHS.
- Verification of monthly FMRs with Books of Accounts.
- Audit of Advances at the SHS level.
- Audit of the Provisional Utilization Certificates sent to GoI.
- Monitoring timely submission of the District concurrent audit reports.
- Detailed analysis and compilation of the District concurrent audit reports.
- Vetting of the State Action Taken Reports and providing observations thereon.
- Follow-up & monitoring over the ATRs prepared by districts on the observations made in the audit.
- Preparation of Quarterly Executive summary to be sent to GoI in the prescribed format (As per annexure XXXVI).
- Review of the DHS Accounts and audit of the expenditure incurred by the DHS.
- Audit of Financial Statements of DHS.
- Vetting of the district ATRs and providing observations thereon.
- Preparation of Quarterly Executive summary to be sent to GoI in the prescribed format (As per annexure XXXVI).
- Any other evaluation work, as desired by the State Audit Committee.
- Submission of consolidated report of all the Districts and State covering all the programmes.
- Preparation and Submission of certified copy of Balance Sheet of each Quarter of State and District Health Societies.
- Verification of all the essential Books of Accounts i.e. Cash Book, Ledger and other Books of Accounts being maintained by State and District Health Societies.

The scope of work of “District Concurrent Auditor” is as follows:

- Audit of expenditure of the Blocks under DHS.
- Verification of All the essential Books of Accounts i.e. Cash Book, Ledger and other Books of Accounts being maintained by Block Health Societies.
- Certification of the Statement of Expenditure of Blocks with Books of Accounts.
- Review and analysis of the Age wise and Party wise Advances Report.
- Comparison between financial and physical performance and analysis.
- Visits to sample blocks (in a way to cover all blocks in a year) and peripheral units.
- Vetting of the Action Taken Reports in regard to Audit observations raised in the previous Concurrent Audit Reports and providing observations thereon.
- Filling in the checklist provided.
- Any other evaluation work, as desired by the District Audit Committee.

Coverage

- The State Concurrent Auditor should ensure coverage of all the districts. The State Auditor shall audit the expenditure incurred by the District Health Society and audit the financial statements of DHS. In addition to that State Auditor shall cover the audit of expenditure incurred at State Level under all the programmes under NHM. The state Auditor shall submit the District wise/programme wise audited statements along with the consolidated audited financial statements.
- The District Concurrent Auditor should ensure that all the blocks are covered over the entire year and the expenditure incurred at the Block level and Below Block level under different programmes of NHM must be audited.
 - For districts containing upto 12 blocks, it needs to be ensured that at least one block is covered every month. For districts consisting of more than 12 blocks, it needs to be ensured that every

block is covered at least once during the year for districts having 6 or less nos of blocks one block should be covered twice in a year.

- The audit plan should include a visit to at least 50% PHCs/ CHCs, 3 sub-centers and 3 VHSNCs located within the block selected for visit.
- The audit has to include accounts maintained under RCH, Additionalities, Immunization, PP, NUHM, RKS, NCDs and NDCPs (wherever applicable)

9. Contents of Audit

Concurrent Audit Report of a “State Health Society” should contain the following financial statements and documents:-

- Duly filled in Checklist provided in the guidelines(**Appendix-II.A**)
- Financial statements as prescribed
 - Quarterly Audited Trial Balance (Consolidated ,SHS and for each DHS)
 - Quarterly Audited Receipts & Payments A/c (Consolidated ,SHS and for each DHS)
 - Quarterly Income & Expenditure A/c (Consolidated ,SHS and for each DHS)
 - Quarterly Balance Sheet (Consolidated ,SHS and for each DHS)
 - Monthly Audited and certified SoE (Consolidated ,SHS and for each DHS)
 - Monthly Bank Reconciliation Statement of State Health Society and District Health Societies.
 - List of outstanding advances of State and District Health Societies.
- Observations and Recommendations of Auditor – particularly covering the following aspects:
 - Deficiencies noticed in internal control
 - Suggestions to improve the internal control
 - Extent of non-compliance with Guidelines issued by GOI & State.
- Action Taken by State Health Society on the previous audit observations, along with his observations on the same
- Action Taken by District Health Society on the previous audit observations, along with his observations on the same

