

State Health Society,
National Health Mission,
HEALTH DEPARTMENT, HARYANA



BAYS NO. 55-58, SECTOR-2, PANCHKULA

Tel. No. 0172-2573922/ Fax: 0172-2562939

E-TENDER for Appointment of Concurrent Auditor for State Health Society,
Haryana for Audit of all programmes under NHM & Non NHM for FY 2024-25.

Cost of Tender Document: Rs. 500/-

National Health Mission, Haryana
Bays no 55-58 Sec-2
Panchkula
e-TENDER NOTICE

Tender notice no. 5336

Dated:- 12.11.2024

E-TENDER for Appointment of Concurrent Auditor for State Health Society, Haryana for Audit of all Programmes under NHM & Non-NHM for FY 2024-25

E-tenders are invited online by the o/o Mission Director, National Health Mission, Panchkula Haryana in two bid system (i.e. Part-I: Technical Bid and Part II: Financial Bid) for hiring of services of Chartered Accountant Firms & Cost Accountant Firms for carrying out Concurrent Audit of Accounts Records of State Health Society , Haryana and various programmes under NHM for FY 2024-25.

1. The detailed tender document can be downloaded from the website <https://etenders.hry.nic.in/nicgep/app> & filled up from 19.11.2024 to 28.11.2024 (upto 1.00 PM)
2. Important dates for the tender are as follows:-

Start Date & Time of Bid Preparation & Submission	:	19.11.2024	10:30 hours
Pre Bid Meeting	:	21.11.2024	11:30 hours
Last Date & Time for Tender Document Fees deposit (non –refundable)	:	28.11.2024	13:00 hours
Closing Date & Time of Bid Preparation & Submission	:	28.11.2024	13:00 hours
Technical Bid opening	:	29.11.2024	11:30 hours
Date and time of Opening financial Bids		Opening date of Financial Bid Will be intimated later on after evaluation of Technical Bid	
Email address for communication for any queries/clarifications.		dfa.rhm@gmail.com	

3. The interested CA/CMA Firms may submit the tenders online at <https://etenders.hry.nic.in/nicgep/app> (i.e. Part-I: Technical Bid and Part II: Financial Bid) in the prescribed Performa. All the documents in support of eligibility criteria etc. are also to be scanned and uploaded during tender preparation and at submission stage. Tenders should be submitted online only, however The Bidders shall also dropped original copy of Technical Bids along with related documents in tender box kept at O/o Mission Director, NHM, Sector-2, Panchkula on or before the last date and time of submission of the E-tender on portal.
4. Financial bids of only technically qualified firms would be opened by the committee and audit should be awarded to the firm who quotes Lowest financial bid (L-1).
5. The Bidder must be registered in e-procurement portal (<https://etenders.hry.nic.in/nicgep/app>) and obtain valid class III Digital Signature Certificate (DSC) as per Information Technology (IT) Act,2000.
6. The Bidder is responsible for checking the e-procurement portal on regular basis for notification/amendments to the tender (if any).

Proposal documents without tender fee will be rejected.

-sd-

**Mission Director
National Health Mission, Haryana**

INTRODUCTION

National Health Mission is a mission of Government of India to address the health needs of rural areas and Urban areas. NHM essentially focuses on strengthening health facilities and services up to the district level in urban and rural areas. NHM envisages achievement of universal access to equitable, affordable & quality health care services that are accountable and responsive to people's needs. In order to strengthen better communication facilities with the health functionaries at basic health care level viz: SCs, PHCs, CHCs, Urban Health Centers etc. and to facilitate monitoring and supportive supervision of various health activities, programmes under NHM as a part of routine procurement process,

IMPORTANT INFORMATION

1.	Tender Inviting Authority, Designation and Address	Mission Director, National Health Mission, Bays No. 55-58, Sector-2, Panchkula. Tel. No. 0172-2573922/ Fax: 0172-2562939
	Name of Work	E-TENDER for Appointment of Concurrent Auditor for State Health Society, Haryana and various programmes under NHM for FY 2024-25.
	Tender reference	No. NHM/E-tender/Con.Audit/2024-25/5336
	Publication of Tender document and Tender Notice on Website	Tender document & notice are available at https://etenders.hry.nic.in/nicgep/app from 19.11.2024 by 10:30 am
	Tender document availability for bidding	19.11.2024 by 10:30 am onwards
2.	Cost of Bidding	(a). The payment for Tender document Fees of Rs 500/- + Processing Fees can be deposited in favour of State Health Society, Haryana payable at Panchkula through online mode only. The bidder will submit the fees online on or before the last date and time of Tender Fees submission. The Tender Document Fees of Rs. 500/- and Processing fees is non-refundable. (b) The bidder shall bear all costs associated with preparation and submission of bids and NHM Haryana will not be liable for the cost incurred, regardless of the outcome of the bidding process.
4.	Queries/clarifications/suggestions related to tender document.	May be send in writing through e-mails at below mentioned e-mail IDs (dfa.rhm@gmail.com) latest by 25.11.2024 till 4:00 pm Note:- No queries/clarification will be entertained after 25.11.2024

5.	a) Email address for communication for any queries/clarifications b) Clarification to vendor query /release of corrigendum/ (if required by Committee)	dfa.rhm@gmail.com 26.11.2024 till 4:00 pm.
6.	Last date & time for submission of e-Tender	28.11.2024 till 1:00 pm
7.	Date and Time of Opening of Technical Bids	29.11.2024 at 11:30 am
8.	Date and time of Opening financial Bids	Will be intimated later on
9.	Validity of e-bids	90 days from the date of opening of e-bids
10.	Validity of price bid after finalization of successful bidder	1 Year from date of award of work order
11.	<ul style="list-style-type: none"> i. Eligibility Criteria: Refer to Tender Document. ii. Two Bid system i.e. Stage- 1 Prequalification cum Technical Bid: Stage 2 Financial Bids. iii. Bidder(s) will submit the sealed hard copy of technical bid as uploaded on above mentioned website upto the last date and time of submission of e-tender i.e. 28.11.2024 till 1:00 p.m. The hard copy must be submitted in the O/o National Health Mission , Bays no 55-58 Sector-2 Panchkula (Haryana) by the Bidders who apply for the Concurrent Audit of State Health Society, Haryana for FY 2024-25. v. Final decision will be as per the description of Technical & Financial evaluation. 	

