

**“Limited Tender Inquiry - Appointment of Internal Auditor under Rogi Kalyan Samiti for
Shri Vinoba Bhave Civil Hospital, Silvassa for the Year 2019”**

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Directorate
Medical & Public Health Department
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

No. RKS/VBCH/Internal Audit/2019/93

Silvassa.
Date: 01/02/2019

Limited Tender Inquiry

The Director of Medical & Public Health Services/ Member Secretary, Rogi Kalyan Samiti, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites sealed tender for “**Appointment of Internal Auditor**” from the reputed/ Authorized Agencies, so as to reach on or before **19/02/2019** upto 15:00 hours by Post/ Courier or deposit in to the tender box kept in the office of the undersigned.

Sr. No.	Particulars	Estimated Cost	Earnest Money Deposit (EMD)	Tender Fees
1.	Appointment of Internal Auditor under RKS for Shri Vinoba Bhave Civil Hospital, Silvassa.	`.1.50 Lakhs	`.3,800/-	`.500/- Non- Refundable

Tender can be downloaded from www.dnh.nic.in and www.svbch.dnh.nic.in from **01/02/2019 to 18/02/2019**. The Sealed Tender should be properly covered in respect of each item subscribing the name as mentioned above on envelope. The tenders will be opened on the same day in presence of the Tenderers, if possible. The Tenders shall be submitted in single bid system.

Tender can be downloaded from www.dnh.nic.in and www.svbch.dnh.nic.in. Right to reject any or all tender without assigning any reason is reserved.

Sd/-

Director

Medical & Public Health Services/
Member Secretary (RKS)
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

Copy to :-

- 1) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 2) I.T. Department, D&NH, Silvassa with a request to publish in Website.
- 3) Accounts Section, (RKS), Silvassa for information.
- 4) P&T Department, DMHS, Silvassa for information.

Terms and Conditions:

The Tenders shall be submitted in single-bid system. Tender Fee has to be submitted along the tender documents which have to be deposited in the Tender Box kept at Procurement & Tender Department, Fourth Floor, College of Nursing Building, Shri Vinoba Bhave Civil Hospital Campus, Silvassa. The envelope should be super scribing as **Limited Tender Inquiry – “Sealed Cover of Bid for Appointment of Internal Auditor” under RKS for SVBCH, Silvassa**. The **Tender Fees** should be enclosed with **BID** only.

Tender Fees (Non Refundable) ` .500/-:

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non Refundable) will be accepted only in form of DD/ A/c payee Cheque in favor of **Member Secretary, Rogi Kalyan Samiti, Silvassa** from any Nationalized or Scheduled Bank of India payable in Silvassa.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

❖ Earnest Money Deposit ` .3,800/- :

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- c. EMD can be paid in either of the form of following:
 - i. A/c Payee Demand Draft.
 - ii. Fixed Deposit Receipts.
 - iii. Bank Guarantee.

In favor of **“Member Secretary, Rogi Kalyan Samiti, Silvassa”** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- d. EMD should be valid upto **12 (Twelve Months)** from the date of its issuance.
- e. EMD in any other forms will not be accepted.

- f. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
 - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
 - ii. In case, the supplier does not execute the supply order placed with him within stipulated time, the EMD of the supplier will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
 - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- g. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any Nationalized or Scheduled Bank payable at Silvassa. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- h. Only on satisfactory completion of the supply order for and on payment of all bills of the supplier, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.
- i. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

REQUEST FOR PROPOSAL (RFP) :

Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital, seeks to invite proposal from Chartered Accountant firms for conducting Internal Audit of Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital

1. Objective of audit services:

The objective is to identify, prioritize and thoroughly evaluate the functions of the Hospital with a view to suggest improvements thereto, add value to and strengthen the overall governance mechanism of the Hospital including strategic risk management and internal control system.

2. 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, resulting from fraud.

