

STATE HEALTH SOCIETY, BIHAR

Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800 014

RFP No.-01/2018-19(Concurrent Audit)

Request for Proposal (RFP)

**For Appointment of Concurrent Auditor for State Health
Society, Bihar (SHSB) and 38 District Health Society (DHS) for
Audit of all programmes under National Health Mission**



[2018-19]

STATE HEALTH SOCIETY, BIHAR

Pariwar Kalyan Bhawan, Sheikhpura, Patna - 800014

RFP No.-01/2018-19(Concurrent Audit)

Request for Proposal (RFP) for Appointment of Chartered Accountants Firms for Concurrent Audit of the State Health Society, Bihar/District Health Society

State Health Society, Bihar invites Proposals from interested Chartered Accountants firms empanelled with the C&AG of *India* meeting all the minimum eligibility criteria given in Request for Proposal (RFP) for providing their services for carrying out the Monthly Concurrent Audit of all Programme under National Health Mission for State Health Society, Bihar & Concerned District Health Society for the financial year 2018-19.

The details about background of the Auditee, the units to be covered in the audit, scope of work, Terms of Reference (ToR), eligibility criteria for selection of the Chartered Accountant firms and Guidelines for submitting the Proposal can be downloaded from the official website of State Health Society, Bihar <http://statehealthsocietybihar.org> from 28/05/2018 onwards.

Submission of Proposal: The Proposal is to be submitted (through Speed/Registered Post only):

1. **For District Health Society-** To, the Civil Surgeon-cum-Member Secretary of the concerned District Health Society.....(District Name) &
2. **For State Health Society, Bihar-** To, The Executive Director, State Health Society, Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-800 014.

Important Dates for the selection process:

- | | | |
|-------|--|-------------------------------|
| (i) | Date for Pre-Bid Conference at SHSB | : 05/06/2018 at 4.00 p.m. |
| (ii) | Last date for Submission of Proposal to SHSB/DHS | : 19/06/2018 up to 03.00 p.m. |
| (iii) | Date of Opening of Technical Bid at SHSB/DHS | : 19/06/2018 at 04.00 p.m. |
| (iv) | Date of Opening of Financial Bid at SHSB/DHS | : 25/06/2018 at 03.00 p.m. |

Venue for Pre-bid Conference: Pre-bid Conference for appointment of Concurrent Auditor for SHSB and DHS will be held at State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14.

**Executive Director
State Health Society, Bihar**

STATE HEALTH SOCIETY, BIHAR

Pariwar Kalyan Bhawan, Sheikhpura, Patna – 800014

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REQUEST FOR PROPOSAL (RFP)

State Health Society Bihar, Patna seeks to invite Proposals from **C&AG empanelled Chartered Accountants firm** meeting the minimum eligibility criteria for providing their services for Monthly Concurrent Audit of State Health Society, Bihar/District Health Society for the Financial Year 2018-19.

The details about the background of the auditee, 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) 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. It also seeks to reduce the Maternal Mortality Ratio (MMR), Infant Mortality rate (IMR) and Total Fertility Rate (TFR) within the period of the Mission.
- 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 NHM 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 Health Mission:
 - A. NHM-RCH Flexible Pool:
 - **RCH Flexible Pool** (including Routine Immunisation (RI), Pulse Polio Immunisation (PPIP) & National Iodine Deficiency Disease Control Programme (NIDDCP)
 - **Health System Strengthening** (including National Programme for Prevention and Control of Deafness (NPPCD), National Oral Health Programme (NOHP), National Programme for Palliative Care (NPPC), Assistance to State for Capacity building (Burn Injury), National Programme for Fluorosis (NPF).
 - B. National Urban Health Mission (NUHM).
 - C. Flexible Pool for Communicable Disease:

- National Vector Borne Disease Control Programme (NVBDCP)
- Revised National Tuberculosis Control Programme (RNTCP)
- National Leprosy Eradication Programme (NLEP)
- Integrated Disease Surveillance Project (IDSP)

D. Flexible Pool for Non-Communicable Disease, Injury & Trauma:

- National Programme for Control of Blindness (NPCB)
- National Mental Health Programme (NMHP)
- National Programme for Health Care of the Elderly (NPHCE)
- National Programme for Prevention and Control of Deafness (NPPCD)
- National Tobacco Control Programme (NTCP)
- National Oral Health Programme (NOHP)
- National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS)
- Other New Initiative under Non-Communicable Disease Injuries and Trauma.

