

**GOVERNMENT OF NAGALAND
HEALTH & FAMILY WELFARE DEPARTMENT
STATE HEALTH SOCIETY**

SELECTION AUDITORS –REQUEST FOR PROPOSAL

HIRING SERVICES OF CHARERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF STATE HEALTH SOCIETY (SHS) & DISTRICT HEALTH SOCIETIES (DHS)- (FOR THE FINANCIAL YEAR 2014-15) UNDER NATIONAL HEALTH MISSION (NHM)

The Nagaland State Health Society, invites “proposal for audit” from firms of Chartered Accountants empanelled with C & AG and eligible for major PSUs audit for the year **2014-15**.

Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and guidelines for submitting the proposal can be either downloaded from the States website www.nhmnagaland.in or this can be collected from O/o Mission Director, Nagaland SHS between 01.03.2015 and 15.03.2015.

Important dates:

1. Last date for collection of RFP from office of SHS 16.03.2015
2. Date for the pre-bid conference 17.03.2015
3. Last date for submission of proposal to SHS..... 17.03.2015 (2.30 pm)
4. Date of opening of financial bid..... 18.03.2015

Venue for pre-bid conference: IDSP Hall, Directorate of Health & Family Welfare, Kohima


MISSION DIRECTOR
STATE HEALTH SOCIETY, NAGALAND
KOHIMA

Letter of Transmittal

To,
The Mission Director,
State Health Society,
Name & Address of State

Dear Sir,

We, the undersigned, offer to provide the audit services for [*Name of State Health Society*] 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 till six months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that State Health Society [*Insert Name of the State*] 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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Particulars/Details of the Firm

Sl. 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 the 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 Income Tax PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach 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 & A G	Attach proof of empanelment with C&AG for the year under Audit (2014-15) confirming that the firm is eligible for major PSU audits.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
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 give Break-up of Audit Fee and Other Fees Received.
9	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments of Externally Aided Projects/ Social Sector Project (excluding audit of Charitable Institutions & NGOs) 3. Experience in the NHM audit.	Copy of the Offer Letter & the Fee Charged for each assignment. (Relevant evidences to be given of the turnover and fee)

Details of Partners:

Provide following details:

- 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 is 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 1.1.2015

Note: The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).

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

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

Item or Activity	Total Amount (in Rupees)
AUDIT FEE	Both in Numeric and in Words.
a. Audit fess ----- (Including cost of TA/DA)	Rs. _____/-
b. Service Tax -----	(Rupees
c. Total Fees -----	_____).
Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	

Selection Process of the Auditor: For the purpose of the appointment of the statutory auditor for 14-15, 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 statutory audit of State and District Health Societies 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 copy of the advertisement shall have to be sent to FMG in MOHFW. Advertisement along with the detailed RFP shall also to be uploaded on the state's NHM website.

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

The Executive Committee of the SHS will form a Standing Committee on Audit (SCA) with suitable representation from programme and finance wings. The SCA should invariably be headed by the Director-Finance or other person nominated by the Mission Director. This Standing Committee will also act as the Selection Committee for the selection of auditors. The Standing Committee on Audit will subsequently monitor the audit process and the follow up on audit paras and Action Taken Reports on those audit paras. After the selection of auditor by SCA the same shall also will have to be approved in the meeting of Executive Committee of the SHS.

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

- (a) Advertisement: Advertisement should be made latest by the 31st January, 2015 so the process of appointment of auditor is completed before 31st March, 2015.
- (b) Date for collection of RFP: Within 15 days of advertisement.
- (c) Date of pre-bid conference: Next day of the last date for collection of the RFP.
- (d) Last date and time for submission of Proposal: Within one week from the date of pre-bid conference.
- (e) 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 Management Group, MOHFW, GOI / Office of Chief Controller of Accounts, MOHFW, GOI / Audit parties of the AG or any authorized person of the Ministry of Health and Family Welfare, Government of India.

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 SHS & DHS by issuing the Letter of Award (LOA). The firm should execute a Contract with the State Health Society (SHS) 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. State may reject such proposal without giving any reason.

Form – B (Format of Advertisement in case of Multiple Auditor)

Government of

Health & Family Welfare Department
State Health Society

SELECTION OF AUDITORS - REQUEST FOR PROPOSAL

**HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY
AUDIT OF STATE HEALTH SOCIETY (SHS) & DISTRICT HEALTH SOCIETY (DHS)
- (FOR THE FINANCIAL YEAR 2014-15) under National Health Mission (NHM)**

Govt. of India (GoI) in partnership with the States is implementing the National Health Mission which comprises of various programs, 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 of NHM, State and District level entities (Health Societies) have been registered which work under the administrative control of the Department of Health & Family Welfare. The(Name of State) State Health Society, invites "Proposal for audit" from **firms of Chartered Accountants empanelled with C& AG and eligible for major PSUs audit for the year 2014-15**. Other major points are as under-

- i. C.A. firm to be selected for each group of districts shall have the same eligibility criteria as applicable for others i.e. firm should be empanelled for audit of major PSUs with C&AG.
- ii. The Auditor selected for each group of districts shall issue a consolidated audit report comprising all programmes of NHM (including NUHM, NDCPs and NCDs) for each district.
- iii. Time line for completion and issue of audit report for each district should be 30th June, 2015 so that the same can be consolidated at state level and a consolidated report of state may be submitted by 31st July, 2015.

As a separate auditor is to be appointed for State & District, accordingly the desirous bidding firm should submit a separate tender for the selected group of district. C.A firm can submit proposal only for state and one group of district as per their choice. The detail of group of districts is as under:

State / Group of District	Name of State HQ/ Districts	No. of Units	Ref. Tender No.
State Health Society	HQ / State' Capital	One	
Group-A	Mention No. of Districts	
Group-B	Mention No. of Districts	
Group-C	Mention No. of Districts	
Group-D	Mention No. of Districts	

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 www.nhm.gov.in or this can be collected from the O/o Mission DirectorSHS between and

Important Dates:

- i. Last date for collection of RFP from Office of SHS:
- 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

**Mission Director,
State Health Society.....**

Address:
Mission Director,
SHS of, Government of,
Email id:
FAX: & Phone: