

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय / Bid End Date/Time	29-08-2025 15:00:00
बिड खुलने की तारीख/समय / Bid Opening Date/Time	29-08-2025 15:30:00
बिड पेशकश वैधता (बंद होने की तारीख से) / Bid Offer Validity (From End Date)	30 (Days)
मंत्रालय/राज्य का नाम / Ministry/State Name	Gujarat
विभाग का नाम / Department Name	Panchayats And Rural Housing Department Gujarat
संगठन का नाम / Organisation Name	N/a
कार्यालय का नाम / Office Name	391165
वस्तु श्रेणी / Item Category	Financial Audit Services - Audit report; CA Firm
अनुबंध अवधि / Contract Period	5 Month(s) 16 Day(s)
बिडर का न्यूनतम औसत वार्षिक टर्नओवर (3 वर्षों का) / Minimum Average Annual Turnover of the bidder (For 3 Years)	24 Lakh (s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष / Years of Past Experience Required for same/similar service	3 Year (s)
वर्षों के अनुभव एवं टर्नओवर से एमएसई को छूट प्राप्त है / MSE Exemption for Years Of Experience and Turnover	Yes Complete
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है / Startup Exemption for Years Of Experience and Turnover	Yes Complete
विक्रेता से मांगे गए दस्तावेज़ / Document required from seller	Experience Criteria, Bidder Turnover, Certificate (Requested in ATC), OEM Annual Turnover, Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेन् है / Do you want to show documents uploaded by bidders to all bidders participated in bid?	No

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	Yes
रिवर्स नीलामी योग्यता नियम/RA Qualification Rule	50% Lowest Priced Technically Qualified Bidders
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईएमडी राशि/EMD Amount	149760

ईपीबीजी विवरण /ePBG Detail

एडवाइजरी बैंक/Advisory Bank	ICICI
ईपीबीजी प्रतिशत (%) /ePBG Percentage(%)	5.00
ईपीबीजी की आवश्यक अवधि (माह) /Duration of ePBG required (Months).	12

(a). जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने हैं। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।/EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy.

(b). ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए। / EMD & Performance security should be in favour of Beneficiary, wherever it is applicable.

लाभार्थी /Beneficiary :

CDHO

HELATH BRANCH GROUND FLOOR KAWANT ROAD CHHOTA UDEPUR-391165

(District Health Society Other Fund Chhota Udepur)

विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Experience Criteria" as defined above subject to meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
2. If the bidder is a Micro or Small Enterprise (MSE) as per latest orders issued by Ministry of MSME, the bidder shall be exempted from the eligibility criteria of "Bidder Turnover" as defined above subject to meeting of quality and technical specifications. If the bidder itself is MSE OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover, shall upload the supporting documents to prove his eligibility for exemption.
3. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Experience Criteria" as defined above subject to their meeting of quality and technical specifications. The bidder seeking exemption from Experience Criteria, shall upload the supporting documents to prove his eligibility for exemption.
4. If the bidder is a DPIIT registered Startup, the bidder shall be exempted from the the eligibility criteria of "Bidder Turnover" as defined above subject to their meeting of quality and technical specifications. If the bidder is DPIIT Registered OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. The bidder seeking exemption from Turnover shall upload the supporting documents to prove his eligibility for exemption.
5. The minimum average annual financial turnover of the bidder during the last three years, ending on 31st March of the previous financial year, should be as indicated above in the bid document. Documentary evidence in the form of certified Audited Balance Sheets of relevant periods or a certificate from the Chartered Accountant / Cost Accountant indicating the turnover details for the relevant period shall be uploaded with the bid. In case the date of constitution / incorporation of the bidder is less than 3-year-old, the average turnover in respect of the completed financial years after the date of constitution shall be taken into account for this criteria.
6. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
7. Purchase preference to Micro and Small Enterprises (MSEs) from the State of Bid Inviting Authority: Purchase preference will be given to MSEs as Micro and Small Enterprises from the State of Bid Inviting Authority. If the bidder wants to avail the Purchase preference, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
8. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

9. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

10. Reverse Auction would be conducted amongst first 50% of the technically qualified bidders arranged in the order of prices from lowest to highest. Number of sellers eligible for participating in RA would be rounded off to next higher integer value if number of technically qualified bidders is odd (e.g. if 7 bids are technically qualified, then RA will be conducted amongst L-1 to L-4). In case number of technically qualified bidders are 2 or 3, RA will be between all without any elimination. If Buyer has chosen to split the bid amongst N sellers, then minimum N sellers would be taken to RA round. In case Primary products of only one OEM are left in contention for participation in RA based on lowest 50% bidders qualifying for RA, the number of sellers qualifying for RA would be increased to get at least products of one more OEM (directly participated or through its reseller) if available. Further, if bid(s) of any seller(s) eligible for MSE preference is / are coming within price band of 15% of Non MSE L-1 or if bid of any seller(s) eligible for Make in India preference is / are coming within price band of 20% of non MII L-1, then such MSE / Make in India seller shall also be allowed to participate in the RA process.

एक्सेल में अपलोड किए जाने की आवश्यकता /Excel Upload Required :

PRICE BREAKUP - [1755509726.xlsx](#)

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate:3

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:3

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:3

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1755509665.pdf](#)

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements , undefined
Type of Industries/Functions	Government Grant Audit
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA

विवरण/ Specification	मूल्य/ Values
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vasava Paulbhai	391165,DISTRICT PANCHAYAT,CHHOTAUDEPUR- 391165	1	N/A

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Government Grant Audit
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vasava Paulbhai	391165,DISTRICT PANCHAYAT,CHHOTAUDEPUR- 391165	1	N/A

Financial Audit Services - Audit Report; CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Statutory Audit
Category of Work under Financial Audit	Audit of financial statements
Type of Industries/Functions	Government Grant Audit
Frequency of Progress Report	Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Yearly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	Vasava Paulbhai	391165,DISTRICT PANCHAYAT,CHHOTAUDEPUR- 391165	1	N/A

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Service & Support

AVAILABILITY OF OFFICE OF SERVICE PROVIDER: An office of the Service Provider must be located in the state of Consignee. DOCUMENTARY EVIDENCE TO BE SUBMITTED.

3. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of

Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

District Health Society-Chhota Udepur
Request for Proposal
(RFP)

For Appointment of Statutory auditor for Rogi Kalyan Samiti (RKS), Sub Center/Jan Arogya Samithee of Primary Health Centers and Gram Sanjivane Samiti (VHS&NC) under District Health Society, Chhotaudepur

For Financial Year:- 2019-20 to 2024-25

REQUEST FOR PROPOSAL (RFP) -

1. District Health Society Chhotaudepur, seeks to invite Proposal from **Chartered Accountant firms** meeting the minimum eligibility criteria for providing their services for the Statutory audit for the financial year 2019-20 to 2024-25 of PHCs level Rogi Kalyan Samities, Jan Arogya samittie(Sub Centre) and JAS(GSS) pertains to District Chhotaudepur under the National Rural Health Mission.

Sr.No	Taluka name	No Of PHC/UPHC	No of SC(JAS)	No of GSS	Remarks
1	Kawant	10	67	133	Each PHC/UPHC/SC/GSS report financial Year wise prepare with each 5 copies Print
2	Chhota Udepur	12	72	141	
3	Naswadi	8	49	202	
4	Pavi Jetpur	10	57	126	
5	Bodeli	7	44	136	
6	Sankheda	4	21	107	
	Total	51	310	845	

2. The details about the background of the audit, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the C. A. firms are given in the following paragraphs.