3. CA firms eligible for audit:

Chartered Accountants firms those are empanelled with C & AG for the year 2018-19 and eligible for doing PSU audits only will be eligible for the audit of the Rogi Kalyan Samiti.

4. Audit Fees and TA/DA:

The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA. The firm quoting the minimum consolidated fees including towards TA/DA expenses will be awarded the work of audit. In case the audit team request for stay arrangement etc. then cost to the state for such stay arrangements etc. will be adjusted against the consolidated fees quoted. The Audit Fee should be quoted considering this aspect.

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

- a) Determining the cost centers in which RKS can be bifurcated.
- b) To evaluate the system followed for revenue recognition and expenditure budgeting.
- c) Developing system wherein the revenue/cost can be determined department wise and can be used for budgeting as well.
- d) Testing the software for internal control risk (if any).
- e) Verifying the revenue received from various sources from revenue leakage prospective and setting an appropriate internal control system.
- f) Verifying the fund allocation with the purpose for which the same has been received.
- g) Stock verification on periodic basis.

- h) Variance analysis of actual expenditure incurred with the budgeted expenditure.
- i) Evaluation of physical data with revenue received department wise and reconciliation of the same.
- j) Evaluation/Verification of any other points.

6. Reporting and Timing

The Internal Audit Report should be submitted within two months of the end audit.

7. Additional Instructions to Auditors

To help & guide department in audit of Shri Vinoba Bhave Civil Hospital.

8. Re-appointment of Auditor:

As the auditor once appointed can continue for two more years, subject to the satisfaction of the performance by the RKS which wishes to reappoint the same auditor shall have to seek the approval of the Executive Committee after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting PSU audits for the year for which firm is being re-appointed. Further, any comments/remarks/observation of the Ministry in this regard shall have to be considered while re-appointing the same auditor.

Guidelines for Submitting the Proposals:

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

- 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.**” The Society 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.

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 1 year 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 Authorised 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. **RKS 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 organisation.**

xii. Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit.

Technical & Financial Proposal will consist:

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

**Form T-1
Letter of Transmittal**

To,
The Member Secretary,
Rogi Kalyan Samiti,
Shri Vinoba Bhave Civil Hospital,
Silvassa.

Dear Sir,

We, the undersigned, offer to provide the audit services for Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital, Silvassa 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 up to one year 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 Rogi Kalyan Samiti 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,

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**Form T-2
Particulars/Details of 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 No. of Head Office In-charge
	Date of Establishment of firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place	
3.	Firm's Income Tax PAN No.	Attach a copy of PAN Caed
4.	Firm's Service Tax Registration No.	Attach a copy of Registration
5.	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O., and partners etc.
6.	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under Audit (2018-19) confirming that the firm is eligible for PSU audits.
7.	No. of Years of Firm Existence & Date of establishment of Firm	Attach a copy of proof
8.	Turnover of the firm in last three years	Attach a copy of Balance Sheet and P&L Account of the last three years or a C.A. certificate giving breakup of Audit Fee and Other Fees Received.
9.	Audit Experience of the Firm: 1. Number of Assignments in Internal Audit 2. Number of Assignments of Externally Aided Projects/Social Sector Project (exclude audit of Charitable Institution & NGOs) 3. Experience in RKS Audit	Copy of Offer Letter & the Fee Charged for each assignment. (Relevant evidences to be given of the turnover and fees)

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10.	Details of Partners: Provide following details: <ul style="list-style-type: none">• Number of Full Time Fellow Partners associated with the firm.• Name of each partner,• Date of becoming ACA and FCA• Date of joining the firm,• Membership No.,• Qualification• Experience• Whether the partners are engaged full time or part time with the firm.• Their Contact Mobile No., email and full Address	Attested copy of Certificate of ICAI not before 1.1.2018
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Note: The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written)

Signature of Agency
With Rubber Stamp

Sd/-
Director
Medical & Public Health Services/
Member Secretary (RKS)
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