E. Any state funded scheme.

4. Institutional and Funding Arrangements:

For the implementation of the above programmes, 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 Societies Registration Act, 1860). 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 Chief Medical Officer (CMO). Program implementation is done through its District Chief Medical Officer's office, District Hospital (DH), sub Divisional Hospital (SDH), Referral Hospital (RH) Community Health Centre's (CHCs), Primary Health Centre's (PHCs), Additional Primary Health Centre's (APHCs), Health Sub-Centre's (HSCs), Rogi Kalyan Samity and Village Health & Nutrition Sanitation Committees. 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 from SHS/ DHS to NGOs and private entities under public private participation (PPP) arrangements.

5. Funding & Accounting Arrangements:

Funds for the various programs are transferred from Pay & Accounts Office of MoHFW GOI, to the State Treasuries and then from Treasuries to the SHS functioning in the State. Government of India transfer funds in the form of Grants-in-Aid to SHS on the basis of

respective State Programme Implementation Plan (SIPs) 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 per the requirements of each program and also submit separate financial activity reports at varying frequencies to the respective monitoring unit in MOHFW (GOI).

6. Financing by Development Partners/ Donors:

Some of the programs of NHM are also supported by development partners such as the World Bank, DFID, UNFPA, European Union, and GFATM etc. for which 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 auditors. Copies of the legal agreements and other project documents will be provided to the auditors, if needed, by SHS/ concerned Programme Division in the State.

7. Objective of audit services:

The objective of the audit is to ensure that MOHFW receives adequate, independent, professional audit assurance that the grant proceeds provided by MOHFW are used for purposes intended in line with approved PIPs and AWP of individual programs and that the annual financial statements are free from material mis-statements and irregularities and the terms of the credit/ loan agreements of the development partners are complied with in all material respects.

The objective of the audit of the financial statements - individual financial Statements of State and District Health Society as well as the Consolidated Financial Statements of the State and District consist of i.e. (Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules forming part of the audit report 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 independent opinion as to whether:-

1. the financial statements give a true and fair view of the Financial Position of the individual DHS, SHSB and Consolidated District and State Health Society Bihar at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31, 2019,
2. the funds were utilized for the purposes for which they were provided, and

3. Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the State and District Health Societies and other participating implementing units (DH, SDH, RH, PHCs, APHC, Health Sub Centers and CHMOs etc) shall form the basis for preparation of the individual DHS and SHS financial statements as well as the consolidated financial statements for the state as a whole.

4. Auditing and Assurance Standards: The audit will be carried out in accordance with Engagement & Quality Control Standards, It means 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 their duties (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 and disclose the risk of material misstatements in the financial statements resulting from fraud and error.

Section II - Objective & Scope of Audit

It is decided that mechanism of the concurrent audit may be implemented at state level and all the districts under NHM covering all the programmes under the National Health Mission. The concurrent audit of the District Health Society is hereby offered through the ToR. The proposal is invited from firms fulfilling the eligibility criteria enlisted in the EOI.

1. **Objective:**

The key objectives of the Concurrent Audit include:

- To ensure voucher/evidence based on payments to improve transparency
- To ensure accuracy and timeliness in maintenance of books of accounts
- To examine books of accounts, records and registers to ensure that they are maintained in accordance with the prescribed systems.
- To ensure timeliness and accuracy of periodical financial statements
- To improve accuracy and timeliness of financial reporting especially at sub-district levels
- To ensure compliance with laid down systems, procedures and policies
- To ascertain whether sanction for advances and expenditures is taken from competent authority
- To regularly track, follow-up and settle advances on a priority basis
- To assess and report any inefficiency & improve overall internal control systems

2. **Scope of Audit:**

The responsibilities of the concurrent auditors should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with financial norms and procedures of the operational guidelines. The concurrent audit should be carried out both at State as well as District level.