Terms of Reference (TOR)

Section I - Background

1. National Health Mission (NHM) of the Ministry of Health & Family Welfare was launched on 12th April, 2005 by the Government of India to improve medical facilities in all the rural area in the country. The NRHM seeks to provide accessible, affordable and quality health care to the rural population, especially the vulnerable sections. It also seeks to reduce the Maternal Mortality Ratio (MMR) in the Gujarat from 112 to 100 per 1,00,000 live births, Infant Mortality rate (IMR) from 36 per 1000 live births and the Total Fertility Rate (TFR) from 2.3 within the 7 year period of the Mission.

Now Mission has been extended up to 2025 NHM.

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 NRHM has provided an umbrella under which the existing Reproductive and Child Health Programme (RCH) and various National Disease Control Programmes (NDCPs) have been repositioned.

3. At present the following Schemes come under the National Rural Health Mission:

A. National Disease Control Programmes:

- National Vector Borne Disease Control Programme (NVBDCP).
- Revised National Tuberculosis Control Programme (RNTCP)
- National Leprosy Control Programme (NLCP)
- National Trachoma & Blindness Control Programme.
- National Iodine Deficiency Disorder Control Programme (NIDDCP).
- Integrated Disease Surveillance Project (IDSP)

- B. Reproductive and Child Health Programme: (RCH Flexipool)
- C. Additionalities Under NRHM: (Mission Flexipool)
- D. Operating Costs for Routine Immunisation & Inisstion safety.
- E. Operating Cost for Pulse Polio Immunisation,
- F. Others like: IEC, NGO, Deafness Control, etc.

4. Institutional and Funding Arrangements: For the implementation of the above programmes an MOHFW has required the creation of an Integrated Health Society at State and District levels (registered as a legal entity at the State and District under the national or state society registration Act). This is against the earlier arrangement of having distinct legal units (societies) for each program/scheme. Such integrated State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and District Health Societies (DHS) work in coordination with the District Collector and District Development Officer. Program implementation is done through its District Chief Health Officer's office, Taluka's, Community Health Centers (CHCs), Primary Health Centers (PHCs), Sub- Centers (SCs) and Gram Sanjivane Samiti (VHS&NC). 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 NGOs and private entities under public private participation arrangements.

Funding & Accounting Arrangements: Funds for the various programs are transferred to the States from the Government of India in the form of Grants-in-Aid to SHS on the basis of respective State Programme Implementation Plan (SPIPs) and approved Annual Work Plans which are prepared on the basis of District Health Action Plans (DHAP) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS each program has separate bank accounts, maintains separate books of accounts and other financial records as required under each program and also submit separate financial activity reports at varying frequencies to the respective monitoring unit in MOHFW (GOI)

5. Financing by Development Partners/ Donors: Some of the programs are supported by development partners such as the World Bank, DFID, UNFPA, European Union, GEATM etc for which grant/ credit agreements have been entered into by Gol with the respective development partners. Compliance with specific fiduciary requirements of the development partners will additionally need to be reported by the auditors. Copies of the legal agreements and other project documents will be provided to the auditors.

Section II

6. Objective of audit services:

To ensure the fund allocated to Rogi Kalyan Samites under RCH-II/NRHM/OTHER GRANT has been utilized as per guideline of RKS.

The objective of the audit of the financial statements - individual RKS financial Statements as a whole ie. (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 the (1) the financial statements give a true and fair view of the Financial Position of the individual RKS at the end of each financial year and of the funds received and expenditure incurred for the accounting period ended March 31st.....(2) the funds were utilized for the purposes for which they were provided and (3) where programs are financed by development partners, the respective programs expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the RKS shall form the basis for preparation of the individual RKS financial statements as a whole.

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

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

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls, level of compliance with established policies, plans and procedures, reliability of accounting systems, data and financial reports; methods of remedying weak controls: verification of assets and liabilities a specific report on this aspect would be provided by the auditor annually as part of the management letter,
- b) Funds have been spent in accordance with the condition laid down by the Department of Health & Family Welfare, Government of India from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI. For such externally funded programme, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programme and guidelines issued by the Programme Divisions of GoI and have all the necessary supporting documentation.
- d) Expenditures if any, ineligible for financing by the development partners (as documented in the Development Credit Agreement with IDA and equivalent agreement with DFID) are disclosed adequately in the financial statements.
- e) All necessary supporting documents, records and accounts have been kept in respect of the project,
- f) **Coverage of Implementing Units:** Audit will cover 100% Rogi Kalyan Samiti each being a legally registered society

9. Statutory Audit Report

A format of statutory audit report will be as per the financial manual issued report, you have to also provide as per the revised format from DHS

10. Management Letter:

In addition to the audit reports, the auditor will prepare a "Management Letter" as per Performa will be provided by our office, in which the auditor should summarize the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under :

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit
- Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement,
- Report on the level of compliance with the financial internal control
- Report any procurement which has not been carried out as per the procurement manual/ guidelines of the state
- Communicate matters that have come to the notice to the attention during the audit which might have significant
- impact on the implementation of the project, and
- Bring to Society's attention any other matter that the auditor considers pertinent

The observation in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments on the Observations recommendations have to be obtained and reopened

11. Reporting and Timing

The Statutory audit will be completed within 180 days from the date of appointment and Audit Report should be submitted in five (5) copies with utilization certificates to District Health Society, Chhotaudepur.

Additional Instructions to Auditors

- a) Security Deposit Rs. 1,49,760/- should be deposited at the time of receiving work order by our office. Security Deposit must be A/c Payee Draft in the name of "DISTRICT HEALTH SOCIETY –CHHOTA UDEPUR OTHER FUND ". No interest will be given on Security Deposit.

The Security Deposit will be given to concern firm after completion or submission or no due of work.

- b) Audit Report of the RKS shall include audit of all the transactions at the PHCs within the PHC'S, JAS(SC) and GSS within GSSs.
- c) Audit for the financial year will include all the components under RKS as mentioned in RKS Guide Line.
- d) The auditor appointed shall be required to issue separate Audit Report and audited UTC in Form No.GFR19-A for each RKS of the PHCs and GSS in five (5) copies format provided by office.

12. General: The auditor should be given access to any information relevant for the purpose of conducting the audit.

Section III

Eligibility Criteria:

1. The CA firm must be a partnership firm and the particulars of the Firm H.O., and Partners and paid Chartered Accountant should match with the certificate issued by ICAI not later than 1st January of the year under audit, without which the application of the firm would not be considered. Firm must be empanelled with C & AG for the year.

The CA firms Must having H.O. OR Local Branch office in Any where in Gujarat but reached to work at Chhota Udepur -and District:

11. Firms must qualify following minimum criteria:

SR NO	PARTICULARS	MINIMUM CRITERIA
1.	Number of Full Time Chartered Accountant associated with the firm for not less than 1 years	3
2.	No. of Years of Firm Existence as per ICAI Certificate	3 to 5 Yrs.
3.	No. of audit assignments of audit of Charitable Institutions and NGOs Audit having a Gross Receipt of not less than Rs. 25 lakh in the last 2 years.	3 to 5 Yrs.
4.	No. of assignments: Experience of audit of Externally Aided Projects/Social Sector Projects (other than Audit of Charitable Institutions & NGOs) in the last 3 years	3 to 5 Yrs.
5.	Minimum Audit Staff In firm	10 or more
6.	Firm should not be black listed in Govt. sector/PSU and should not have police complain or court matter due to fraudulence.	
7.	The firms must having H.O. OR. Local Branch office in Gujarat but ready to work at chhota Udepur District Taluka & PHC Level.	

