

**Government of Bihar**  
**Department of Health & Family Welfare**  
**STATE HEALTH SOCIETY, BIHAR, PATNA**  
Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800 014

**EXPRESSION OF INTEREST for Reconciliation of Financial  
Accounts/Statements for the Financial Year 2005-06 to 2014-15.**

HIRING SERVICES OF CHARTERED ACCOUNTANTS FIRM FOR RECONCILIATION OF FINANCIAL ACCOUNTS/STATEMENTS OF STATE HEALTH SOCIETY BIHAR (SHSB) & DISTRICT HEALTH SOCIETY (DHS) FOR THE FINANCIAL YEAR 2005-06 TO 2014-15 UNDER NATIONAL RURAL HEALTH MISSION (NRHM)/NATIONAL HEALTH MISSION.

**Request for Proposal (RFP) for Reconciliation of Financial Accounts/Statements for the State of Bihar**

State Health Society Bihar invites Proposals from interested Chartered Accountants firms *empanelled with the C&AG of India and eligible for major PSUs audit for the year 2015-16* meeting all the minimum eligibility criteria given in Request for Proposal (RFP) for providing their services for carrying out the Reconciliation of Financial Accounts/Statements of all programmes including (NUHM, NDCPs, NDCs, NPPCD, NOHP, NPPC, Burn Injury, NPF etc.) of State Health Society Bihar & all District Health Societies of the State under the NRHM/NHM for the financial year 2005-06 to 2014-15.

The details about background of the units to be covered in the reconciliation work, scope of work, Terms of Reference (ToR), eligibility criteria for selection of the C.A. firms and Guidelines for submitting the Proposal can be downloaded from the website <http://statehealthsocietybihar.org> from **13th April 2016 onwards**.

**Submission of Proposal:** The Proposal is to be submitted to the Executive Director, State Health Society Bihar, Pariwar Kalyan Bhawan, Shikhpura, Patna-800 014.

**Important Dates for the selection process:**

i.	Date for pre-bid conference	21 April 2016 at 03.00 p.m.
ii.	Last Date for submission of proposal to SHSB	29 April 2016 up to 02.00 p.m. through Registered/ Speed Post only)
iii.	Date of opening of Technical Bid	03 May 2016 at 05.00 p.m.

**Venue for pre-bid Conference:** Pre-bid Conference will be held at State Health Society Bihar, Patna, Pariwar Kalyan Bhawan, Sheikhpura, Patna (Bihar).

**Executive Director  
(SHSB)**

Address: Executive Director,  
State Health Society Bihar,  
Pariwar Kalyan Bhawan, Patna-800 014  
Fax: 0612-2290322, Telephone: 0612-2281545/ 2290340

## **REQUEST FOR PROPOSAL (RFP)**

State Health Society Bihar, Patna seeks to invite Proposals from *C&AG empanelled Chartered Accountants firms (CA Firms) and eligible for major PSUs audit for the year 2015-16* meeting the minimum eligibility criteria for providing their services for Reconciliation of Financial Accounts/Statements of State Health Society Bihar(SHSB)/District Health Societies (DHS) for the Financial Year 2005-06 to 2014-15.

The details about background of the units to be covered in the reconciliation work, scope of work, Terms of Reference (ToR), 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) formerly known as National Rural Health Mission (NRHM) 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 NHM seeks to provide accessible, affordable and quality health care to the rural population, specially the vulnerable sections.
- 2 At present the following Schemes come under the National Health Mission:
  - A. Reproductive and Child Health Programme: (RCH Flexipool)
  - B. Additionalities Under NHM: (Mission Flexipool)
  - C. 1.1. Operating Costs for Routine Immunisation & Injection safety.  
1.2. Operating Cost for Pulse Polio Immunisation.
  - D. Others like: IEC, NGO, Deafness Control, etc.
  - E. National Disease Control Programmes:
    - a) National Vector Borne Disease Control Programme (NVBDCP).
    - b) Revised National Tuberculosis Control Programme (RNTCP).
    - c) National Leprosy Control Programme (NLCP).
    - d) National Trachoma & Blindness Control Programme.
    - e) National Iodine Deficiency Disorder Control Programme (NIDDCP).
    - f) Integrated Disease Surveillance Project (IDSP).
- 3 **Project Management under NRHM:**

For achievement of NRHM goals and for effective implementation of NRHM activities additional resources and capacities at various levels have been created as under:

#### **At State Level:**

The NRHM programme is being implemented in the state of Bihar by State Health Society (SHS) headed by Executive Director who reports to the Principal Secretary (Health & Family Welfare), GoB.