Concurrent Audit Report of a “District Health Society” should contain the following financial statements and documents:-

- Duly filled in Checklist provided in the guidelines (**Appendix-II.B**)
- Financial statements as prescribed
 - Monthly Audited and Certified copy of Statement of Expenditure of Block Health Societies.
 - Monthly Bank Reconciliation Statement of Block Health Societies.
 - List of advances.
- Observations and Recommendations of the auditor on blocks visited

Notes:

1. Soft copy of the district audit report needs to be submitted to Director (finance) at the state level.
2. The Director (Finance) at the Centre may call for the concurrent audit report of any district/ state.
3. The reports at both the State and district level will include consolidated report of RCH, Additionalities under NHM, Immunization, PP, NUHM, NCDs and NDCPs. In addition, it should also include instances of misappropriation/ unauthorised diversion of funds as noticed during the audit.

10. Reporting and Timing

The Concurrent Audit of SHS and DHS will be carried on monthly basis. The monthly Audit Report of SHS and DHS should be submitted by the Auditor by 15th of following month in the O/o State Health Society and District Health Society both in Hard and Soft copy along with audited SOE of the respective level. The Quarterly Audit Reports i.e Trial Balance, Receipts and Expenditure Accounts, Income and Expenditure Accounts & Balance Sheet by 15th of following Quarter.

Section – III

Eligibility Criteria:

- I. The firm must be empanelled with C & AG and ICAI, without which the application of the firm would not be considered.
- II. Firms must qualify following minimum criteria:

SN	Particulars*	Minimum Criteria
1.	Number of Full Time Fellow Partners associated with the firm for not less than 6 years (As per Certificate of ICAI as on 01.01.2018)	2
2.	Turnover of the firm (Average annual Turnover in last three financial yrs.)	Minimum Rs.50 Lakhs
3.	No. of Years of Firm Existence	10 Yrs.
4.	No. of assignments of Concurrent Audit of Corporate/PSUs entities except Bank Branch Audit having turnover of not less than Rs. 2 crores in the last 3 years.	2
5.	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	2

- a) Any firm not qualifying these minimum criteria need not to apply as their proposal shall be summarily rejected.
- b) **Supporting Documents for Eligibility Criteria:** Following supporting documents must be submitted by the firm along with the technical proposal:
 - i. For S. No. 1 above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2018.
 - ii. For S. No. 2, the firm must submit, a copy of the balance sheet and other financial statements for the last three years.
 - iii. For S. No. 4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.

- III. **The firm or any partners of the firm should not be black listed by any PSUs or Government. Company or any other organisation in respect of any assignment or behaviour. [Self attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm].**

Appointment & Selection of Auditors

State Level Auditors

- Appointment and selection of the state level concurrent auditor will be done by the State Audit Committee through Open Tender System. The tender document would be advertised through a central advertisement at the state level.
- Interested firms should submit their bids in two parts- Technical and Financial bids. Both the bids should be submitted in two separate sealed envelopes, which should be opened in meeting of the audit committee.
- The audit committee would first open the technical bids and evaluate them on the basis of the criteria as prescribed in the guidelines. The audit committee would arrive at a base minimum figure/ threshold i.e 70% and CA firms scoring above the base minimum figure would be deemed to be considered as technically qualified to undertake the job
- Financial bids of only technically qualified firms would be opened by the committee and audit should be awarded to the lowest bidder.
- If the lowest financial bidder does not agree to undertake the audit work within the prescribed audit fee or the audit committee deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the next lowest financial bidder if the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder (the firms which are above the base minimum figure of the technical evaluation).

District level Auditors

- Appointment and selection of the District level concurrent auditors will be done by the respective District Audit Committee. The tender document for the appointment of District Level Auditors will be floated through a central advertisement at the state level
- Interested firms would submit their bids in two parts- Technical and Financial bid to O/o of Civil Surgeon of Concerned District. Both the bids should be submitted in two separate sealed envelopes, which would be opened in the meeting of the audit committee.
- The district audit committee would first open the technical bids and evaluate them on the basis of the criteria as prescribed in the guidelines. The audit committee should arrive at a base minimum figure/ threshold i.e. 70% and CA firms scoring above the base minimum figure/ threshold should be deemed to be considered technically qualified to undertake the job.
- Financial bids of only technically qualified firms should be opened by the committee and audit should be awarded to the lowest bidder.
- If the lowest financial bidder does not agree to undertake the audit work within the prescribed audit fee or the audit committee deems it unfit for any reason (reasons to be recorded in writing), the job may be awarded to the next lowest financial bidder if the firm agrees to undertake the job. However, the work may only be awarded to a technically qualified bidder (the firms which are above the base minimum figure of the technical evaluation)

Section IV - Guidelines for Submitting the Proposals:

A. General Guidelines:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked “FINANCIAL PROPOSAL FOR THE F/Y 2018-19” followed by the name of the assignment, and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED.**” The Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposals are not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- ii. **Team Composition & Number of Teams for the assignment:** As there are a large number of districts and implementing entities below a district, a minimum sample coverage and time bound completion schedule, more than one team will need to be constituted for the audit. The team(s) for the assignment (including those for audit of district & sub district level implementing units) must be headed by a semi-qualified Chartered Accountant with one support staff (Junior Auditor). The number of teams may be constituted in a manner that each team does not have responsibility for audit of more than 6 Blocks in a District and 6 districts in the State. The technical proposal must clearly elaborate on the team composition for the audit separately as given in **T-4**.
- iii. **Single Proposal:** A firm should submit only one proposal for each district. If a firm participates or submits more than one proposal for one district, all such proposals shall be disqualified.
- iv. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- v. The Technical Proposal shall be marked “ORIGINAL” as appropriate.
- vi. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- vii. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- viii. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- ix. State Health Society (SHS) and District Health Society reserve the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.
- iv. The Chartered Accountant Firms applying for the Audit of SHS has to submit their application in the **O/o Mission Director, PRAYAS Building, 5th Floor, Sector 38 B, Chandigarh** and The Chartered Accountant Firms applying for the Audit of DHS has to submit their application in the **O/o Civil Surgeon of the concerned District**. Appointment for the Audit of State Health Society will be done by the SHS and Appointment for the Audit of District Health Society will be done by the DHS

B. Technical Proposal:

- i. Letter of Transmittal (*Form T-1*)
- ii. Details of the Firm along with Details of Partners (*Form T-2*),
- iii. Details of Qualified Staff & Semi-qualified Staff (*Form T-3*),
- iv. Details of the Team Composition for audit (*Form T-4*): Firm must provide the structure and composition of the teams which shall be deputed (see point ii of the general guidelines above) for conducting the audit in the SHS and DHS. Firm should provide the Curriculum Vitae of the key personnel (experts) who would be leading the individual audit teams and the overall audit assignment
- iv. Description of Approach, Methodology & Work Plan for performing the Audit of SHS & DHS (*Form T-5*)
- v. Brief of the relevant experience (*Form T-6*)
- vi. Comments & suggestions on the TOR (*Form T-7*)

C. Financial Proposal:

- i. The financial bid shall be submitted only for the professional (audit) fee to be charged by the firm for the audit in a sealed envelope. This audit fee shall be inclusive of the TA/DA and taxes as applicable (service tax & cess on service tax). The Financial Bid shall be submitted as per *Form F-1*.
- ii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.



OFFICE OF MISSION DIRECTOR, NATIONAL RURAL HEALTH MISSION, PUNJAB
PRAYAAS BUILDING, SEC. 38 B CHANDIGARH, Tel.No. 0172-4012011-12

Bid Ref. No. -

- RFP can be obtained from (Date)** : 14.08.2018 upto 12:00 PM
- Last date for availability of RFP Document** : 04.09.2018 upto 12:00 PM
- Pre Bid Conference (Date/Time and Venue) for SHS & DHS** : 20.08.2018 at 11:00 AM in Committee Room, NHM, 5th Floor, Paryas Building, Sec-38 B, Chandigarh
- Last date & time for receipt of Bids** : 05.09.2018 upto 12:00 PM
- Date of opening of Technical bid** : 05.09.2018 at 3:00 PM
- Date of opening of Financial Bid** : 12.09.2018 at 12:00 PM
- Place for opening of bids for SHS** : Committee Room, NHM, 5th Floor, Paryas Building, Sec-38 B, Chandigarh.
- Place for opening of bids for DHS** : O/o the Civil Surgeon of the concerned District.
- Address for Communication for SHS** : Mission Director, State Health Society, Punjab, NHM, 5th Floor, Paryas Building, Sec 38-B, Chandigarh.
- Address for Communication for DHS** : O/o the Civil Surgeon of the concerned District.

Letter of Transmittal

To,

Mission Director/Civil Surgeon
State Health Society/District Health society
Name & Address of State/District

Dear Sir,

We, the undersigned, offer to provide the audit services for *[Insert title of assignment]* in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that State Health Society/District Health society *[Insert Name of the State/District]* is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of *[Insert Name of the Agency/Firm]* to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()

Particulars/Details of the Firm

SN	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm service Tax Registration No.	Attach copy of Registration
5	Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach balance sheet of the last three years.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters and others (Specify)	Provide a Chart
10	Audit Experience of the Firm: 1. Number of Assignments in Concurrent Audit of Corporate/PSUs Audit except Bank Branch Audit having a turnover of not less than Rs.2 crore in the last three years. 2. Number of Assignments in Social Sector Audit (Other than audit of Charitable Institutions)/ Externally Aided Projects in the last 3 years.	Copy of the Offer Letter & the Fee Charged. Copy of the Offer Letter & the Fee Charged.
11	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm for not less than 6 years (As per Certificate of ICAI as on 1.01.2018) • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. 	Attested copy of Certificate of ICAI as on 1.01.2018

A. Details of Qualified Staff (Chartered Accountants)*(Please provide attested copy of Certificate of ICAI as on 01.01.2018 for each qualified staff*

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						
..						

Details of Structure & Composition of Team and Task Assignments – DEPLOYED FOR Proposed Assignment

Each team will constitute of minimum 2 members with qualifications as below:

Name	Position/ Team Number	No's (Minimum)	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience	Number of Man days estimated for task completion
Semi- Qualified (CA Inter)	Individual District Team Leader	1				
Support Staff (Jr Auditors)	Support to District/ State team lead	1				

Description of Approach & Work Plan for performing the Audit of SHS & DHS

- A. **Technical Approach** : the firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

- B. **Work Plan**: The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones (including interim approval by the SHS), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

Brief of Relevant Experience:

A. Experience of audit in relation to Externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).						
S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

B. Experience of audit in Commercial Sector/PSUs etc.						
S. No.	Name of the Auditee Organization	Turnover of the Auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

Comments and Suggestions on the Terms of Reference

[Firm can present and justify here any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

FORMAT FOR FINANCIAL BID for Audit of State Health Society and 22 Districts Health Societies(Head Quarters):-

Item or Activity	Total Amount (in Rupees)
<p>AUDIT FEE (Inclusive of TA/DA, Service Tax and cess on Service tax) for the F/Y 2018-19 (Monthly Audit).</p> <p>Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.</p>	<p>Both in Numeric and in Words.</p> <p>Rs. _____/-</p> <p>(Rupees _____).</p>

Breakup of the Audit Fee quoted above must be provided as per following format:*

SN	Particulars	Amount
		2018-19
1	Audit of State Headquarter of SHS & 22 DHSs (Head Quarters) and other state and district level implementing units. If applying for State Audit	
	TOTAL	

* To be arrived based on the estimated man days for each category of staff proposed for the assignment.

FORMAT FOR FINANCIAL BID for Audit of Districts Health Society:-

Item or Activity	Total Amount (in Rupees)
AUDIT FEE (Inclusive of TA/DA, Service Tax and cess on Service tax) for the F/Y 2018-19 (Monthly Audit). Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Breakup of the Audit Fee quoted above must be provided as per following format:*

SN	Particulars	Amount
		2018-19
1	Audit of individual District Health Societies including sample of sub district level implementing units (covering all programs), if applying for district audit.	
	TOTAL	

* To be arrived based on the estimated man days for each category of staff proposed for the assignment.

ELIGIBILITY CRITERIA & TECHNICAL EVALUATION:

- i. Eligibility criterion of the firms shall be based on the various criterions as given in the table below. The technical proposal evaluation shall be based on the following parameters.

SN	Particulars	Min. Criteria	Status	Max Marks	Marks Obtain
1.	Number of Full Time Fellow Partners associated with the firm for not less than 6 years (As per certificate of ICAI as on 01.01.2018) Evaluation Criteria: Firms with 2 partners = 10 Above 2 partner on Proportionate basis	2		20	
2.	Turnover of the firm (Average annual Turnover in last three financial years.) Evaluation Criteria: Firms with Rs. 50 lakh turnover = 10 Above Rs.50 lakh on Proportionate basis	Min. Rs.50 Lakhs		20	
3.	Years of Existence of firm Evaluation Criteria: Firms with 10 yrs. of existence = 10 Above 10 Years on Proportionate basis	10 yrs		20	
4.	No. of assignments of Concurrent Audit of corporate or PSU entity except bank branch audit having a turnover of not less than Rs. 2 crores in the last 3 years. Evaluation Criteria: 2 = 10 Above 2 on Proportionate basis.	2		20	
5.	No. of assignments: Experience of audit in relation to externally aided projects/Social Sector projects (excluding the Audit of Charitable Institutions/ NGOs) in the last 3 years. 2 = 10 Above 2 on Proportionate basis	2		20	
			Total	100	

- ii. **Supporting Documents for Eligibility Criterions:** Following supporting documents must be submitted by the firm along with the technical proposal:

- For S. No. 1 above, the firm must submit an attested copy of Certificate of ICAI as on 01.01.2018.

- For S. No. 2, the firm must submit, a copy of the balance sheet for the last three years or Certificate issued by any other C.A. firm certifying the turnover of the firm during last three years.
 - For S. No. 4 & 5, the firm must submit a copy of the appointment letters from the auditee organizations.
- iii. The firm must achieve at least 70% of the marks to qualify on technical parameters for the purpose of the audit of State Health Society and District Health Societies.
 - iv. In case after the technical evaluation, if no bidding firm gets the minimum 70% marks than top three firms are to be taken into consideration for financial bid. If there are only one or two firms than they may be considered.

Selection Methodology:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process. 70% weightage would be given to the Technical evaluation and 30% weightage would be given to the financial bid. :

First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iii. The technical proposal scoring at least 70 % of the marks shall be considered as “Qualified on Technical Parameters”. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e. at least 70%)

Second Stage:

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 70% of maximum marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. Quality cum Cost Based (QCBS) process shall be followed.

Award of Contract:

On completion of selection process, the firm selected shall be awarded the contract of audit of SHS & DHS by issuing the Letter of Award (LOA). The firm should execute a Contract with the State Health Society (SHS) within 2 weeks of the award of the issuance of LOA. The firm shall enter in to an agreement with the SHS as per Form C-1.