- a) Any firm not qualifying these minimum criteria needs not to apply as their proposal shall be summarily rejected.
- b) **Supporting Documents for Eligibility Criteria:** Following supporting documents must be submitted by the firm along with the technical proposal:
 - I. For Sr. No. 1 above, the firm must submit an attested copy of Certificate of ICAI
 - II. For Sr. No. 3 & 4, the firm must submit a copy of the appointment letters from the audit organizations.
 - III. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior, and The firm or any partners of the firm should not have any police complain or court matter due to fraudulence [Self attested affidavit on Rs. 300/- stamp paper to be given in this regard by the authorized person of the firm).

Section IV-Guidelines for Submitting the Proposals:

A. General Guidelines:

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

- I. The original and all 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. 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,"** This office of District Health Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not Submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

- II. Single Proposal: A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- III. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal
- IV. 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.
- 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. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
- VII. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- VIII. Chairman of the District Health Society (Executive committee), Chhota Udepur reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organization.
- IX. The firm must submit RFP by Registered Post/ Speed Post only.

B. Technical Proposal:

- i. Letter of Transmittal (Form T-1)
- ii. Details of the Firm along with Details of Proprietor/Partners (Form T-2),
- iii. Details of Qualified Staff & Semi-qualified Staff (Form T-3),
- iv. Brief of the relevant experience (Form T-4)
- v. V. Comments & suggestions on the TOR (Form T-5)

C. Financial Proposal:

- i. The financial bid shall be submitted only for the professional (audit) fee to be charged by the firm. This audit fee shall be including of taxes as applicable. The financial bid shall be submitted as per Form F-1 on Firm letter pad.

- ii. Audit fee shall be quoted for per RKS and for per GSS for per financial year. Bills for Audit fee shall be generated in the name of Concern Rogi Kalyan Samiti, Sub Center(JAS) and Gram Sanjivani Samite.
- iii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.
- iv. Audit should be carried out as per schedule provided by us at our office.
- v. No any Other allowance or TA/DA Paid by office
- vi. All payment at each PHC/SC/GSS level bill submitted after completed of Audit Report & payment as per Grant arability , Payment Mode Online at PHC Level, Chaque or DD at Sub center(JAS) & GSS Samities Level, Half or Incomplete Audit Work done no any part or full Payment
- vii. No any Resident facility & transport facility provide by office, Audit work at PHC or Taluka level which Decided by Office
- viii. If Any Circumstances or situation accrue in field for No Of Audit or Year in Any PHC/UPHC, SC(JAS) and GSS final decision taken by chief District Health Officer and no need to any explanation , it will accept to Bidder

Letter of Transmittal

**To,
Chairman,
Sub Committee RCH &
Chief District Health Officer
Health Branch, District Panchayat, Chhotaudepur**

Dear Sir,

We, the undersigned, offer to provide the audit services for Rogi Kalyan Sumitis at PHCs and GSSs under the District Chhota Udepur in accordance with your Request for Proposal dated (Insert Date). We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: Insert a list with full name and address of each associated Consultant

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

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this propos 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 The Chairman, Sub Committee RCH & Chief District Health Officer, Chhota udepur 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.

Particulars/Details of the Firm

Sr No	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office 1,2,3 (Particulars of each branch to be given)	Phone No Fax No Mobile of Branch Office In-charge:
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm service Tax Registration No.	Attach copy of Registration
5	Registration No.with ICAI	
6	Empanelment No. with C & AG (if Empanelled with C &AG)	Attach proof of latest empanelment with C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Audit Experience of the Firm: 1. Number of Assignments in Commercial Internal audit 2. Number of Assignments in Social Sector Audit (Other than audit of Charitable Institutions)	Copy of the Offer Letter & the Fee Charged Copy of the Offer Letter & the Fee Charged
9	Details of Partners: Provide following details : - Number of Full Time Fellow Partners associated with the firm. - Date of becoming ACA and FCA - Name of each partner. - Date of joining the firm, - Membership pin - Qualification - Experience - Whether the partners is engaged full time or part time with the firm	Attested copy of Certificate of ICAL 1,2010
10	If applying in Joint venture, then provide similar provide standard details for the firms participating in Joint venture	Letter jointly signed by all the lions participating in Joint venture whereby they have agreed for the Lead Auditor
11	Indicate the Lead Auditor in the Joint Venture	Letter jointly signed by all the firms participating in Join venture whereby policy have agreed for the Lead Auditor