#### **At District Level:**

At the District level, District Programme Management Units (DPMUs) have been established and they work as the secretariat for the District Health Societies (DHS). The Civil Surgeon is the nodal officer for the DPMUs. The finance and accounts activities related to NRHM

implementation at the district level are managed by District Accounts Manager (DAM) and a data assistant under the supervision of a Districts Programme Manager (DPM). The broad roles of district finance personnel are as follows:

- Budgeting and Planning for programme implementation
- Ensure timely fund releases to the Blocks/ CHC/ PHC/ Sub Centers
- Maintenance of accounts as per guidelines
- Monitor timely reporting from the Blocks through Statement of Expenditure every month
- Ensure timely reporting of expenditure to the State
- Facilitate Concurrent Audit by providing relevant information to the auditors timely
- Ensuring follow up on audit observations

#### **At Block Level:**

The implementation of the programme activities starts at the Block level and the actual utilization of funds initiates from here. Block Medical Officer is supported by Block Accountant & Block Programme Manager (BPM). The Block Accounts Manager is responsible for disbursing the funds to the implementing units under its jurisdiction (CHC/PHC/ Sub Center/ VHSNC) and monitoring their utilization and reporting for the funds disbursed. BAM is also responsible for maintenance of accounting records at the block level and reporting the utilization to the District Accounts Manager in respect of the funds received from the district.

At CHC/PHC level, accounting and reporting activities are managed by the CHC/ PHC accountants. At Sub Center level and Village Health, Sanitation and Nutrition Committees, the fund management and reporting is controlled by the ANM and ASHA respectively.

- 4 **Funding & Accounting Arrangements:** NRHM is an umbrella programme with various programmes under it with different budgetary requirements. 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). From 2014-15 the fund flow to the SHSB is through treasury.

The funds received by the State are further disbursed to the District Health Societies in accordance with the requirements stated in their respective District Health Action Plans. The districts disburse funds to the blocks which further disburse funds to various implementing units (CHCs/PHCs/ SCs/ VHSNCs) for programme implementation activities.

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

- 6 **Banking Arrangements**

Funds are released by the Government of India (GoI) to the SHS Bank Account opened exclusively for NRHM programme. Initially, the funds were transferred from SHS to the districts and blocks level implementing units through bank drafts which were deposited in the

bank accounts opened exclusively for the NRHM programme. However, from the year 2009-10 all funds are transferred through Reserve Bank of India (RBI) approved banks through electronic transfers at all levels to make the system smoother and speedier. From the year 2014-15 funds are transferred through State Treasury to SHS.

The funds at State Level are managed by SHS and at district level by District PMUs. Few important points w.r.t bank accounts are as follows:

- The NRHM funds of SHS and DHS are kept in Savings Bank Accounts of a Scheduled Commercial Bank of RBI.
- The bank accounts of Sub-Centres and VHSNCs can be opened in any scheduled commercial bank / Grameen Bank/ Post office.

## 7 The Problem

The district units are receiving funds under the NRHM programme since the year 2005-06. The funds are electronically transferred to the districts, which are kept in bank accounts opened separately for NRHM funds. In spite of the elaborate and well defined banking, accounting and other financial systems, huge difference in fund balances appear in the books of DHS as well as the district and sub-district units, e.g., district hospitals, CHCs, PHCs, sub-divisional hospitals, referral hospitals, etc. These differences appear right since inception of NRHM programme and have never been reconciled. **The statutory auditors of the NRHM programme have been reporting these differences in their audit reports every year and each year the difference is gradually increasing. Apparently the differences exist because of the following reasons:**

- a. **Booking of receipts and expenditure under wrong heads,**
- b. **Accounting error**
- c. **Poor quality of accounts personnel at district as well as sub-district units**
- d. **Poor upkeep of accounts and improper reporting by sub-district units**
- e. **Mixing funds received from other sources with NRHM funds and vice versa.**

**Though the district units have appointed concurrent auditors, but they have confined themselves to reporting the differences in fund balances only. No efforts have been made till date to reconcile the differences that appear in the fund balances; as a result all the implementing units are carrying huge un-reconciled differences in their books. Thus the authenticity of the balances and the financial reports are in question and the very purpose of accounting is getting defeated.**