Sd/-
Mission Director
National Health Mission, Haryana

Procedures for submitting Tenders

1. Under this process, the Technical online bid Application as well as online Price Bid shall be invited online at single stage i.e. Technical & Financial Bid. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (Technical Bids) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those applicants whose Technical Bids Applications are responsive to eligibility and qualifications requirements as per Tender document.
2. The Bidders shall have to submit their Bids online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on <https://etenders.hry.nic.in/nicgep/app> & for registration, they will be provided with a user ID and a system generated password enabling them to submit their Bids online using Digital System Certificates (DSC).
3. Tenders without digital signatures will not be accepted by the Electronic Tendering System. No Tender will be accepted in physical form and in case, it has been submitted in the physical form, it shall be rejected straightway. The interested CA/CMA firms have to submit the tenders through e-procurement portal as per required packet/cover contents, however hard copy (technical bid) must be submitted in the O/o National Health Mission , Bays no 55-58 Sector-2 Panchkula (Haryana) by the Bidders who apply for the Concurrent Audit of State Health Society, Haryana and various programmes under NHM for FY 2024-25 upto the last date and time of submission of e-tender i.e.28.11.2024 till 1:00 p.m.

4. Bids will be opened online as per time schedule mentioned above.
5. National Health Mission, Haryana will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
6. The conditional bids shall not be considered and may be out rightly rejected in very first instance. The Bidders are required to upload self-attested & scanned copies of the relevant documents required as per Terms & Conditions, failing which their bids may be out-rightly rejected and will not be considered.
7. The Financial Bid through e-tendering of only those bidders shall be opened who will qualify in the technical bid.
8. The Financial Bid must be uploaded exclusively on the e-tender portal. There is no need to send a hard copy of the financial bid along with the Technical Bid. If any CA/CMA Firm submits a hard copy of the Financial Bid either with the Technical Bid or directly to the Office of the Mission Director, NHM, Haryana, their bid will be rejected and will not be considered for Technical evaluation.
9. Technical bid should be in the format given in **Appendix-H**, duly filling in all required details and duly signed by the bidder/his authorized signatory on each page.
10. All the requisite documents must be attached with the Technical bid duly signed by **AUTHORISED SINGNATURED AS SPECIFICED IN Appendix-H**

Evaluation of Technical bids:

Technical Evaluation

The NHM Haryana may incorporate any changes in the RFP based on acceptable suggestions received from the Vendors. The decision of the NHM Haryana regarding acceptability of any suggestion shall be final in this regard and shall not be called upon to question under any circumstances. The prospective bidders shall submit their queries/questions in writing through e-mail on dfa.rhm@gmail.com to reach NHM Office on or before 25.11.2024 up to 4:00 pm. No queries/clarifications will be entertained after 25.11.2024. The responses will be conveyed to all the prospective bidders through website posting by way of information regarding amendments / clarifications at website <https://etenders.hry.nic.in/nicgep/app> and no participant would be intimated individually about the response of the NHM Haryana.

The eligibility criteria will be first evaluated as defined in Request for Proposal (RFP) for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria. Scrutiny of the tender document will be done by the Audit Committee to determine whether the documents have been properly signed, Tender Fees paid and all relevant papers submitted. Tenders not conforming to such requirements will be prima facie rejected.

General Terms and Conditions

1. E-Bids shall remain valid for 90 days after the date of opening of e-Bids prescribed by the NHM, Haryana. An e-Bid with validity of a shorter period than specified shall be rejected by the NHM , Haryana as non-responsive.
2. At any time prior to the date of submission of bid, NHM may for any reason, whether at its own initiative or in response to a clarification sought/requested by a prospective bidder, modify the bidding documents by an amendment. All prospective bidders who have received the bidding document will be notified of the amendment in writing/through e-mail/website and same will be binding on them. In order to allow reasonable time, for taking the amendment into account, NHM may at its discretion, extend the date and time for submission of bids.
3. NHM Haryana reserves the right to cancel this invitation and / or invite fresh Proposals with or without amendments to this invitation, without liability or any obligation for such invitation and without assigning any reason.

Request for Proposal (RFP)

For Appointment of Concurrent Auditor for State Health Society, Haryana for Audit of all programmes under NHM & Non NHM for FY 2024-25.

[2024-25]

REQUEST FOR PROPOSAL (RFP)

- ✓ State Health Society Haryana, seeks to invite Proposal from **Chartered Accountant(CA) Firms and Cost and Management Accountant(CMA) Firms meeting the minimum eligibility criteria** for conducting the Concurrent audit of State Health Society ,Haryana and various programmes under the National Health Mission for the financial year 2024-25.
- ✓ This appointment will be for one year & can be renewable for next year subject to the satisfactory performance of Concurrent Auditors.
- ✓ A complete set of RFP specifying eligibility criteria, and other terms and conditions applicable for the above said assignment can be downloaded from Website <https://etenders.hry.nic.in/nicgep/app>
- ✓ Important Dates & Address are as follow:

Start Date & Time of Bid Preparation & Submission	:	19.11.2024	10:30 hours
Pre Bid Meeting	:	21.11.2024	11:30 hours
Last Date & Time for Tender Document Fees deposit (non – refundable)	:	28.11.2024	13:00 hours
Closing Date & Time of Bid Preparation & Submission	:	28.11.2024	13:00 hours
Technical Bid opening	:	29.11.2024	11:30 hours

Particulars	Address
Place of pre bid conference for the audit of State Health Society, Haryana	O/o Mission Director, NHM Haryana, Bay No 55-58, Paryattan Bhawan, Sec-2 Panchkula-134109
Place for opening of Technical & Financial Bids for the Concurrent Audit of State Health Societies	O/o Mission Director, NHM Haryana, Bay No 55-58, Paryattan Bhawan, Sec-2 Panchkula-134109
Contact number of State Health Society	0172-2581516
E-mail ID of State Health Societies	dfa.rhm@gmail.com

Terms of Reference (ToR)

Following Sections must be read carefully:

Section 1: Introduction of Concurrent Audit

Section 2: Background of National Health Mission

Section 3: Object of Concurrent Audit

Section 4: Scope & Coverage of Concurrent Audit of State Health Society, Haryana

Section 5: Frequency of Concurrent Audit

Section 6: State Audit Committee

Section 7: Auditing Standards to be followed by the CA/CMA Firms

Section 8: Terms for appointment of Concurrent Auditor

Section 9: Content of Concurrent Audit Report & Executive Summary Report

Section 10: Key Timelines

Section 11: Appointment & Selection of Concurrent Auditor (including guidelines for submission of proposal)

Section 12: District wise detail of Health Institutions Under NHM, HARYANA

Section 13: Responsibility of District Health Societies.

