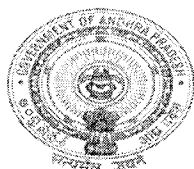


Dr. NTR VAIDYA SEVA TRUST

GOVERNMENT OF ANDHRA PRADESH

**REQUEST FOR PROPOSAL FOR STATUTORY AUDIT FOR
THE FINANCIAL YEAR 2024-25
(From 01.04.2024 TO 31.03.2025)**

Dr.No.241, MGM, Capital, Near NRI Y Junction, Mangalagiri, Guntur-522503



GOVERNMENT OF ANDHRA PRADESH

NOTICE INVITING BID

Web Site :<http://www.drntrvaidyaseva.ap.gov.in>

TENDER DOCUMENT FOR

Appointment of Statutory Auditor for Dr. NTR Vaidya Seva Trust for Audit of Dr. NTR Vaidya Seva Scheme, Employees Health Scheme, Working Journalist Health Scheme, and other Health Schemes

| | |
|-------------------------------|---|
| Short Tender Notice No | Dr.NTR VST/Stat.Audit/Tender/2025; Dt.11/12/2025 |
|-------------------------------|---|

| | |
|---|--|
| Name of the Firm and Address | |
| | |
| | |
| | |

Statutory Auditor Required

Request for Proposal (RFP) is invited by the CEO of Dr. NTR Vaidya Seva Trust, Government of Andhra Pradesh from reputed firms of Chartered Accountants for auditing the books of accounts and filing of return of income under the provisions of IT Act. of Dr. NTR Vaidya Seva Trust for the schemes of Dr NTR Vaidya seva Scheme, Employee Health Scheme, Aarogya Aasara Scheme, Working Journalist Health Scheme and Amaravathi Land Pooling Scheme and Aarogya Raksha and for the period from 01.04.2024 to 31.03.2025.

INSTRUCTIONS

1. Dr. NTR Vaidya Seva Trust invite Proposal from ***C&AG empanelled Chartered Accountant firms those are empanelled for the year 2024-25*** for conducting the statutory audit for the FY 2024-25.
2. Financial quotations are invited by Dr. NTR Vaidya Seva Trust to conduct Statutory Audit by the Audit Firm for Dr. NTR Vaidya Seva Trust for the period from 01.04.2024 to 31.03.2025 for all schemes.
3. The charges/Fee would be paid in Indian Rupees.
4. Rs.1,000/- in the form of Demand Draft in favour of "CEO Dr. NTR Vaidya Seva Trust" payable at Vijayawada to be submitted along with proposals towards non refundable tender fee.
5. The Dr NTR VST shall open the tenders that are received before the due date of Submission. The tender Schedule is as follows:

| Description | Date and Time |
|---|--------------------------------------|
| Tender Notification | 11-12-2025 |
| Last date for the submission of Tender | 19-12-2025 3.00 P.M. |
| Opening of Tenders | 19-12-2025 5.00 P.M. |
| Declaration of Qualified Tender | 22-12-2025 |
| Issuing Letter of Award of Contract | 24-12-2025 |
| Tentative Effective Implementation Date | Immediate date of issuance of Letter |

Instructions to the Bidders

1. Eligibility Criteria:

- a) Chartered Accountant firms those are empanelled with C&AG for the year 2024-25 only will be eligible for the audit of the Dr. NTR Vaidya Seva Health Care Schemes.
- b) The CA firm should have at least an experience of 10 years as on 01.04.2025
- c) Firms shall have H.O./Local Branch office in the State for not less than three years
- d) Financial experience: Shall have average turnover of **Rs2.00 Crores** calculated as total certified payments received for contracts in progress or completed, within the last **three (3)** years i.e., FYs, 2022-23, 2023-24, 2024-25.
- e) Work Experience:
 - a. Firm shall have audit experience of at least one work for 30 lakhs or two works for 25 lakhs each or three works for 10 lakhs each
 - b. Firm shall have experience in working with Government organisations / department / corporations in conduct of statutory audit
- f) Firm shall have minimum of 10 Partners out of which 6 Partners should FCA

2. Certificates documents to be submitted:

- a. Copy of ICAI firm registration
- b. Copy of PAN and GST Registration
- c. Copy of empanelment with CAG for the year 2024-25
- d. Copy of certificate in support of firm registration in Andhra Pradesh
- e. Audited balance sheets for the financial year 2022-23, 2023-24, 2024-25
- f. IT returns for the years 2022-23, 2023-24, 2024-25
- g. Copy of certificates submitted in support of work experience (appointment letter and work completion certificates)
- h. Copy of certificates /documents in support of availability of partners in the firm

- 3. **Contract Period:** The selected Chartered Accountant Firm will be required to provide the above-mentioned services as Statutory Auditors initially for one

accounting year that is 2024-25 and will be renewed for another year upon satisfactory performance, on mutually agreed terms.