### Section II-Need for Reconciliation of Financial Accounts/Statements

- Focus of statutory audit mainly on finalization of financial statements
- Lack of timely/ periodical closure of books of accounts
- Low quality of book/ account keeping & lack of accuracy of financial reports specially at sub district level
- Lack of clarity on Statutory audit observations leading to repetition of observations and hence lack of improvement in the systems
- High amount of unadjusted advances and lack of periodical follow up carried to settle outstanding advances
- Lack of justification by Statutory Auditor in relation to Opening Differences in balances.
- Need of continuous handholding support to the finance staff in improvement of financial management and accounting systems

### **Objective of Fund Reconciliation:**

The primary objective of this one time exercise is to carry out systematic examination and reconciliation of the fund balances of the District Health Society, District Hospitals, PHCs/CHCs, Sub Divisional Hospitals, Referral Hospitals, Medical Colleges & Hospitals etc. located in the districts, that are receiving and spending funds under the National Rural Health Mission programme with a view to arrive at an accurate, authentic and reconciled figure as on March 31, 2015 for each of such units. The total units that will be covered under the reconciliation process shall be as below:

a.	State Health Society	: 01
b.	Regional Programme Management Units	: 09
c.	District Health Societies	: 38
d.	District Hospitals	: 36
e.	Sub divisional Hospitals	: 46
f.	Referral Hospitals	: 77
g.	Primary/ Community Health Centers	: 533
h.	Medical Colleges & Hospitals	: 07
<b>i.</b>	<b>Total units to be reconciled</b>	<b>: 747</b>

### **The scope of work of the Reconciliation of Financial Accounts/Statements is as follows:**

- Reconciliation of SHS accounts with NHM of MH&FW and other Health Institutions.
- Reconciliation of DHS accounts with SHSB, PHCs and other health institutions.
- The fund reconciliation work shall be carried out for each year, since inception of the NRHM programme for all implementing units involved in NRHM programme in the state, i.e., the State Health Society, 09 Regional Programme Management Units, 38 District Health Societies, 36 District Hospitals, 46 Sub Divisional Hospitals, 77 Referral Hospitals, 533 PHCs/CHCs and 07 Medical Colleges & Hospitals which received funds under the NRHM Programme.
- The CA firm engaged for the job will carry out reconciliation of funds for one year at a time, starting from the inception of the NRHM programme in the unit.
- The firm will examine each transaction carried out by the implementing units with a view to examine the correctness of its accounting and its impact on the fund balance.
- All errors and omissions that may have occurred during a year shall be identified and its impact on correctness of the closing fund balance shall be quantified.
- Rectification action including passing of rectification entries in the books shall be taken to nullify the effects of the errors.
- A list of all errors and rectification action taken for each implementing unit for each financial year shall be prepared.
- A 'Fund Reconciliation Statement' shall be prepared for each implementing unit, wherein the positive and negative impact of all the identified errors/ omissions shall be listed to arrive at the authentic fund balance that match with the physical fund balance available at the end of the financial year.
- Using the corrected fund balance of the implementing unit as opening balance of subsequent year the whole exercise shall be repeated to arrive at rectified closing fund balance of the subsequent years.
- The firm will identify the areas of weakness and the main factors that contributed to and were the reason for the errors and mistakes that occurred and which resulted in the difference in the

fund balance. They will also express an opinion as to how to overcome the area of weakness identified by them.

- Verification of FMRs/SOEs with Books of Accounts and proper adjustments to be made.
- Analysis of Advances at the SHS/DHSs/PHCs level and proper adjustments to be made.
- Analysis of the Scheme wise Utilization Certificates.
- Review and analysis of the Age wise and Party wise Advances Report and proper adjustments to be made.
- Reconciliation of Financial Statement with the accounts maintained in Tally Software and proper adjustments to be made. A soft copy of data sheet in Tally Software must be provided to SHSB.
- Comparison between financial and physical performance and analysis.
- Visit to all and peripheral units.
- Any other evaluation work, as desired by the Regular Monitoring Committee of SHSB.

