

**कार्यालय जिला स्वास्थ्य समिति एवं सदस्य सचिव मुख्य चिकित्सा एवं
स्वास्थ्य अधिकारी श्रीगंगानगर (राज.)**

क्रमांक:- NHM/SGNR/24-25/6980-6985

दिनांक :- 22/7/24

निविदा सूचना संख्या NHM/SGNR 03/24-25

जिला स्वास्थ्य समिति, एवं सदस्य सचिव मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी, श्रीगंगानगर द्वारा वित्तिय वर्ष 24-25 हेतु समवर्ती अंकेक्षक की नियुक्ति की जानी है। अतः इच्छुक सी.ए. फर्म से ऑफलाईन संलग्न आर.एफ.पी. के अनुसार निविदाये आमंत्रित की जाती है।

क्र.सं.	विवरण	अनुमानित राशि	बोली प्रतिभूति राशि	निविदा प्रपत्र शुल्क	ऑफलाईन फार्म / डाउनलोड/ विक्रय प्रारम्भ होने की तिथि	फार्म जमा कराने की अन्तिम तिथि एवं समय	तकनीकी बोली फार्म खोले जाने की तिथि एवं समय
1	जिला स्वास्थ्य समिति-एनएचएम, श्रीगंगानगर के समवर्ती अंकेक्षक हेतु वित्तिय वर्ष 24-25	50000/-	2 प्रतिशत (1000रु.)	200 रुपये	23.07.2024 प्रातः 11.00 बजे से	29.07.2024 को प्रातः 11.00 बजे तक	29.07.2024 सांय 4.00 बजे

- बोली प्रतिभूति राशि 1000/- एवं बोली फार्म शुल्क 200/- रु0 का डी0डी0/बैंकर्स चैक जिला स्वास्थ्य समिति, श्रीगंगानगर के नाम से देय होगा। उक्त सभी डी0डी0/बैंकर्स चैक निर्धारित दिनांक 29.07.2024 को प्रातः 11.00 बजे फार्म के साथ इस कार्यालय में जमा कराने होंगे, इसके अभाव में बोली पर कोई विचार नहीं किया जायेगा। निविदा फार्म खोले जाने की तिथि को राजकीय अवकाश घोषित हो जाये तो अगले कार्य दिवस को खोली जायेगी।
- बोली की विस्तृत शर्तें कार्यालय के नोटिस बोर्ड से देखी जा सकती है अथवा राजकीय वेबसाईड <http://sppp.raj.nic.in> पर भी देखी जा सकती है।

NIB CODE -
UBN CODE-


**सदस्य सचिव जिला स्वास्थ्य समिति एवं
मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी
श्रीगंगानगर।**

क्रमांक:- NHM/SGNR/24-25/6980-6985
प्रतिलिपि वास्ते सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

दिनांक :- 22/7/24

- श्रीमान् मिशन निदेशक, एनएचएम, जयपुर।
- श्रीमान् निदेशक वित्त-एनएचएम, जयपुर।
- श्रीमान् जिला कलक्टर एवं अध्यक्ष जिला स्वास्थ्य समिति श्रीगंगानगर।
- श्री संयुक्त निदेशक, चिकित्सा एवं स्वास्थ्य सेवाएँ जोन बीकानेर, बीकानेर।
- नोटिस बोर्ड, कार्यालय हाजा
- राजकीय वेबसाईट पोर्टल <http://sppp.raj.nic.in> पर अपलोड हेतु।


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मुख्य चिकित्सा एवं स्वास्थ्य अधिकारी
श्रीगंगानगर।**

Request for Proposal (RFP)

For Appointment of Concurrent Auditor for District Health Society, Sri Ganganagar for Audit of all programmes under NHM including flexible pools of NRHM-RCH, NUHM, NDCP and NCD.

FY 2024-25



**National Health Mission
Sri Ganganagar (Raj)**

REQUEST FOR PROPOSAL (RFP)

District Health Society Sri Ganganagar (Raj), seeks to invite Proposal from *Chartered Accountant (CA) firms those are eligible for concurrent audit of District Health Society and all the blocks there under implementing various programs under the* National Health Mission Rajasthan for the FY 2024-25

Interested eligible bidders can submit the proposal with the CM&HO Sri Ganganagar. The technical & financial evaluation and all the selection process shall be done by CM&HO at District level.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and eligibility criteria for selection of the CA firm are given in the following paragraphs.

Section I

Terms of Reference (ToR)

National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare (MoHFW) was launched on 12th April, 2005 by the Government of India (GOI) to improve medical facilities in the country. Since 2013-14 onwards the NRHM programme has been subsumed under the umbrella programme of the National Health Mission (NHM). NHM is overarching NUHM and also includes Communicable and Non-Communicable Diseases (NCD) as well. The NHM seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections. It also seeks to reduce the Maternal Mortality Ratio (MMR) in the country from 167 to 100 per 1,00,000 live births, Infant Mortality Rate (IMR) from 37 to 26 per 1000 live births and the Total Fertility Rate (TFR) from 2.3 to 2.1.