The scope of work of "State Concurrent Auditors" is as follows:

- Audit of the SHSB accounts and expenditure incurred by SHSB
- Verification of Quarterly FMRs with Books of Accounts
- Audit of Advances at the SHSB level
- Audit of the Provisional Utilization Certificates sent to GOI
- Follow-up & Monitoring to District Concurrent Auditor timely submission of the District concurrent audit reports
- Detailed analysis and compilation of the District concurrent audit reports
- Vetting of the State Action Taken Reports and providing observations thereon

- Follow-up & monitoring over the ATRs prepared by districts on the observations made in the audit.
- Compliance of the previous audit reports/ Statutory audit compliances/ Concurrent audit compliances
- Prepare and Develop Financial Management Information System (FMIS) format in consultation with accounts functionaries for Internal Control.
- Prepare and Develop Interim Unaudited Financial Reports format in consultation with accounts functionaries for Internal Control.
- Preparation of Quarterly Executive summary to be sent to GOI in the prescribed format
- Any other evaluation work, as desired by the Concern Officer.

The scope of work of “District Concurrent Auditors” is as follows:

- Review of the DHS Account and expenditure incurred by the DHS
- Audit of financial Statement of DHS
- Certification of the statement of Expenditure
- Review and analysis of the Age wise and Party wise Advances Report
- Comparison between financial and physical performance and analysis
- Regular Visit to all Units (DH/SDH/RH/CHC/PHCs and peripheral units
- Compliance of the previous audit reports/ Statutory audit compliances/ Concurrent audit compliances
- Filling in the checklist provided
- Filling in the Financial Management Information System (FMIS) format provided
- Filling in the Interim Unaudited Financial Reports format provided
- Vetting of the district ATRs and providing observation thereon
- Any other evaluation works, as desired by the Concerned Officer.

It must be ensured that the Audit reports of SHSB/DHS for each month/quarter should be submitted by prescribed timeline (refer Section IV Para 3). It should cover the following points as per the checklist & annexure provided:

Checklist	Annexure
Reporting requirements as per GoI guidelines	Undated 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	Age wise analysis of advances
Liability side of Balance Sheet	Bank Reconciliation Statement
Statement of Expenditure/Statement of Fund Position	Fund Receipt Register

The Check list & Annexure above should be prepared in consultation with accounts functionaries and duly signed copy may be submitted by the Concurrent Auditor.

3. Frequency:

Concurrent Audit will be carried out on a “monthly basis”

4. Contents of Audit Report:

(A) Concurrent Audit Report of the “State Health Society Bihar” should contain the following financial statements and documents:

- Duly filled in Checklist provided in the guidelines
- Financial Statements as prescribed
 - Trial Balance
 - Audited Receipts & Payments A/c
 - Audited Income & Expenditure A/c
 - Audited Balance Sheet
 - Audited SOE (Statement of Expenditure) as in prescribe format
 - Bank Reconciliation Statement
 - List of outstanding advances – Activity-wise & Age-wise reporting as per prescribe format.
 - Statement of reimbursable expenditure
 - Programme-wise statement of expenditure
 - Scheme-wise certified utilization certificates
 - Loan & Advances (Age-wise analysis)
 - Unspent grant of individual programmes
- Observations and Recommendations of Auditor – particularly covering the following aspects:
 - Deficiencies noticed in internal control
 - Suggestions to improve the internal control
 - Extent of non-compliance with guidelines issued by GoI
 - Action taken by State Health Society on the previous audit observations, alongwith his observations on the same.