Section 14: Facilitation of the Audit

Section 15: Some important Issues

Section 16: Monitoring & Evaluation

Section 17: Technical evaluation & selection methodology.

Section 18: Monthly Financial Reporting at District level.

Section 19: Penalty Clause

SECTION 1: INTRODUCTION OF CONCURRENT AUDIT

Concurrent Audit is a systematic examination of financial transactions on 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. Independent Chartered Accountant firms and Cost & Management Accountant Firms are needed to be appointed at State level to undertake monthly audit of National Health Mission(NHM) & Non NHM Programmes.

SECTION 2: BACKGROUND OF NATIONAL HEALTH MISSION

1. National Rural Health Mission (NRHM)(at present known as National Health Mission) 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 area in the country. 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 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. It has now been termed as National Health Mission (NHM). NHM is overarching NUHM also and includes Non-Communicable Diseases (NCD) as well.
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. National Urban Health Mission (NUHM) has also been added as submission of National Health Mission.

3. At present the following Programmes/Schemes falls under the National Health Mission:

A. NHM-RCH Flexible Pool:

- RCH Flexible Pool (including Routine Immunization (RI), Pulse Polio Immunization (PPIP) & National Iodine Deficiency Disease Control Programme (NIDDCP) etc.
- Health System Strengthening (including AYUSH, 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), National Programme for Fluorosis(NPF) etc.

B.National Urban Health Mission (NUHM).

C. Flexible Pool for Communicable Disease:

- ✓ National Vector Borne Disease Control Programme (NVBDCP)
- ✓ National Tuberculosis Elimination Programme (NTEP)
- ✓ National Leprosy Eradication Programme (NLEP)
- ✓ Integrated Disease Surveillance Project (IDSP)

D. Flexible Pool for Non-Communicable Disease:

- ✓ National Programme for Control of Blindness (NPCB)
- ✓ National Mental Health Programme (NMHP)
- ✓ National Programme for Health Care of the Elderly (NPHCE)
- ✓ National Tobacco Control Programme (NTCP)
- ✓ National Programme for control of Deafness
- ✓ National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)

In addition to the above programmes covered under the umbrella of NHM, the following Non NHM Grants are also handled by the State as well as District Health Societies:

- (1) HUDA Grant
- (2) Construction worker Grant
- (3) IMR Grant
- (4) TFC/PWD Grant
- (5) ASHA/ANM State Budget etc.

4. Funding & Accounting Arrangements:

The limit has been transferred by the State Health Society to the District Health Societies under the Single Nodal Account (SNA) and the limits are further transfer by the Districts to the DH/SDH/CHC/PHC/SC under the Single Nodal Account (SNA), however NHM funds are to be utilized as per approved RoP of respective District and Non NHM funds are to be utilized as per the guidelines of the respective Programme.

5. Constitutions of State Health Society and District Health Societies:

At the state level State Health Mission has been constituted under the Chairmanship of Honorable Chief Minister while the State Health Society has been constituted under the chairmanship of Chief Secretary of Haryana. Similarly at the district level District Health Mission has been constituted under the chairmanship of Honorable Minister In-charge of the district while District Health Society (DHS) has been formed under the Chairmanship of Deputy Commissioner.

For achievement of NHM goals and for effective implementation of NHM activities additional resources and capacities at various levels have been created, viz., State Programme Management Unit (SPMU) – at the state level, District Programme Management Unit (DPMU) at district level and Block Programme management (BPMU) at block level.

SECTION 3: OBJECTIVE OF CONCURRENT AUDIT

- (i) The primary objective of the monthly concurrent audits is to enable the concurrent auditors to examine the accounts pertaining to the National Health Mission programme & Non NHM funds maintained by the State Health Societies on a continuous basis, provide necessary technical and hand holding support with a view to ensure timely preparation of accounts and financial Monitoring reports (FMRs), reliability of information, effective monitoring of programme activities and advances, etc.
- (ii) Inter unit reconciliation
- (iii) Verification of Monthly Financial Reporting (as per Appendix A).
- (iv) Others key objectives:-
 - ◆ 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 access & improve overall internal control systems.

SECTION 4: SCOPE OF CONCURRENT AUDIT

1. The scope of audit covers all activities being implemented by the State Health Societies, viz.
 - Flexible Pool for RCH & Health System Strengthening, National Health programme and National Urban Health Mission
 - NTEP
 - NLEP
 - IDSP
 - NVBDCP
 - NPCDCS
 - NPHCE
 - NPCB
 - NMHP
 - NPCD
 - HUDA Grant
 - IMR Grant
 - TFC/PWD Grant
 - Construction worker Grant
 - COVID-19 Emergency Response and Health Systems Preparedness Project
 - 15th Finance Commission
 - Pradhan Mantri – Ayushman Bharat Health Infrastructure Mission (PM-ABHIM)
 - ASHA/ANMs State Budget etc.
2. The concurrent auditors are required:
 - To review of the Books of Accounts of State Health Societies and expenditure incurred by the SHS.
 - To audit of Financial Statements of SHS.
 - To conduct Concurrent Audit of Expenditure under the COVID-19 Package.
 - To verification of the Monthly Financial Reporting of District Health Societies (as per Appendix A)
 - To review and analysis of the Age wise and Party wise Advances Report.
 - To comparison between financial and physical performance and analysis
 - To filling in the checklist provided.
 - To vetting of the District ATRs and providing observations thereon

- To examine and ensure that the books of accounts of SHS are maintained accurately and in are updated in a timely manner as per operational guidelines for financial management.
- To express an opinion on whether the expenditure reported by the SHS to the higher authorities for the NHM project through the Financial Management Report (FMR)/ statement of expenditure (SOE), presents fairly and accurately, in all material aspects.
- To any other evaluation work, as desired by the Audit committee.