2. One of the visions of the Mission is to increase public spending on health from 1.3% 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) (including RCH, Routine Immunization (RI), Pulse Polio Immunization (PPI) and National Iodine Deficiency Disorder Control Programme (NIDDCP)), Health System Strengthening under NRHM (including Other Health System Strengthening, Ayushman Bharat – Health & Wellness Centre (AB-HWC) and Asha Benefit Package (ABP) including facilitator payment, various National Disease Control Programmes (NDCPs) and Non-Communicable Diseases (NCDs) have been repositioned. National Urban Health Mission (NUHM) comprising of

Other Health System Strengthening and Ayushman Bharat –Health & Wellness Centre (AB-HWC) has also been added as Submission of National Health Mission.

3. At present the following Programmers/Schemes fall under the National Health Mission:

A. NHM-RCH Flexible Pool:

- a) **RCH Flexible Pool** including Routine Immunization (RI), Pulse PolioImmunization (PPI) and National Iodine Deficiency Disorder Control Programme (NIDDCP).
- b) **Health System Strengthening(HSS)under NRHM**(viz. Other Health System Strengthening,Ayushman Bharat –Health & Wellness Centres (AB-HWCs) and ASHA Benefit Package including facilitator payment) including National Programme for Prevention and Control of Deafness (NPPCD), National Oral Health Programme (NOHP), National Programme for Palliative Care (NPPC), Assistance to State for Capacity building (Burn Injury) and National Programme for Fluorosis(NPF).

B. Flexible Pool for Communicable Diseases:

- a) National Vector Borne Disease Control Programme (NVBDCP),
- b) National TuberculosisEradication Programme (NTEP),
- c) National Leprosy Eradication Programme (NLEP),
- d) Integrated Disease Surveillance Programme (IDSP).
- e) National Viral Hepatics Control Programme(NVHCP)

C. Flexible Pool for Non-Communicable Diseases:

- a) National Programme for Control of Blindness (NPCB),
- b) National Mental Health Programme (NMHP),
- c) National Programme for Health Care of the Elderly (NPHCE),
- d) National Tobacco Control Programme (NTCP),
- e) National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).

D. National Urban Health Mission (NUHM) Flexible Pool including Other HSS under NUHM and AB-HWC under NUHM.


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4. Institutional and Funding Arrangements:

For the implementation of the above programmes, MoHFW has required the creation of an Integrated Health Society at the State and District levels (registered as a legal entity at the State and District under Societies Registration Act, 1860). Such integrated State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and District Health Societies (DHSs) work in coordination with the District Collector and District Chief Medical & Health Officer (CM&HO). Program implementation is done through its District Chief Medical & Health Officer's office, Blocks, Community Health Centres (CHCs), Primary Health Centres (PHCs), Sub-Centres (SCs), Roga Kalyan Samities (RKS) and Village Health Sanitation & Nutrition Committees (VHSNC). Certain activities may be managed at the State level such as drug procurement, IEC, civil works, training using specialized entities such as SIHFW, IEC Bureau, PWD, the Directorate of Health and Municipal Corporations for the urban health components. In addition, funds are also released from SHS/ DHS to NGOs and private entities under public private participation (PPP) arrangements.

Funding & Accounting Arrangements:

Funds for the various programs under NHM are transferred from the Pay & Accounts Office of MoHFW to the State Treasuries and then from Treasuries to the SHS functioning in the State. Government of India transfer funds in the form of Grants-in-Aid to State treasuries through RBI on the basis of respective State Programme Implementation Plans (SPIPs) and approved Annual Work Plans which are prepared on the basis of District Health Action Plans (DHAPs) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS each program has separate bank account, separate books of accounts and other financial records as per the requirements of each program and also submit separate financial activity reports at varying frequencies to the respective monitoring units in MoHFW (GOI).

5. Financing by Development Partners/ Donors:

Some of the programs of NHM are also supported by development partners such as the Asian Development Bank (ADB), The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) /World Bank, etc. for which 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, if needed, by SHS/ concerned Programme Division in the State.


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Section II

Objective of audit services:

The objective of Concurrent Audit would be:-

- a. Ensuring accuracy and timeliness in maintenance of books of accounts;
- b. Tracking of advance ,follow up and settlement on priority basis;
- c. Guarding against advances being shown as expenditure in the FMRs;
- d. Ensuring accuracy in the preparation of monthly/quarterly Financial Monitoring reports, based on the books of accounts;
- e. Ensuring voucher/evidence based payments;
- f. Ensuring timely and accurate submission of financial MIS to the management;
- g. Improving accuracy and timeliness of the financial reporting from State , District & Sub District levels: and
- h. Improving internal control mechanism of the society.