(B) Concurrent Audit Report of a “District Health Society” should contain the following financial statements and documents

- Duly filled Checklist provided in the guidelines
- Financial statements as prescribed
 - Trial Balance
 - Audited Receipts & Payments A/c

- Audited Income & Expenditure A/c
- Audited Balance Sheet
- Audited SOE (Statement of Expenditure) as in prescribe format
- Bank Reconciliation Statement
- List of outstanding advances – Activity-wise & Age-wise reporting as per prescribe format.
- Statement of reimbursable expenditure
- Programme-wise statement of expenditure
- Scheme-wise certified utilization certificates
- Loan & Advances (Age-wise analysis)
- Unspent grant of individual programmes
- Financial Management Information System (FMIS) Report
- Interim Unaudited Financial Reports
- Observations and Recommendations of Auditor – particularly covering the following aspects:
 - Deficiencies noticed in internal control
 - Discussion Audit Note
 - Suggestions to improve the internal control
 - Extent of non-compliance with guidelines issued by GoI
 - Action taken by District Health Society on the previous audit observations, alongwith his observations on the same.

5. **Quarterly Audit Report :**

- The State is required to send a **quarterly executive summary** to the MoHFW (GoI) by compiling the observations from the State as well as District Concurrent Audits.
- The executive summary should provide information on aspects like quality of FMRs, maintenance of books of accounts, advances, compliance with audit observations etc.
- It shall be signed by both the concurrent auditor and the Mission Director at the state level and sent to Mission Director, MOHFW, GoI.

In addition to the audit reports, the Concurrent auditor will prepare a “Management letter” in which the auditor should summarize the observation on the internal control issues as under:

- Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit
- Report on the level of compliance with the financial internal control

- Objectives of the Audit, Methodology of the audit, Work Plan, Content of Reporting and Audit Work, implementation of the Financial Management System, Compliance of the previous audit reports, The Key Areas of Weaknesses, Recommendations for the Improvements
- An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial prevalent internal 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 and a specific report on this aspect would be **provided by the auditor Quarterly as part of the management letter;**

The observations in the management letter must be accompanied by a detailed annexure and of the implications, suggested recommendations from the auditors and management comments/ response on the Observations/recommendations have to be obtained and reported along with the Audit Report.

Notes

- 1 Soft copy and Hard copy of the District Audit Reports needs to be submitted to the AD (Finance)/State Accounts Manager at the State Level (SHSB).
- 2 The reports at district level will include consolidated report of all programme under NHM. In addition, it should also include instances of misappropriation/unauthorized diversion of funds as noticed during audit.

Section III - Minimum Eligibility Criteria

1 Eligibility Criteria for State Health Society Bihar:

Sl No	Basic Eligibility Criteria	Minimum Requirement
1.1	CA Audit Firm shall be empanelled with the office of the Comptroller & Auditor General of India (C&AG) for the FY 2017-18 empanelled. However work order will be given only after the firm is empanelled with C&AG for FY 2018-19.	Self – Certified copy of the empanelment certificate issued by C&AG to be attached.
1.2	CA Audit firm should be a partnership firm having its Head/Branch office in Bihar.	Self certified copy of registration certificate/Constitution Certificate issued by ICAI as on date of RFP.
1.3	Audit Firm Should have experience of 05 years or more.	
1.4	Audit Firm should be registered with Institute of Chartered Accountant of India (ICAI) with the following requirement:- At least two (02) partners must be Fellow Members of the ICAI and at least four (04) CA-Inter qualified Audit/Article assistants with minimum 02 years of Experience.	
1.5	The Average Annual Turnover (AAT) of the Audit firm shall be at least 10 lakh during the last three financial years (namely, FY 2014-15; FY 2015-16 and FY 2016-17).	Self certified copy of the audited Financial Statement with supporting of service tax return along with turnover certificate duly certified by statutory auditor/ Chartered Accountant shall be furnished.
1.6	Audit firm having at least two (02) assignment experience of Internal/Concurrent/Statutory audit of externally/internally aided Govt. scheme.	Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. Under mentioned details for assignment to provided in a separate annexure (Form – T3)
1.7	The Audit firm or any partners of the firm should not be black listed by any PSUs or any Govt. department in respect of any assignment or behavior.	Affidavits