Important Note: (1) Concurrent auditor of state health society will function as nodal auditor for the NHM who will oversee the work of all District Concurrent Auditors. For ensuring quality and timely completion of the whole audit exercise, the District Auditors are expected to cooperate and comply with the directions of the nodal auditor as and when given and will provide necessary information when demanded.

(2) It must be noted first of all the District Health Society shall compiled the expenditure report of all health institution on or before 8th of month and then concurrent auditors will start monthly audit between 9th to 12th of each month.

(3) Concurrent auditors of State Health Societies shall start audit between 15 to 20 of every month subject to exception as mentioned in the notes of key timelines section.

(4) The Concurrent auditor of state health society will function as nodal auditor for the NHM who will oversee the work of all District Concurrent Auditors. Hence, the firm appointed as Concurrent Auditor of State Health Society, Haryana shall not be selected as Concurrent Auditor of any District Health & Family Welfare Society of Haryana State.

SECTION 5: FREQUENCY OF AUDIT

Concurrent Audit will be carried out on a “Monthly basis”. Districts shall compiled the monthly Financial Reporting(including Tally Data) on or before 8th of month immediately succeeding the relevant month and the concurrent auditor shall visit for the Audit between 9th to 12th of month immediately succeeding the reporting month. After the completion of Audit and after making rectification entries as recommended by the Concurrent Auditors, DHS shall send the monthly FMR to the SHS on or before 12th of month immediately succeeding the reporting

month. State level auditors shall visit for audit between 15th to 20th of every month subject to the exception mentioned in the notes of key timelines.

SECTION 6: STATE AUDIT COMMITTEE

- (1) Formation of State Audit Committee
- (2) Functions of State Audit Committee
- (3) Formation of State Audit Committee**

An audit committee is required to be formed at State level for monitoring and evaluation of Concurrent audit. The member of audit committee should be the following:

Person	Designation in Committee
Director Finance & Accounts	Member Secretary
Deputy Director (NCD)	Member
Deputy Director (NTEP)	Member
Programme Officer (NUHM)	Member
Chief Account Officer (NHM)	Member
State Finance Manager	Member
IPAI Consultant	Member

(1) Functions of State Audit Committee

- Selection and appointment of State Concurrent auditors
- Issue of advertisement for appointment of State Concurrent auditor.
- Final concurrence for the appointment of District concurrent auditors.
- Monitoring timely audits at State & District level and timely submission of audit reports.

- As per D.O. Letter No. Z-18015/19/2020-NHM-II-Part (I) dated 06.08.2020 issued by MoH&FW, GoI, the State Audit Committee must ensure that the auditor engaged for Concurrent Audit of NHM also conducts Concurrent Audit of Expenditure under the COVID-19 Package
- Discuss the key audit findings with state concurrent auditor and suggest appropriate actions.
- Monitoring whether adequate follow up action is being taken by the State Finance Personnel on the audit observations.
- Authorize the payment of remuneration to the auditor (only after approving the Action taken report on the issues highlighted during the course of audit).
- Carrying out an assessment of audits in case the auditors are being considered to be reappointed.

The State Health Committee should meet at least 4 times in a year.

Section 8: Auditing Standards to be followed by the CA/CMA Firms

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.

Section 9: Terms for appointment of Concurrent Auditors

State Level

1. At the state level, the concurrent auditor appointed once can be retained reappointed for a maximum of two financial years i.e. current year and next year.
2. However, the contract awarded should be for one year at a time and should be renewed next year on the basis of review of auditor's performance.

Section 10: Content of Monthly Concurrent Audit Report & Quarterly Executive Summary Report

(1) Contents of Monthly Concurrent Audit Report & Quarterly Executive Summary Report for State level Auditors

(1) Content of Monthly Concurrent Audit Report and Quarterly Executive Summary Report for State level Auditor

It may be noted that the Concurrent Audit Report of a State Health Societies is required to be submitted on monthly basis and the Executive Summary Report of State Health Societies is required to be submitted on quarterly basis.

- (a) Content of Monthly Concurrent Audit Report of SHS
- (b) Content of Quarterly Executive Summary Report of SHS

(a) Content of monthly concurrent audit report of SHS

The monthly Concurrent Audit report of SHS should contain the following reports and documents:

- Audited Trail Balance of State Health Societies(including Non Communicable Disease & Communicable Diseases Programmes)
- Bank Reconciliation Statement of SHS of all banks including Non NHM Banks(including Non Communicable Disease & Communicable Diseases Programmes)
- List of advances of SHS (including Non Communicable Disease & Communicable Diseases Programmes)

Audited FMR(including Non Communicable Disease & Communicable Diseases Programmes)

Mandatory Books of Accounts Status(Yes/No format as per Appendix G)

- Observations and recommendations of auditors particularly covering the following aspects:
 - i. Deficiencies noticed in internal control
 - ii. Suggestions to improve the internal control
 - iii. Extent of non compliance with guidelines issued by GOI.
- Action taken by State Health Societies(including Non Communicable Disease & Communicable Diseases Programmes) on the previous audit observations, along with his observations on the same.

Important Notes:.

The Audit observations & recommendations must be classified into the following categories so that the same may be monitor by the concerned Programme Officer:

- i) Flexible Pool for RCH & Health Sysytem Strengthening, National Health programme and Non NHM Grant.
- ii) Non Communicable Disease.
- iii) Communicable Diseases.
- iv) NUHM

(b) Content of Quarterly Executive Summary Report of SHS

As per Appendix C

SECTION 11: KEY TIMELINES

The Key Timelines which need to be adhered to are summarized below:

Concurrent Audit for the Period April 2024 to March 2025.