4. **Scope of Statutory audit:** Detailed scope is attached at Annexure A

5. **Reporting:**

- a. The final Audit Report shall be submitted within two months from the date agreement for the first year and for second year on or before September, to the Chief Executive Officer, Dr. NTR Vaidya Seva Trust then promptly forward **3 copies (Spiral Bound) and soft copies in MS Excel / MS Word and Scanned (Both)** is also to be submitted in mail or CD of the audited financial statements signed by the CEO and Auditor or both.
- b. Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit.

6. **Earnest Money Deposit (Bid Security)**

- a. An amount of Rs. 1,00,000/- shall be deposited, at the time of submission of tender application, as EMD and amount payable through DD drawn in favour of "CEO Dr. NTR Vaidya Seva Trust" payable at Vijayawada.
- b. In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection of Agency / Firm.
- c. Dr. NTR Vaidya Seva Trust reserves the right to forfeit part or full security deposit amount without assigning any reason, if bidder is found in violation of all any of the tender conditions.

7. **Minimum Audit Fee:** Bidder shall not quote the fee less than Rs.8,50,000/- for Statutory Audit. A minimum fee of Rs.8,50,000/- may be prescribed for statutory audit.

8. **Submission of Proposals:**

- a. Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:
- b. The original copies of the 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”** 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.

- c. 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 Dr. NTR Vaidya Seva Trust shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. 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.
- d. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- e. Financial proposals submitted by the firm should be valid for four months from the date of submission of the proposal by the firm.
- f. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- g. Dr. NTR Vaidya Seva Trust 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.
- h. The bidder, who has not quoted all the required details and rates, deemed to be rejected.

9. Pre-qualification & Commercial Bid will consist:

- i Letter of Transmittal (Form T-1)
- ii Pre-qualification Proposal format (Form T-2)
- iii Enclosers as requested in para 2 and Form T-2

iv Commercial Bid format (Form F-1)

10. Process of selection:

1. Bidder who fulfilled all the eligibility criteria mentioned at Para 2 will be considered as qualified and other bids will be considered as non-responsive
2. Financial bids of those bidders who technically qualified will be opened and bidder whose financial quote is Lowest among all the qualified bidders will be considered as successful bidder
3. In case of two or more bidders identified as L1 then bidder with highest turnover among the L1 will be declared as successful bidder.

11. Confidentiality:

Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed, who have submitted Proposals or to other persons not officially concerned with the selection process until the successful firm has been notified and contract awarded.

Address for submission:

CEO, Dr.NTR Vaidya Seva Trust
MGM Capital Building, Near NRI Y Junction,
Chinna Kakani(V),Managalagiri(M),
Guntur - 522508
e-Mail ID :ceoap@drntrvaidyaseva.ap.gov.in
Ph: 0863-2222802/2259861

Letter of Transmittal

To,
The Chief Executive Officer,
Dr. NTR Vaidya Seva Trust,

Sir,

We, the undersigned, offer to provide the audit services for Dr. NTR Vaidya Seva Trust in accordance with your Request for Proposal dated _____[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 till four 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 Dr. NTR Vaidya Seva Trust 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. Firm] to submit the proposal and to negotiate on its behalf.

Yours
faithfully,

()

Form T-2
Format for Pre-qualification Bid

| Sl No | Particulars | Supporting documents required to be submitted along with form |
|-------|--|---|
| 1 | Name of the firm | |
| 2 | Address of the Firm | Attach proof of address of the firm |
| 3 | Name & Mobile No. of In-charge | |
| 4 | Date of establishment of the Firm / No. of years of firm existence | Attach copy of Partnership Deed |
| 5 | Date since when is HO/BO at Vijayawada | |
| 6 | Firm Income Tax PAN No. | Attach copy of PAN card |
| 7 | GST Registration details | Attach copy of Registration |
| 8 | Firms Registration No. with ICAI | Attach a copy of certificate downloaded from ICAI website showing the name & address and partners etc. |
| 9 | Empanelment No. with C&AG | Attach proof of empanelment with C&AG confirming that the firm is eligible for major PSU audits. |
| 10 | Audit Experience of the Firm a) No. of Assignments in Commercial/Statutory Audit b) No. of Assignments of Trusts, PSUs & NGOs | Copy of the offer letter and the fee charged for each assignment. (Relevant evidences to be given of the turnover and free) |
| 11 | Details of Partners: a) No. of Full Time Fellow Partners associated with the Firm b) Name of Each Partner c) Date of becoming ACA and FCA d) Date of joining the Firm e) Membership No. f) Qualification g) Experience h) Whether partner engaged full time or part time with firm. i) Contact Mobile No, email and full address of partner. | Attested copy of Certificate of ICAI Till Date. (Use separate paper if necessary, to furnish Partners details) |

FORMAT FOR COMMERCIAL BID

| Particulars | Total Amount (in Rupees) |
|--|---|
| <u>AUDIT FEE</u> | |
| <p>a) Audit Fee - Rs. _____ (Exclusive applicable taxes)</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 _____ only)</p> |

Note: Statutory taxes will be applicable as per the changes from time to time by the Government.

ANNEXURE A SCOPE OF WORK

The audit firm should be familiar with the relevant Accounting and auditing standards including Internal Accounting Standards and Guidance notes issued by the ICAI, and will include such tests and controls as the auditor considers necessary under the circumstances.

In conducting the audit, special attention should be given to the following:

1. Revenue :

Review of internal check and control procedures with an objective to assess their adequacy and strength, in respect of

- Verification of grants received from state and central govt and it's utilization
- Verification of Empanelment fee from Network Hospitals
- Fines and fee collected during the financial year and their accounting treatment in the books of accounts
- Amount received from sale of scrap through tenders and their terms and conditions
- Verification of rental income along with rental agreements if any.
- Verification of income from investment with rate of interest
- Other incomes accounted - forfeited amounts from suppliers and contractors etc

2. Expenses:

To review whether the expenditure incurred is in consonance with the standard NHA guidelines, State Government Orders

Review of internal check and control procedures with an objective to assess their adequacy and strengthen, in respect of:

A. Claims payments to Network Hospitals:

Verification of all Claims approved process and payments to networks hospitals as per the Guidelines, SOP's, Manual, and circulars and the types of claims as follows.

- Regular Claims
- Follow-up claims

- Cochlear
- Cochlear follow-up
- Health camps.
- Remuneration to Panel doctors.

B. Establishment and Administrative expenses

- Salaries and wages- Salaries and wages to be verified with respective HRMS module for different categories of employees
- Verification of advances given to employees, deductions from salaries and accounting treatment in books of accounts.
- Verification of retirement benefit of employees as per pay scale reference.
- Administrative expenditure - Verification of administrative expenditure with supporting and proper approvals.
- Financial expenditure - Verification of interest paid on loans with rate of interest and terms of sanctions and their accountability.
- Verification of prior period expenses accounted in the current year if any.
- Verification of current year taxes paid and the amount of provision made towards income tax and their accountability in books of accounts.
- Verification of Amount written off to P&L account along with the supporting documents and its accountability.
- Verification of repairs and maintenance expenses with supporting bills and vouchers.
- Verification of other incidental expenses related to various schemes along with their estimated budgets vs actual etc.

3. EMD's and Security Deposits.

- Verification of EMD's each party wise as per the terms of agreements and their adjustment in the books of accounts.

- Verification of SD's each party wise as per the terms of agreements and release of the SD only after completion of the respective assignment with proper approvals.