**Form F-1
FORMAT OF FINANCIAL BID**

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

PARTICULARS	TOTAL AMOUNT (in `.)
AUDIT FEES	Both in Numeric and in Words.
a. Audit fees _____ (Including cost of TA/DA)	` . _____/- (Rupees _____
b. Tax _____	_____
c. Total Fees _____	_____)
Note: Percentage of fund involved shall not be a basis of quoting the audit fees	

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

Signature of Agency
With Rubber Stamp

Sd/-
Director
Medical & Public Health Services/
Member Secretary (RKS)
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com

Selection Process of the Auditor:

For the purpose of the appointment of the internal auditor for 2018-19, following points should be taken into account :-

Open advertisement (as per Format for Advertisement as at Form-A) in leading newspapers at State level and National level for inviting proposals from CAG empanelled Chartered Accountant firms for internal audit of Rogi Kalyan Samiti should be issued first. A copy of the advertisement shall also be e-mailed to the Institute of Chartered Accountants of India (ICAI) for webhosting on ICAI website at secretary@icai.in & secretary@icai.org. (Format of the advertisement is enclosed).

A pre-bid conference shall be held (date to be indicated in the advertisement) wherein clarifications that the potential bidders shall be clarified.

The detailed scheduled in regards to the tendering process shall be as under: -

1. **Date for collection of RFP:** Within 10 days of advertisement.
2. **Date of pre-bid conference:** Next day of the last date for collection of the RFP.
3. **Last date and time for submission of Proposal:** Within one week from the date of pre-bid conference.
4. **Date and time of opening of Tender:** On the day of closing of submission of proposal and after 2 hours of the closing time.

The selection process of auditor shall be subject to review by Financial Department, RKS. The selection will be done by selecting the firm having lowest quotation in Financial Bid (L-1). On completion of selection process, the firm selected shall be awarded the contract of audit of RKS by issuing the Letter of Award (LOA). The firm should execute a Contract with the Rogi Kalyan Samiti (RKS) within 2 weeks of the award of the issuance of LOA.

In case the bidding firm is found not suitable for audit on any reasonable ground like information by the Ministry/ ICAI/ any State etc. RKS may reject such proposal without giving any reason.

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Form – A (Format of Advertisement)

Administration of
Dadra & Nagar Haveli, U.T.
Office of the Member Secretary, Rogi Kalyan Samiti
Shri Vinoba Bhave Civil Hospital

**SELECTION OF AUDITORS - REQUEST FOR PROPOSAL
HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR INTERNAL
AUDIT OF ROGI KALYAN SAMITI, SHRI VINOBA BHAVE CIVIL HOSPITAL
- (FOR THE FINANCIAL YEAR 2018-19) under Rogi Kalyan Samiti (RKS)**

Govt of India (GoI) in partnership with the States is implementing the National Health Mission which comprises of various programs. Rogi Kalyan Samiti is formed with the objective of improving medical facilities in the areas and seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections. To facilitate implementation, Rogi Kalyan Samitis have been registered which work under the administrative control of the Department of Health & Family Welfare. Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital, invites “Proposal for audit” from **firms of Chartered Accountants empanelled with C& AG and eligible for PSUs audit for the year 2018-19.**

Detailed RFP: Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be either downloaded from the state’s website _____ or this can be collected from the O/o Member Secretary, RKS, Shri Vinoba Bhave Civil Hospital between and

Important Dates:

- i. Last date for collection of RFP from Office of RKS:
- ii. Date for pre-bid conference:
- iii. Last date for submission of Proposal to SHS:
- iv. Date of opening of financial bid:

Venue for Pre-bid Conference: Pre-bid Conference would be held at O/o Member Secretary, Rogi Kalyan Samiti, Shri Vinoba Bhave Civil Hospital.

Signature of Agency
With Rubber Stamp

Sd/-
Director
Medical & Public Health Services/
Member Secretary (RKS)
“Tel.No.0260-2642940, 2640615”
e-mail ID : svbch.sil@gmail.com