Activity	Timelines
Carrying out concurrent audit	Monthly
Submission of Audit Report by Auditor to SHS	15 th of the next month

Submission of soft copy of the Quarterly Executive summary (SHS & DHS) & Action taken report of previous three month Audit Report by the SHS to the Mission Director, MoHFW, GoI	25 th of the month immediately succeeding the reporting quarter
Submission of Hard copy of the Quarterly Executive summary (SHS & DHS) & Action taken report of previous three month Audit Report by the SHS to the Mission Director, MoHFW, GoI	30 th of the month immediately succeeding the reporting month

Section 12: APPOINTMENT & SELECTION OF CONCURRENT AUDITOR (INCLUDING GUIDELINES FOR SUBMISSION OF PROPOSAL)

State Level Auditors

- Appointment and selection of the state level concurrent auditor will be done by the State Audit Committee through e-Tender System.
- Interested Firms should upload their bids directly at e-tender portal in two parts – Technical and Financial bids. The Bidder should upload scan copy of **Technical Bids at www.etenders.hry.nic.in and submitted the Hard Copy(original copy) of Technical Bids along with all related documents** in sealed envelopes by dropping in Tender Box kept at O/o Mission Director, NHM, Sector-2, Panchkula. This should be opened in meeting of the State Audit Committee.
- The Bidder should upload the signed bids documents (all page) technical bids.
- The State Audit Committee would first download the technical bids from e-Tender portal and evaluate them on the basis of the criteria as prescribed in the guidelines. The base minimum figures/threshold will be 70% and CA/CMA firms scoring above the base minimum figure i.e. 70% would be deemed to be considered as technically qualified to undertake the job.
- The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs. Each page, Form, Annexure and Appendices of the Technical Proposal must be signed by the Authorized signatory of the firm.

- Financial bids of only technically qualified firms would be opened by the State Audit committee and audit should be awarded to the firm who quotes lowest bid in financial bid (L-1).
- In the event that two or more firms quote the same fees (L-1), the contract for concurrent audit work for FY 2024-25 will be awarded to the firm that has the highest score in the technical bids among those firms.

- The Financial Bid must be uploaded exclusively on the e-tender portal. There is no need to send a hard copy of the financial bid along with the Technical Bid. If any CA/CMA Firm submits a hard copy of the Financial Bid either with the Technical Bid or directly to the Office of the Mission Director, NHM, Haryana, their bid will be rejected and will not be considered for Technical evaluation.

- State Health Society (SHS) 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.

- CA/CMA Firm shall have to depute one dedicated team consisting of at least one Qualified Chartered Accountant/Qualified CMA and at least one Semi Qualified Chartered Accountant/Assistant/Trainees of CA/CMA for successful completion of Concurrent audit as per the requirement of RFP.

- If the required constitution of the team is not deployed or Audit is not performed as per guidelines of RFP, the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry informed.

- 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 eligible 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).

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

- Chartered Accountant Firms and Cost & Management Accountant firms are eligible for participating in tender.

- The bids will be opened by the Audit Committee as per Date and time mentioned above in the presence of the authorized representatives of the bidders. The representatives attending the bid opening proceedings must bring an authorization letter from the bidders.

Technical & Financial Proposal will consist:

- i. Letter of Transmittal (*Form T-1*) attached below
- ii. Details of the Firm along with Details of Partners (*Form T-2 attached at Appendix H*)
- iii. Financial Bid (*Form F-1*) attached below

Important note: (1) State Health Society (SHS) 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.

(2) If the required constitution of the team is not deployed or Audit is not performed as per guidelines of RFP, the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry informed.

Section 13: DISTRICT WISE DETAIL OF HEALTH INSTITUTIONS UNDER NHM,HARYANA

Detail attached at Appendix D

Section 14: RESPONSIBILITIES OF STATE HEALTH SOCIETY

- Compliance of Audit Observations

The members of State Audit Committee shall be responsible for compliance of audit observations made in the audit report within the limit prescribed.

- Timely Closure of Books of Accounts

State Health Society finance personnel need to ensure timely closure of books of accounts. All the relevant records belong to the section of

content of Audit Report should be prepared and kept ready. This will facilitate in commencing audit quickly.

- Production of relevant documents for Audit

SHS shall be under obligation to provide the following:

- Books of Accounts
- Prescribed registers
- Files regarding purchase of all types of goods/items
- Files of Construction works
- Any other document requested by auditor in support/ reference of the above.

SECTION 15: FACILITATION OF THE AUDIT

The following arrangements need to be made for the auditors by the Audit Committee:

- To provide proper space for sitting during conduct of audit.
- To provide requisite explanations & documents on the queries raised by the auditor during audit.
- To provide auditors with ATRs on previous audit observations without any delay.
- To arrange payments to the auditor on Quarterly basis after fulfillment of conditions as mentioned in section 13.

SECTION 16: SOME IMPORTANT ISSUES

- In case of districts/ blocks visited during the audit, the audit report should contain a separate checklist for each unit covered and respective observations should also be included.
- The audit report should also cover qualitative issues emerging from the audit other than the financial statements.
- The State Audit Committee Shall meet at least 4 times in a year (i.e. once every 3 months) for follow up on the observations made by the auditor.

SECTION 17: MONITORING & EVALUATION

- In order to effectively handle the audit observations, they should be classified as ‘material’ and ‘non- material’ based on their impact. Observations related to system deficiency should also be separately noted for system improvements.