### **Output and Deliverables**

- **The firm will submit a comprehensive ‘Fund Reconciliation Report’ detailing therein the fund balance that appeared in the books and reported by each of the 747 implementing unit and the rectified fund balance against them.**
- **The Fund Reconciliation Report will be supported by a statement prepared for each of the 748 implementing unit where year wise details of fund balance as per books and rectified fund balance shall be shown.**
- **A list of all errors giving details of voucher no., date, amount, correct figure, impact of the error on the closing fund balance, etc., and other reasons that contributed to the difference in balance for each implementing unit.**
- **Year-wise ‘Fund Reconciliation Statement’ for each of the 747 implementing units. A narrative report detailing the area of weakness which contributed to resulted in the errors and omissions, suggesting measures to avoid reoccurrence of such mistakes.**

### **Plan Regarding Approach & Methodology**

The firm will submit a clear plan explaining the approach and methodology to be adopted by them for completion of the assignment. They must explain the probable problems and impediments which are likely to hamper the smooth completion of the assignment and also explain how they plan to overcome the problems.

It must be ensured that the Reconciliation of Financial Accounts/Statements of all the State Health Society/District Health Societies should be submitted within three months from the date of awarding contract. It should cover the following points as per the checklist & annexure provided:

<b>Checklist</b>	<b>Annexure</b>
Reporting requirements as per GoI guidelines	Cash Book
Maintenance of Books of Accounts	Budget Control Register
Receipt & Incomes	Assets Register & Stock Register
Payments & Expenditure	Advance tracking register
Asset side of Balance Sheet	Agewise analysis of advances
Liability side of Balance Sheet	Bank Reconciliation Statement
Statement of Expenditure	Fund Receipt Register

### **Section III-Minimum Eligibility Criteria**

The work will be awarded to a single Chartered Accountant firm (the principal firm). The CA firm shall have the liberty to engage as many CA firms, members of ICAI, Semi qualified CAs, etc., as deemed fit to complete the assignment within the given time frame. For this purpose the principal firm may either deploy the manpower readily available with them or they may hire services of another CA firm or manpower from market. The principal firm shall, however, be fully responsible and accountable for the output and quality of work of all the persons/ firms engaged by it and for the timely completion of the assignment. The CA firm interested in taking up this assignment must fulfill the following minimum requirements.

#### **1 The Eligible Firm and Minimum Requirement for the job:**

The firm must be-

- empanelled with C&AG and eligible for major PSUs audit for the year 2015-16 ;
- registered with ICAI and have at least 2 fellow members of the ICAI, associated with the firm for not less than 3 years (As per Certificate of ICAI issued not more than 3 months prior to application);
- their Head offices / Branch Offices should preferably be located in Patna;
- have an average turnover of Rs. 50 lacs p.a in the last three year;
- no. of Years of Firm Existence (As per ICAI certificate) not less than 10 Years;
- having experience of more than ten years;
- having experience of audit of externally/internally aided projects or social sector projects, other than audit of charitable institutions & NGOs of at least 2 assignment in the last 3 years; (Branch Audit of Banks and Insurance Companies shall not be considered.)
- the firm or any partners of the firm so engaged by it, should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior.

**Any firm not qualifying these minimum criteria need not apply and their proposal thereof, shall be summarily rejected.**

#### **2 Key Times**

The key timelines for submission of Consolidated Reconciliation of Financial Accounts/Statements Report (Hard Copy & Soft Copies by the CA Firm to SHSB) is after completion of work which is three months after date of award of contract.

#### **3 Coverage:**

- The Chartered Accountants Firm should ensure coverage of all the RPMUs, DHSs, PHCs, Sadar Hospitals, Sub divisional Hospitals, Referral Hospitals, Medical College and Hospitals etc.
- The Report has to include accounts maintained under RKS and NDCP (wherever applicable).
- The CA Firm has to ensure that the Revenue Collected from patients on account of Registration Charges, Service Charges etc. and receipt from other services is deposited into Bank Accounts by the Auditee offices.

#### **4 Responsibility of Chartered Accountant Firm**

- The CA firm shall be responsible to design, develop and implement a plan to execute this assignment as specified in the scope and statement of work in conformity with the standards and timelines stipulated therein.
- The CA firm will deploy adequate manpower of sufficient qualification and experience to complete the job within the stipulated time frame.
- The CA firm shall have the liberty to engage as many CA firms, members of ICAI, Semi qualified CAs, etc., as deemed fit to complete the assignment within the given time frame.
- Of the total manpower engaged at least 10% should be fully qualified chartered accountants and another 40% should have cleared the Intermediate (IPCC) examination of the ICAI.
- The principal CA firm shall be fully responsible and accountable for the output and quality of work of all the persons/ firms engaged by it and for the timely completion of the assignment.
- The CA firm shall guide and supervise the work of all the persons engaged and deployed by it on the assignment.
- The CA firm shall be fully responsible for the timely completion of the assignment and submission of final report with the required quality/output of the work so assigned.
- The CA firm shall not share any finding, data, report either fully or in part with anyone without prior approval of the Executive Director, NRHM. In case of any default or any breach of contract, the contract shall be terminated and, the Firm shall be liable for any consequential action thereof.
- Other CA Firm if engaged by the Principal Firm or any person so engaged by it, in order to complete the job, shall not claim in any manner/for any grievances for their own cause, from the SHS.