A number of sub-district entities like Blocks, CHC/PHC , Sub Health Centre in the same order of priority, may be selected by the District Health Society for field visit on a monthly/quarterly basis, and its observation would be incorporated in the respective audit report.

The objective of the audit of the financial statements of State and District Health Society as well as the Consolidated Financial Statements of the State and District as a whole i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements with the expenditure reported as per the Financial Monitoring Report (FMR) is to enable the auditor to express a professional opinion as to whether:-


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Section III

Criteria for Selection of Auditors

- A) The firm must be empanelled with ICAI , without which the proposal of the firm would not be considered.
- B) Intending firms must have Head/Branch office in the District. Firm having office in the district shall be preferred. In case no application is received from a firm having office in the district, firm which office in the state shall be considered.
- C) **CA firms eligible for audit:** CA firms those are empaneled with ICAI .On clearance of Technical proposal, the auditor will be finalized on the basis of Financial Bids. In this regard, firms have to submit the details about the firm as per Form T-2.
- D) **Audit Fees and TA/DA:** The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA and Taxes.
- E) In case same audit fee is quoted by two or more CA firms, the selection of auditor shall be done considering the following factors (priority-wise): -
- Past Experience in handling Government Contracts & Conduct of the firm; and
 - Turnover of the firm.
- F) Supporting Documents for Eligibility Criteria:
- For A & B above , the firms must submit self-attested copy of certificate issued by ICAI
 - The firms or any partners of the firms should not be the black listed by the Central Govt./any state Govt. /any PSU /any other organization in respect of any assignment or behavior/attitude. Self attested declaration on letter head is required to be submitted in this regard by authorized person of the firm.


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Section IV

Terms of appointment and selection of the Auditor

- The Concurrent audit appointed once can be repainted /re-appointed for a maximum term of two financial year i.e. current year and next year. However , the Contract would be awarded for only one financial year at a time and may be renewed for the next financial year only on the basis of review of the auditor's performance by the District office.
- It will be the responsibility of the auditor to assist in preparation of the financial statement of the allotted district districts on a monthly basis.
- A record of the visiting audit team shall be maintained at the concerned facility and a certificate has to be obtained in support of its visit indicating the name & designation of the term members and the date/period of visit, from the head of that facility
- The audit reports should also cover qualitative issues emerging from the audit other than the financial statements.
- Check lists should be thoroughly filled and each aspect should be adequately elaborated observations reported on accounting ad internal control issue should be propably detailed and substantiated.
- An executive summary should be incorporated in each report providing information on aspects like quality of FMRs, maintenance of books of accounts, advances, compliance with audit observations etc.

Key Timelines

The key timelines which need to be adhered to are summarized below:

Activity	Timeline
Carrying out concurrent audit	Monthly
Submission of Audit Report by Auditor to DHS	10th of the next month
Submission of soft copy of the consolidated Executive summary & Action Taken Report to the Director, Finance, NHM, Jaipur	Quarterly- by 20th of the first month of the next quarter

Remuneration

- Audit fee will be paid on quarterly basis by DHS for District & Blocks Audit only after receipt of quarterly audit report on the basis of specific work completed by the audit firm.
- In case the appointment does not happen within the first quarter the fees would be appropriately reduced as per the decided scope and coverage.
- Audit reports should be submitted on a quarterly basis. In case of delay in


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submission of the audit report without adequate justification, 10% of the stipulated monthly fees will be deducted as penalty for each quarterly of delay. Part of a month shall be taken as full month for the purpose of deduction of penalty.

Coverage:

- Concurrent Auditor should ensure that the DHS and all blocks there under are covered during the year.
- Auditor needs to ensure that all block office (CHC) in the district are physically visited every month and associated records are verified as per the scope.

Reports

The reports at District level should include consolidated report of RCH, Additionalities under NHM, Immunization and NDCPs. In addition, it should also include instances of misappropriation/unauthorized diversion of funds as noticed during the audit.

Action Taken Report submitted by the District Accounts Manager should be vetted by the concerned Concurrent Auditor and sent along with his observations to the Director (Finance) on a quarterly basis.

Contents of Audit Report:

Concurrent Audit Report should contain the following financial statements and documents:

- Duly filled in Checklist & Executive Summary provided in the guidelines.
- **Financial statements:**
 - Audited Trial Balance
 - Audited Receipts & Payments A/c
 - Audited Income & Expenditure A/c
 - Balance Sheet
 - Audited Statement of Expenditure
- Observations and Recommendations of the auditor (including observations on blocks visited)
- Action Taken by District Health Society on the previous audit observations, along with his observations on the same
 - Bank Reconciliation Statement
 - List of advances
 - Executive summary report.