Any CA firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

2. Eligibility Criteria for District Health Society:

SI No	Basic Eligibility Criteria	Minimum Requirement
2.1	CA Audit Firm shall be empanelled with the office of the Comptroller & Auditor General of India (C&AG) for the FY 2017-18 empanelled. However work order will be given only after the firm is empanelled with C&AG for FY 2018-19.	Self – Certified copy of the empanelment certificate issued by C&AG to be attached.
2.2	CA Audit firm should be a partnership firm having its Head/Branch office in Bihar.	Self certified copy of firm Constitution Certificate issued by ICAI as on date of RFP.
2.3	Audit Firm Should having experience of three years or more.	
2.4	Audit Firm should be registered with Institute of Chartered Accountant of India (ICAI) with the following requirement:- At least two (02) partners must be Fellow Members of the ICAI and at least four (04) CA-Inter qualified Audit/Article assistants with minimum 02 years of Experience.	
2.5	The Average Annual Turnover (AAT) of the Audit firm shall be at least five (05) lakh during the last three financial years (namely, FY 2014-15; FY 2015-16 and FY 2016-17).	Self certified copy of the audit Financial Statement with turnover certificate duly certified by Chartered Accountant shall be furnished.
2.6	Audit firm having at least two (02) assignment experience of Internal/Concurrent/Statutory audit of externally/internally aided Govt. scheme.	Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. Under mentioned details for assignment to provided in a separate annexure (Form – T3)
2.7	The Audit firm or any partners of the firm should not be black listed by any PSUs or any Govt. department in respect of any assignment or behavior.	Affidavit

Any CA firm not qualifying these minimum criteria need not apply as their proposal shall be summarily rejected.

Section IV- Term & Condition

1. Term of appointment of the Auditor

State Level

At the State level, the concurrent auditor appointed once may be retained/re-appointed for a maximum of two financial year's i.e. current year and next year. However, the Contract awarded is for one financial year only at a time and may be renewed for next financial year on the basis of review of auditor's performance (refer section V); but not as a matter of right.

District Level

- i. At the district level, The District Health Society, where any bid for appointment of Concurrent Auditors has not been received, can appoint from amongst the auditors who are already appointed by any of the districts of their respective division, however, in such appointment, the concerned district must see that such concurrent auditor has not already been appointed for more than eight (08) assignment including SHSB and DHSs.
- ii. At the district level, the concurrent auditor appointed once may be retained/re-appointed for a maximum total term of two financial year's i.e. current year and next year.
- iii. However, the Contract awarded is for one financial year only at a time and may be renewed for next financial year on the basis of auditor's performance review (refer section V); but not as a matter of right.
- iv. There is no bar on the auditor from applying for the audit of a different district in the same state for the next financial year, provided it does not exceed the limit of 30% of the districts in the state, or 8 assignment (including SHSB/DHS), whichever is lower.

2. Non-Eligibility for Concurrent Audits:

Sub-letting/sub contracting of the contract work assigned would not be allowed under any circumstance. Such cases if brought into notice/found at any point of time before/after selection, the concerned firms will be debarred from bidding process for next 3 years and contract will be cancelled forthwith.

3. Key Time Lines: The key timelines which need to be adhered to are summarized below:

Activity	Report to be submitted	Timeline
Carrying out concurrent audit	-	Monthly
Submission of Audit Report (Hard & Soft Copies) by District Concurrent Auditor to DHS	Monthly	10 th of the next month
Submission of Consolidated Audit Report (Hard & Soft Copies) by State Concurrent Auditor to SHSB	Monthly	15 th of next month

Submission of Consolidated Quarterly Audit Report (Hard & Soft Copies) by District Concurrent Auditor to DHS	Quarterly	Quarterly by 15 th of the first month of the next quarter
Submission of Consolidated Quarterly Audit Report (Hard & Soft Copies) by State Concurrent Auditor to SHSB	Quarterly	Quarterly by 20 th of the first month of the next quarter