4. Current liabilities - Creditors

- Verification of compliance of terms and conditions in the agreement between Trust and Suppliers/creditors
- Verification of payments made to Network hospitals as per Standard Contract Agreement.
- Verification of payment made to creditors as per agreed terms and conditions
- Verification of implementation of escalation clauses if any in the agreement and their accounting treatment in the books.
- Interest on advances given to creditors as per the terms of sanctions and their accounting.
- Verification of Trust records whether the physical verification of materials received and their state of condition for the respective projects were accounted properly.
- Vendor masters- check
- List of all agreements/contracts with all vendors to be compiled- contract management system to be audited- checklist for monitoring the terms and expiry - adequate or needs for improvement
- Check the standard Purchase procedures and processes followed- test the controls - comment on adequacy and suggestions for improvement- changes for improving internal controls
- Vendor selection/appointment processes- KYC norms- documentation in place to be verified and comment on adequacy and suggestions for improvement
- Audit of taxes and levies paid on purchases- whether all taxes are taken correctly - audit of system - to check whether the system of recognizing/paying taxes correctly is adequate or needs strengthening so that there are no leakages.

5. Statutory liabilities

Toward Income Tax:

- Verification of TDS deduction as per the applicable rate in the Income Tax Act 1961.
- Remittance of deducted amount within due dates
- Verification of filing of statutory returns within due date.
- Verification of exemption certificates for non-deduction or lower deduction of TDS

Towards Employee deductions:

- Verification of Statutory deductions as per the applicable government orders.
- Verification of ESI, EPF, Service tax and if any applicable statutory provisions on outsourcing and contract employees as per Agreements and Acts.
- Remittance of deducted amount to state /Central Government within due dates

6. Provisions

- Verification of provision made towards income tax
- Whether provisions were created for all the known expenditures and losses.
- System/Basis for making provisions for various expenses at the end of the year.

7. Tangible Assets

- Verification of records with original bills for all Assets
- The accounting treatment followed for depreciation on Fixed assets
- Verification of vehicle purchase for respective authorities along with their sanctioning orders

- Verification of assets disposed during the year and their accounting treatment in the books of accounts.
- Verification of Impairment provided if any fixed assets as per the provisions of AS - 28.
- Verification of revaluation assets made during the current year and their accounting treatment in the books of accounts
- Adequate coverage of Insurance for properties

8. Investments

- Verification of investment in bank and other public/private institutions.
- Rate of interest - Accountability of Accrued interest.
- Verification of Shares with original share certificate
- Verification of Fixed deposits with Original FDR receipts
- Provision created for any diminution in the value of investments

9. Cash and bank balances.

- Physical Verification of Cash Balances
- Verification of bank payments as per MOU with bankers.
- Verification of all banks receipts and payments with supporting documents.

10. Loans and advances to employees and others

- Verification of loans and advances given to employees - terms of sanctions- rate of interest-period of recovery.
- Adjustment of advances with the proper utilization certificates
- Conformation of advances with the third parties with written representations

- Whether adequate provision for doubtful advances.

11. Reconciliations on monthly basis.

- Verification of reconciliation of all Bank Accounts.
- Verification of reconciliation of fixed deposits.
- Reconciliation of all types of Claims reports.
- Reconciliation of Remuneration of panel Doctors.
- Reconciliation of Revolving fund deduction on Government hospitals.

12. Reporting on monthly basis login wise approvals pending with accounts Departments.

13. Review of Empanelment of Hospitals procedures with SCA documents

14. Review of EDC documents

15. Statutory Audit to be done on the lines of Statutory audit detailed audit have to be conducted with all statutory compliances should be submitted to CEO, along with the annual report.

Other areas

- System of appointing and monitoring service vendors- agreements, monitoring- documentation regarding reports- internal controls.
- Audit of Banking systems- collections, payments, treasury management, idle funds, interest income and payments.
- Audit of related party transactions during the year, system/policy and procedure of sharing expenses- adequacy and internal control - suggestions for improvement.

Focus areas

Focus areas will be discussed with the Heads of the respective departments and management. Focused areas will be selected and modified based on value and materiality of the transactions. In each quarter special focus shall be given to following critical areas apart from vouching and verification stated above.

1. Physical verification of all fixed assets.
2. Statutory compliances such as TDS, GST, PT, EPF etc.,
3. Reconciliation of vendor accounts.
4. Compliance of delegation of powers exercised by the departmental heads and officers

The above scope of the work is not exhaustive, which may change according to the requirement of the Management.

It is specially instructed the Statutory Audit firm to conduct Statutory Audit along with detailed internal report with all statistics

11/12/25

S. O. Naidu