##### 5 **Responsibility of State Health Society**

- SHS will provide all necessary support reasonably to the CA firm, to enable it to complete the assignment in time.
- A Regular Monitoring Committee has been formed in SHS to oversee and monitor the work performed by the CA firm under the concession agreement.
- All issues arising out during the execution of the task shall be resolved by the committee.
- The SHS shall issue instructions to all district units to extend support and cooperation to the CA firm reasonably for smooth completion of the assignment.
- SHSB will enter into an agreement with the selected firm for assignment of job.
- SHSB shall be responsible for payment of the contract sum in terms of the agreement provisions only after completion of work within its time frame and satisfying itself about the quality of content of the deliverables. For this purpose SHSB may obtain necessary certificates as deemed fit. No advance will be payable before completion of work.
- The reconciliation work shall be carried out under the overall supervision of the Executive Director, State Health Society, Bihar. At least Fortnightly Monitoring, of the progress achieved, shall be carried out by the Regular Monitoring Committee constituted in the State Health Society, Bihar. The Additional Director (Finance), SHSB shall be the Convener of the Committee, which shall consist of Finance Manager of SHSB, one representative from Finance Department and one representative from Health Department



of Government of Bihar as members. Apart from the monitoring work, the Committee shall also provide problem solving support to the CA firm if the need be.

#### **Section IV- Guidelines for Submitting the Proposals:**

##### **1. General Guidelines:**

Agencies are required to submit the proposal (RFP) (in two separate & sealed cover/envelop) duly writing on Top as proposal for \_\_\_\_\_ & Last date \_\_\_\_\_ as per the guidelines and formats detailed out in the following paras:

- 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 REGULAR MONITORING COMMITTEE**”. The 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 rejection of Proposal. 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.
- The interested firm should submit the proposal form to State Health Society Bihar, Patna who shall evaluate the Technical proposal and finalise the same for opening of financial bids of eligible firms.
- The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).
- It may be noted that a record of the team shall be maintained at the facility visited and team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that facility.
- All agencies must comply with the Technical Specification, General Conditions and Format/ Requirement for Technical and Financial Proposal.
- 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.
- Financial proposals submitted by the firm in the bid shall be valid for six months from the date of submission to final award of the contract.
- Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the authorized signatory of the firm with its official seal if any atleast on the ending page of the required document/proposal.
- All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.

- State Health Society (SHS) reserve 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.

**2. Technical Proposal:**

- ✚ Letter of Transmittal ( *Form T-1*)
- ✚ Details of the Firm along with Details of Partners (*Form T-2, Form T-2A*),
- ✚ Brief of relevant experience (*Form T-3*).

**3. Financial Proposal:**

- ✚ The financial bid shall be submitted as per Form *F-1*
- ✚ Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.

**Submission of Proposals:**

The proposal may be submitted to the Executive Director, State Health Society Bihar, Pariwar Kalyan Bhawan, Shikhpura, Patna-800 014.

**Letter of Transmittal**

**To,**

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Dear Sir,

We, the undersigned, offer to provide the Reconciliation of Financial Accounts/Statements of State Health Society Bihar, Patna 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 and 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 are valid till six months from the date of submission of the quotation. 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 Bihar 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,**

( )  
(Seal of the Firm)

**Details of the Firms along with Details of Partners for the reconciliation of the accounts of State Health Society Bihar & District Health Societies**

1. (a) Name of the firm (in Capital letters) \_\_\_\_\_  
(b) Address of the Head Office \_\_\_\_\_  
(Please also give telephone no. \_\_\_\_\_  
and e-mail address) \_\_\_\_\_  
(c) PAN No. of the firm \_\_\_\_\_  
(Please attach copy of PAN Card)

2. ICAI Registration No. \_\_\_\_\_ Region Name \_\_\_\_\_ Region Code No. \_\_\_\_\_

3. (a) Date of constitution of the firm:  
(b) Date since when the firms has a full time FCA

4. Full-time Partners/Sole Proprietor of the firm as on 1st January, 2016

Sl. No.	Years of continuous association with the firm	Number of FCA	Number of ACA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 year or more but less than 10 years		
(d)	10 year or more but less than 15 years		
(e)	15 year or more		

Note: Please attach the copy of Firm's Constitution Certificate issued by ACAI as on 01/01/2016.