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Section V

Guidelines for Submitting the Proposals & Evaluation of Bid:

A. General Guidelines:

Eligible firms are required to submit the proposal (RFP) in two separate & sealed cover/envelops duly super scribed on Top as proposal for Concurrent Audit & Last date 25.07.2023 at 11.00A.M. as per the guidelines and formats detailed out in the following paras:

- i. The Technical Proposal shall be placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL". Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL" followed by the name of the assignment and With a warning "DONOT OPEN WITH THE TECHNICAL PROPOSAL." The envelopes containing the Technical and Financial Proposals both shall be placed in another envelope and sealed. This envelope shall bear the address, reference number and title of the Assignment, and be clearly marked "DONOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED". The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked, as instructed. This circumstance may provide a case for Proposal's/ bid's rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the proposal non-responsive/ invalid.
- ii. **Association with Other firms & Quality Assurance:** Only single firm is eligible to apply. Association/Joint ventures of two or more firms are not eligible to apply.
- iii. Interested firms should submit their proposals to DHS. The District Audit Committee shall evaluate the Technical proposal and finalize the same for opening of financial bids of eligible firms.
- iv. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- v. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.

- vi. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vii. DHS reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.
- viii. **All bid documents should be spiral bind with page no. & signature on each page.**

B. Technical Proposal:

- I Letter of Transmittal (Form T-1)
- II Details of the Firm along with Details of Partners (Form T-2),
- III Brief of relevant experience (Form T-3)

C. Financial Proposal:

The financial bid shall be submitted as per Form F-1.

Minimum Fees:

In compliance of the guideline issued by ICAI under Guideline No-1-CA(7)/03/2016 dated 7/4/2016 the minimum fees for this assignment is fixed as per T-2 The amount is inclusive of all charges except GST which shall be paid extra as applicable. Any bid with a quotation less than the minimum fees shall be rejected.

Award of Contract:

Financial Proposals of technically, eligible firms shall be opened in front of the District Audit Committee. The contract would be awarded to the firm declared successful on the basis of financial proposals i.e. on L1 basis by DHS. The concerned DHS shall intimate Director (Finance), National Health Mission, Jaipur (Raj) regarding compliance of the prescribed procedure in the selection. The firm should execute a Contract with therespective District Health Society (DHS) within 1 week of the award.

In case of tie, the successful bidder shall be selected on the basis of following:-

- Experience of audit of Externally/Internally Aided Projects/Social Sector Projects/Govt organizations (other than Audit of Charitable Institutions & NGOs) The firm having more experience shall be selected.

If could not be decided on the basis of above, then:-

- Firm's existence (in number of years)-The firm in existence for more number of years shall be selected.

Even if the decision could not be made then:-

- Average annual turnover of the firms during last three years shall be taken into account for selecting the successful firm.

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Letter of Transmittal

To,

The CM&HO,
District Health Society,
Sri Ganganagar

Sir,

We, the undersigned, offer to provide the audit services for District Health Society Sri Ganganagar in accordance with your Request for Proposal dated We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

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

The Fees quoted by us is valid till six months from the date of submission of the proposal. 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 District Health Society Sri Ganganagar 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 to submit the proposal and to negotiate on its behalf.

Yours faithfully,

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Format for Technical Proposal

Particular/Details of the Firm		
Sl No	PARTICULARS	
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	
	Mobile No. of Head Office In-charge:	
	Details of Branch in Sri Gangangar (Address, Date of Establishment etc)	
	Mobile of each Branch Office In-charge:	
3	Firm Income Tax PAN No.	
4	Firm GST	
5	Firm's Registration No. with ICAI	
6	No. of Years of Firm's existence & Date of establishment of Firm	
7	Turnover of the Firm in last three years	
8	Details of Partners:	
	Provide following details:	
	• Name of each partner	
	• Date of joining the firm,	
	• Qualification	
	• Experience	
	• Whether the partners are engaged full time or part time with the firm.	
	• Their Contact Mobile No	
9	Tender Fees Rs. 200/- DD/ BC in favour of District Health Society sri Gangangar (Atteched with Technical BID)	
10	EMD 1% of tender value Rs. 50000/- DD/ BC in favour of District Health Society sri Gangangar (Atteched with Technical BID)	

Handwritten signature
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FORMAT FOR FINANCIAL BID

(Please provide the break-up of Firm's quoted fees for each work and unit)

Particulars	Total Amount (in Rupees)
<p>AUDIT FEE</p> <p>a. Audit fess----- (Including cost of TA/DA)</p> <p>b. Service Tax-----</p> <p>c. Total Fees-----</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>

Note: In case of change in the rate of Service Tax the revised Service Tax shall be paid.


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