SECTION 18: TECHNICAL EVALUATION & SELECTION METHODOLOGY

Attached at Appendix F

SECTION 19: MONTHLY FINANCIAL REPORTING AT DISTRICT LEVEL

Attached at Appendix A

SECTION 20: PENALTY CLAUSE

- a. The State Audit Committee may impose penalty up to 10% of the respective month audit fee, if monthly / quarterly concurrent audit report is not submitted by the concurrent auditor in stipulated period.
- b. In case concurrent auditor at State Level fails to complete the work as per RFP/TOR or instructions given by the State Audit Committee or latter on if any major point/ serious irregularities pointed out by the Statutory Auditor/ Divisional / State level Audit Team which the concurrent auditor expected to report in their report, then State Audit Committee may decide to black list the firm for the audit of National Health Mission work for three year

Form T-1**Letter of Transmittal**

To,
The Mission Director
State Health Society(NHM)

Dear Sir/Madam,

We, the undersigned, offer to provide the audit services for State Health Societies in accordance with your Request for Proposal dated [*Insert Date*]. 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 misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid for 1 Year from date of award of work order. 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, Haryana 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 C.A. /CMA Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,
()

Appendix B: Quarterly Executive Summary report of DHS

(To be submitted to FMG wing of State Haryana by the District Audit Committee, District Health & Family Welfare Society.)

Name of District:

For the Quarter ended.....

Question no 1 to 4 related with Coverage of Audit

Question no 1: Whether monthly Concurrent Audit has been taken?

Question no 2: Mentioned the name of SKS where field visit made by the Concurrent Auditors during this quarter ?

Question no 3: Mentioned the number of SKS where filed visit not made by Auditors.

Question no 4: Mentioned the list of SKS where mandatory books of Accounts not maintained as per the MoHFW, Guidelines and where no audit has been done in the previous year.

Question no 5 to 9 related with Books of Accounts:

Question no 5: Name of DHS/CHC/DH and SDH where books of Accounts not maintained in Tally ERP 9 Customized software.

Question no 6: Name of Health Institution (DHS/CHCs/PHCs/DH/SDH/FRUs) where Manual Cash book is not being maintained.

Question no 7: Name of Health Institution (DHS/CHCs/PHCs/DH/SDH/FRUs) where BRS is not maintained on monthly basis.

Question no 8: Name of Health Institutions(DHS/CHCs/PHCs/DH/SDH/FRUS) where ledger is not maintained properly.

Question no 9: Name and number of Health Institutions(DHS/CHCs/PHCs/SDH/DH/FRUs) where trail balance is not maintained on monthly basis.

Questions no 10 to 13 related with Reporting requirement & guidelines

Question no 10: Name of Health Institutions (CHCs/PHCs/SDH/DH/FRUs) that have not submitted the monthly financial reports.

Question no 11: Whether audit report has been submitted by the concurrent auditor within the prescribed time limit, if no then mentioned the extent of delay along with reasons.

Question no.12: Provide CHC/PHC list of Advances which are outstanding for more than a year.

Question no. 13: Whether delegation of Administrative & Financial powers have been taken place as per the instruction of State Health Society?

Question no 14 related with District Level Audit Committee

Question no 14: Mentioned the number of meeting held by District level audit Committee during the current financial year.

DAM

Dy Civil Surgeon

Civil Surgeon

Concurrent Auditor

Appendix-C: Quarterly Executive summary Report of State Health Society, Haryana

(To be submitted to FMG, MoHFW, GoI by the State Programme Management Support Unit, State Health Society)

**Name of the State HARYANA
For the Quarter ended on**

Part A: State level issues:

Books of Accounts

Reply

1. Whether books of accounts of SHS are computerized ? if yes, whether any ERP system has been implemented?-
2. Whether registers related to budget receipt and control, advances, staff payments, stock investments etc. are being maintained properly?
3. Whether the Quarterly FMRs and Statement of Fund Position are based on books of accounts and prepared in the prescribed format?
4. Whether the Quarterly FMR and Statement of Fund Position are audited by the concurrent auditor?

Disbursement & utilization of funds

5. Provide a list of advances and total amount involved which are outstanding for more than a year. Mention the follow up action taken for the same

6. Whether the Provisional Utilization Certificates sent to GOI have been audited by the concurrent auditor?

7. Whether there is any significant delay in disbursing the funds to Districts, after their receipts from GOI?

8. Whether the posts of State Finance Manager and State Accounts Manager are filled up? If vacant, since when?

Monitoring & evaluation

9. Whether the state audit committee has been meeting at regular intervals? (Indicate the number of meetings held during the period)-

10. Whether audit observations of the concurrent auditor have been complied with?-

11. Whether Action Taken Report on observations has been submitted regularly?

12. Whether the SHS has sent the Action taken Report (ATR) on the last concurrent Audit Report of the DHS to the GOI?

Reply

Others

13. Whether unification of financial and accounting processes as per GOI Notification No.107/FMG/2005-06 dated 14.12.2006 has been completed?-

14. Whether delegation of Administrative and Financial powers have taken place as per GOI guidelines (circulated vide D.O. No. 118/RCH-Fin/2006-07 dated 1st May, 2007).

Part-B: District Level issues:**Coverage**

15. Name of the Districts where monthly concurrent audit has not taken place (specify the reason).

16. Number of districts where all the blocks have not been covered at least once in the course of audit (indicate the numbers in each district).

17. Number of blocks (district wise) where the peripheral units have not been visited-

Reply

18. Number of Rogi Kalyan Samities (district wise) last annual audit has not been done.

Books of Accounts:

19. Name of the Districts where books of accounts are not computerized. Provide a district wise breakup of health facilities for the same.

20. Name of the Districts where Cash Books are not being maintained/ closed on a daily basis. Provide a district wise breakup of health facilities for the same.

21. Name of the Districts where Bank Reconciliation is not being done on a monthly basis. Provide a district wise breakup of health facilities for the same.

Reporting

22. Name of the Districts which have not submitted the Statement of Fund Position in the last three months.

23. Name of districts that have not submitted their Concurrent Audit Report on time. Also mention the extent of delay.

24. Name of the District which have not submitted FMRs/ SOEs in the last three months.

25. Name of the Districts where SOEs/ FMRs are not being submitted in prescribed format.

26. Whether the SOE/FMR submitted by the districts includes the SOE from all the Block/CHC/PHC etc. on regular basis and on the basis of the Books of Accounts only? Report the exceptions to the same.

27. Provide a list of advances and total amount involved District -wise which are outstanding for more than a year. Mention the follow up action taken for the same-

Audit Committee

28. Number of Districts where Audit Committee has not been constituted/is not meeting as regular intervals (Indicate the names).

Others

29. Number of Districts where unification of finance and accounting processes has not taken place as per GOI guidelines-.

30. Number of Districts where post of District Accounts Manager has been vacant more than 3 months.-

31. Number of districts where Delegation of Administrative and Financial Powers have not taken place as per Guidelines

Part-C: Pending issues:

Whether the issues raised in the last Quarterly Executive Summary have been addressed? List down the details of major pending issues-

CONCURRENT AUDITOR

**DIRECTOR (FINANCE & ACCOUNTS)
State Health Society**

ANNEXURE Executive Summary

(To be submitted to FMG, MoHFW, Gol by the State Programme Management Support Unit, State Health Society)

Name of the District _____

For the Quarter (due dates: 31st July/31st Oct/31st January/30th April)/ Year

Note: Based on the three monthly reports, this report has to be submitted along with the Quarterly Financial Monitoring Report

Part:-A District level issues:

Coverage

1. Name of the Districts where monthly concurrent audit has not taken place. (specify the reason)
2. Number of districts where all the blocks have not been covered at least once in the course of audit. (indicate the numbers in each district)
3. Number of blocks (district wise) where the peripheral units have not been visited.
4. Number of Rogi Kalyan Sammitte (district wise) where last annual audit has not been done.

Book of Accounts

5. Name of the Districts where books of accounts are computerized. Provide a district wise breakup of health facilities for the same.
6. Name of the Districts where Cash Books are not being maintained/closed on a daily basis. Provide a district wise breakup of health facilities for the same.
7. Name of the Districts where bank reconciliations is not being done on a monthly basis Provide a district wise breakup of health facilities for the same.

Reporting

8. Name of the Districts which have not submitted the Statement of Fund Position in the last three months.
9. Name of districts that have not submitted their concurrent audit reports on time. Also mention the extent of delay.
10. Name of the Districts which have not submitted FMRs/SOEs in the last three months.
11. Name of the Districts where the SOEs/FMRs are not being submitted in prescribed format.

12. Whether the SOE/FMR submitted by the districts includes the SOE from all the Blocks/CHC/PHC etc. on regular basis and on the basis of the Books of Accounts only? Report the exceptions to the same.
13. Provide a list of advances and total amount involved District- wise which are outstanding for more than a year. Mention the follow up action taken for the same.

Audit Committee

14. Number of districts where audit committee has not been constituted/ is not meeting at regular intervals (Indicate names).

Others

15. Number of Districts where unification of finance and accounting processes has not taken place as per GOI guidelines.
16. Number of districts where posts of District Accounts Manager has been vacant for more than 3 months.
17. Number of Districts where Delegation of Administrative and Financial powers have not taken place as per GOI guidelines (circulated vide D.O. No 118/RCH-Fin 2006-07 dated 1st may, 2007)

Part-B: Pending issues:

Whether the issues raised in the last Quarterly Executive Summary have been addressed? List down the details of major pending issues.

**CONCURRENT AUDITOR,
DISTRICT HEALTH & FAMILY WELFARE SOCIETY**

**DISTRICT ACCOUNTS MANAGER
DISTRICT HEALTH & FAMILY WELFARE SOCIETY**

<u>APPENDIX-D</u> <u>Detail of Health Institution Under NHM</u>			
Sr. No.	Name of District Health Welfare Society	Name of DAM/AA	Phone Number of Dam/AA
1	District Health & Family Welfare Society , Ambala	Mr. Kunal	7015996787
2	District Health & Family Welfare Society , Bhiwani	Mr. Parveen	7015996576
3	District Health & Family Welfare Society , CharkhiDadri	Mr. Bharat Bhushan	7015999136
4	District Health & Family Welfare Society , Faridabad	Mr. Sandeep Jain	7015996584
5	District Health & Family Welfare Society , Fathehabad	Mr. Arun Bansal	9315611999
6	District Health & Family Welfare Society , Gurgaon	Mrs. Jyoti	7015996587
7	District Health & Family Welfare Society , Hissar	Mr. Amit Garg	7015999138
8	District Health & Family Welfare Society , Jhajjar	Mr. Pankaj Verma	7015997456
9	District Health & Family Welfare Society , Jind	Mr. Hemant	7015996591
10	District Health & Family Welfare Society , Kaithal	Mrs. Reena (AA)	9466829830
11	District Health & Family Welfare Society , Karnal	Mr. Ranbeer	9896730808
12	District Health & Family Welfare Society , Kurukshetra	Mr. Dinesh Saini	9541131086
13	District Health & Family Welfare Society , Narnaoul	Ms. Pooja yadav	7015999077
14	District Health & Family Welfare Society , Mewat	Ms. Pooja	9728783578
15	District Health & Family Welfare Society , Palwal	Mr. Jatinder	8930024765
16	District Health & Family Welfare Society , Panipat	Mrs. Yogita	9729745110
17	District Health & Family Welfare Society , Panchkula	Mr. Manoj Bansal	8708718100

18	District Health & Family Welfare Society , Rewari	Mrs. Radha	7015999094
19	District Health & Family Welfare Society , Rohtak	Mr. Ajay Dhingra	7015996596
20	District Health & Family Welfare Society , Sirsa	Mr. Anshu Munjal	7015996604
21	District Health & Family Welfare Society , Sonipat	Ms. Supriya	7015999146
22	District Health & Family Welfare Society , Yamunanagar	Mrs. Sunita	7015999148

Appendix F: Technical Evaluation and Selection Methodology				
S.no	Particulars	Notes	Maximum Marks	Marks Obtained
1	No of Partners- FCA/ACA/FCMA/ACMA	1	10	
2	Year of experience(Partner A+ Partner B+ Partner C and more)	2	10	
3	No of Staff (Qualified CA)	3	10	
4	Nature of Experience a.RCH,NRHM, NHMAudit b. Government Concurrent Audit	4	20	
5	Head Office/Branches in State/Districts	5	30	
6	Total Turnover of the firm for previous three years i.e 2020- 21, 2021-22 & 2022-23)	6	20	
	Total		100	

Note: 1.All the relevant documents must be attached with the Technical Proposal so that Audit committee may analysis the proposal

Note2: Minimum Eligible marks : 70 % may be treated as minimum qualifying marks i.e. 70 Marks for opening financial bids.

Notes:

1. 3 marks for each FCA/FCMA partner and 2 marks for each ACA/ACMA Partner, subject to maximum of 10 marks. In case of Sole Proprietorship – 3 marks in case of FCA/FCMA and 2 marks in case of ACA/ACMA. Please attach the copy of the Firm's constitution certificate issued by ICAI/Institute of Cost Accountant of India as on 01.01.2024. The partner of firm exist in Firm Constitution certificate as on 01.01.2024 will only been considered for providing marks.

2. 1 marks for each 1 completed year experience of each partner with maximum 5 marks for each partner, subject to overall limit of 10 marks for all partners. In case of sole proprietorship 1 marks for each 1 completed year experience, subject to maximum 5 marks.
3. 5 marks for each Qualified CA/CMA subject to maximum 10 marks. Please attach the copy of the Firm's constitution certificate issued by ICAI/Institute of Cost Accountant of India as on 01.01.2024. The partner of firm exist in Firm Constitution certificate as on 01.01.2024 shall only been considered for providing marks.
4. RCH,NRHM,NHM Audit/Government Audit
 - i) 5 marks for each RCH, NRHM, NHM Complete Concurrent audit subject to maximum 10 Marks. The Firm Shall submit the Letter of Award / Appointment letter for work allotted or work completion certificate issued by the Dept./ institution etc. The work allotted for FY 2024-25 will not been considered for providing marks.
 - ii) 5 marks for each assignment in Complete Concurrent Audit of Government contracts (Govt. managed and controlled entities) subject to maximum 10 Marks. The Firm Shall attach the list of Government contracts duly certified by concerned authority along with the Letter of Award / Appointment letter for work allotted or work completion certificate issued by the Dept./ institution etc. The work allotted for FY 2024-25 will not been considered for providing marks.

***Government Contract:-** For considering the past experience of Government contracts , the Concurrent Audit of Government contracts of only those entities/ departments/ boards/ corporations/ institutions etc. are considered which is managed and controlled by Govt. whether Central Govt./ State Govt.
5. 30 marks for CA/CMA Firm having Head Office/Branch in the Tricity (Panchkula, Mohali and Chandigarh). However, 10 Marks for CA/CMA Firms having Head Office/Branch in the State of Haryana (except Panchkula). In case, Head Office/Branch is not in the State of Haryana then Nil Marks. The Head Office / Branch mentioned in the GST Registration Certificate (Form GST Reg -06) of CA/CMA Firms will only been considered for providing marks. The Firm shall submit the GST Registration Certificate (Form GST Reg -06) duly signed by concerned authority.
6. Average turnover for last Three Years upto 10 Lacs –NIL. 1 Marks for each additions 1 Lacs , subject to maximum of 20 marks. (**Note: Fractions should be ignored**)

Important notes:

1. The base minimum figures/threshold will be 70% and CA firms scoring above the base minimum figure i.e. 70 marks would be deemed to be considered as technically qualified to undertake the job.
2. Financial bids of only technically qualified firms would be opened by the committee and audit should be awarded to firm who quotes lowest bid (L-1) in financial bid.
3. In the event that two or more firms quote the same fees (L-1), the contract for concurrent audit work for FY 2024-25 will be awarded to the firm that has the highest score in the technical bids among those firms.
4. All the relevant documents duly verified by Firms must be attached with the proposal so that the Audit committees can analysis the proposal of Firms.

Appendix- G(Yes/No)

-							
Is entries are completed in Tally Software up to reporting month ?							
Salary Register							
Fund Recived Register							
Miscellaneous Register							
SKS MEETING REGISTER							
CHEQUE ISSUE REGISTER							
ADVANCE REGISTER							
FIXED ASSETS REGISTER							
STOCK REGISTER							
BRS							
TRIAL BALANCE							
LEDGER							
CASH BOOK							
Name of SHS/DHS/ GH / SDH / CHC / PHC							
Sr. No							

Appendix:H

Expression of Interest for short listing of Chartered Accountant Firms/Cost & Management Accountant Firms for the audit of accounts of State Health Societies and various programmes under NHM, Haryana on Monthly basis.

Status of Firm **Partnership** **Sole Proprietorship**

1. (a) Name of the Firm (in Capital Letters) _____

(b) Address of the Head Office _____

(With Telephone no. & e-mail address) _____

(c) PAN of the Firm _____

2. ICAI/CMA Registration No. _____ **Region Name** _____

Region Code _____

3. Date of constitution of the firm: _____

Note: Please attach the copy of the Firm's constitution certificate issued by ICAI/Institute of Cost Accountant of India as on 01.01.2024

**4. Number of Full time Chartered Accountant as on 1st January
2024**.....

5. Number of audit staff employed full time with the firm

Articles/Audit Clerks/Trainees _____

**6. Other Audit Staff (With knowledge of book keeping & accountancy &
Tally)** _____

7. Other Clerical Staff (Please Specify) _____

8. Turnover of the firm during past three years

2020-21 _____

2021-22 _____

2022-23 _____

(Please provide copy of Profit and loss Statement duly verified by competent authority for the relevant Financial Year/ A certificate indicating turnover detail for last 3 FY i.e. 2020-21, 2021-22 and 2022-23 duly certified by Chartered Accountant)

9.Number of Branches if any (Please mention Places & Locations)

10.Whether the firm engaged in any internal Or External (RCH, NRHM, NHM Audit/Government Concurrent Audit)? Yes/No

(If yes, then please provide detail with documentary evidence)

11.Whether there are any court/arbitration/any other

legal case against the firm? Yes/No

(If yes, give a brief note of the case indicating

its present status)

Undertaking

I/We do hereby declare that the above mentioned information are true & correct and I/We also undertake to aid the terms & conditions of the contract and would make the compliance of term laid down in the contract if executed by us with the State Health Society (NHM)/District Health & Family welfare Society.

Date:

Signature of Partner/

Place:

Sole Proprietor with stamp