5. Number of Part time Partners if any, as on 1st January, 2016
6. Number of Full time Chartered Accountant as on 1st January, 2016
7. Number of audit staff employed full-time with the firm
- (a) Articles/Audit Clerks \_\_\_\_\_
- (b) Other Audit Staff (with knowledge of book keeping and accountancy) \_\_\_\_\_
- (c) Other Professional Staff (Please specify) \_\_\_\_\_
8. Number of Branches if any (Please mention Places & locations): \_\_\_\_\_

9. Whether the firm is engaged in any internal or External audit or any other services providing to any Govt. Company/Corporation or co-operative institution etc. Yes/No  
*(If yes, details may be given as per form T-3)*
10. Whether the firm is implementing quality control Policies and procedures designed to ensure that all audits are conducted in accordance with Auditing, Review & other Standard issued by ICAI. Yes/No  
*(If yes, a brief note on the procedure adopted is to be enclosed)*
11. Whether there are any court/arbitration/any other legal case against the firm Yes/No  
*(If yes, give a brief note of the case indicating its present status)*

#### **Undertaking**

I/We do hereby declare that the above mentioned informations are true & correct and I/We also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract read with RFP & ToR if executed by us with the State Health Society and we have conducted Concurrent Audit/ Statutory Audit of NRHM/NHM programme of DHS-----/SHS for the financial year..... (Proof attached).

Date:

Place:

**Signature of Partner**

## Details of Firms, Partners, Partners, Branches Turnover etc.

Sl. No.	Criteria	Details	Remarks
1.	<b>No. of Partners- FCA/ACA</b>		
2.	<b>Year of experience:</b> Partner A + Partner B + Partner C + Partner D +.....		
3.	<b>Year of Partners associated with the firm:</b> Partner A + Partner B + Partner C + Partner D +.....		
4.	<b>No. of Staff:</b>		
	<b>i. Qualified</b>		
	<b>ii. Semi-Qualified</b>		
	<b>iii. Others</b>		
5.	<b>Nature of experience:</b> (giving Years of experience of the entities/ projects audited)		
	<b>i. NRHM audit</b>		
	<b>ii. Govt. Social Sector Audit</b>		
	<b>iii. Other Social Sector Audit</b>		
6.	<b>No. of Branches</b>		
7.	<b>Total turnover of the firm in last three years i.e. for FY 2012-13, 2013-14 &amp; 2014-15.</b>		
<p><b>Note: CA firms will also provide their latest Certificate of Firm Constitution as on 1st January 2016 of the current year issued by ICAI and their Income Tax Return duly acknowledge by IT Department for Assessment Years 2013-14, 2014-15 &amp; 2015-16. Firm not able to provide these two documents will not be considered.</b></p>			
<b>Name of the Member</b>		<b>Signature with date</b>	

**Brief of Relevant Experience**

<b>A. Experience of audit in relation to Externally Aided Projects/Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs)</b>						
<b>Sl. No.</b>	<b>Name of the Auditee Organisation</b>	<b>Grant-in Aids handled of the auditee organization</b>	<b>Type/Nature of Assignment</b>	<b>Scope &amp; Coverage of the Assignment</b>	<b>Duration of Completion of Assignment</b>	<b>Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)</b>

<b>B. Experience of audit in Commercial/PSUs etc</b>						
<b>Sl. No.</b>	<b>Name of the Auditee Organisation</b>	<b>Grant-in Aids handled of the auditee organization</b>	<b>Type/Nature of Assignment</b>	<b>Scope &amp; Coverage of the Assignment</b>	<b>Duration of Completion of Assignment</b>	<b>Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)</b>

**FORMAT FOR FINANCIAL BID**

<b>Item of Activity</b>	<b>Total Amount (in Rs.)</b>
<b>RECONCILIATION FEE</b> (Inclusive of TA/DA, Service Tax and cess of Service Tax)  <b>Note: Percentage of funds involved shall not be a basis of quoting the Reconciliation Fee.</b>	Both in Numeric and in Words. Rs. _____/-  (Rupees _____).