Form T-3**A. Details of Qualified Staff (Chartered Accountants)**

(Please provide attested copy of Certificate of ICAI as on 1.5.2012 for each qualified staff)

S.No	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						
3						

B. Details Of Semi – Qualified Staff (Including Article Clerks etc)

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

Form T-4**Brief of Relevant Experience :**

A. Experience of audit in relation to externally Aided projects/Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs)						
Sr no	Name of the Audited Organization	Grant-in-aids handled of the audited organization	Type Nature of Assignment	Scope & of the Coverage assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Audited Organization (Pl attach a copy of the letters)
1						
2						

B. Experience of audit is. Charitable Institutions and NGOs						
Sr no	Name of the Audited Organization	Grant-in-aids handled of the audited organization	Type Nature of Assignment	Scope & of the Coverage assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Audited Organization (Pl attach a copy of the letters)
1						
2						

Form T-5**Comments and Suggestions on the Terms of Reference**

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

Form F-1

(On Letter Pad of the Firm)
FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
AUDIT FEE (including Service Tax and cession Service tax and TA/DA auditors)	For Rogi Kalyan Samiti (per RKS) per year Rs...../- (Rupees...../)
Both in Numeric and in Words	For Sub Center/Jan Arogya Summitee (per year SC/JAS) Rs...../- (Rupees...../)
Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	For Gram Sanjivane Samiti (per year GSS) Rs...../- (Rupees...../)

Award of Contract:

On completion of selection process the firm selected shall be awarded the contract of audit of Rogi Kalayan Samities at PHCs and GSSs Under the District by Issuing The Letter of Award (LOA). The firm Should execute a Contract with The Chairman, Sub Committee RCH & Chet District Health Officer, Chhotaudepur within two weeks of the award of the issuance of LOA. The firm shall enter in to an agreement with The Chairman, Programmer Committee, District Health Society, Chhota udepur as per Performa given by the Office.

Date

Place :-

Name of the Firm

Stamp & Signature

DISTRICT HEALTH SOCIETY, CHHOTA UDEPUR

PHC RKS/JAS(SC/GSS) STATUTORY AUDIT - FINANCE BID FOR PRICE BREAKUP

TALUKA	NO. OF PHC	YEAR OF AUDIT	Estimated Amount	PRICE PER UNIT PER 7 YEAR INCLUSIVE OF ALL TAXES	TOTAL AMOUNT
Kawant	10	6	90000		0
Chhota Udepur	12	6	108000		0
Naswadi	8	6	72000		0
Pavi Jetpur	10	6	90000		0
Bodeli	7	6	63000		0
Sankheda	4	6	36000		0
TOTAL	51	36	459000	0	0
TALUKA	NO. OF SC	YEAR OF AUDIT	Estimated Amount	PRICE PER UNIT PER 7 YEAR INCLUSIVE OF ALL TAXES	TOTAL AMOUNT
Kawant	67	6	402000		0
Chhota Udepur	72	6	432000		0
Naswadi	49	6	294000		0
Pavi Jetpur	57	6	342000		0
Bodeli	44	6	264000		0
Sankheda	21	6	126000		0
TOTAL	310	36	1860000	0	0

TALUKA	NO. OF VHSNC/GSS	YEAR OF AUDIT	Estimated Amount	PRICE PER UNIT PER 7 YEAR INCLUSIVE OF ALL TAXES	TOTAL AMOUNT
Kawant	153	6	459000		0
Chhota Udepur	161	6	483000		0
Naswadi	202	6	606000		0
Pavi Jetpur	132	6	396000		0
Bodeli	136	6	408000		0
Sankheda	107	6	321000		0
TOTAL	891	36	2673000	0	0