4. Coverage:

- i. The State Concurrent Auditor should ensure that all Units are covered over the entire financial year.
- ii. For district, the District Concurrent Auditor has to ensure that all Units are covered during the financial year.
- iii. For District, The District audit monthly plan should include a visit to at least 4 units (DH/SDHs/RHs/CHCs/PHCs/APHCs), 2HSCs and 2 VHSNCs located within the block selected for visit. The states may decide to increase the scope for the same.
- iv. The audit has to include accounts maintained under RKS and NDGP (wherever applicable).
- v. District Concurrent Auditor has to ensure that the Revenue Collected from patients on account of Registration Charges, Service Charges etc. and receipt from other services is to be deposited into Bank Accounts by the Auditee office on weekly/regular basis.
- vi. 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 as part of the management letter.
- vii. Funds have been spent in accordance with the condition laid down by the MoHFW, GoI/Department of Health, GoB 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.

5. General Conditions:

- i. The firm shall execute undertaking of fidelity and secrecy on its letterhead in the format prescribed by SHS/DHS.
- ii. Audit firms shall submit monthly/quarterly reports in structured formats within stipulated period (refer section IV Para-3). Any persistent delay shall be viewed

negatively at the time of review of the CA firm and Penalty provision on failure to complete the Audit on time.

- iii. SHS/DHS reserves the right to terminate the assignment, without assigning any reason. In case of termination of assignment, the remuneration for the incomplete month shall not be payable by the SHS/DHS.
- iv. The CA firm shall not sub-contract the audit work assigned to them to any outside firm even if they are qualified chartered accountants.
- v. 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.

6. Payment and fees:

- i. The payment of the audit work done will be made on submission of invoices by the firm on monthly basis. No payment is to be made, unless all the monthly/quarterly concurrent audit reports are submitted by the firm. Payment will also be subject to recovery if any penalty imposed on Audit firm.
- ii. No out of pocket expenses or travelling allowance/halting allowance shall be paid to the concurrent audit firms for carrying out the assignment. However GST shall be paid as applicable at the current prevailing rate in addition to basic fees.
- iii. Payment to concurrent auditors shall be subject to deduction of tax at source as per Income tax act and GST act 2017 (if applicable) at applicable rates.
- iv. All necessary certificates that need to be given as part of concurrent audit assignment shall be given by the audit firm without any additional certification fee.
- v. Audit firms shall submit monthly/quarterly reports in structured formats within stipulated period (refer section IV Para-3). Any persistent delay, concurrent auditor will be liable for penalty @ 5% of total audit fees per week against the report delayed beyond the prescribed time limit (refer section IV Para 3)

However, in case of delay in submitting the audit report due to unforeseen circumstances like flood, earthquake, election, etc., the SHS/DHS has the right to waive off the penalty. Further, before imposing penalty, the firm may be given an opportunity to be heard.

Section V- Conduct and Performance Monitoring

- i. Each Unit/audit unit shall identify Nodal Person as a single point contact for coordinating the concurrent audit work.
- ii. SHSB/DHS shall provide the Concurrent Auditor with requisite initial information of the SHS/DHS activities and further support to conduct audit.
- iii. Minor irregularities pointed out by Concurrent Auditors are to be rectified on the spot. The SHS/DHS should ensure rectification of deficiencies without any loss of time so as to achieve the very purpose of concurrent audit.
- iv. Pending issues of previous reports shall be mentioned as persisting irregularities / deficiencies in the subsequent reports.
- v. A formal wrap up discussion with the SHS/DHS shall be arranged before submission of report by the Concurrent Auditor. In case of any difficulty in interpretation of existing guidelines of the SHS/DHS by the Concurrent Auditor, the same shall be referred to the Controlling Office before finalization of the report.
- vi. Quality of compliance with the concurrent audit reports shall be covered and commented upon by internal auditors.
- vii. SHSB/DHS shall ensure that deficiencies pointed out in the Concurrent Audit reports are rectified and the Audit Reports are closed within one month of submission. Regional Offices (RPMU) shall be also responsible for follow up with DHS to ensure compliance.
- viii. SHSB shall interact with all District Concurrent Auditors at least once in a quarter/biannual, or as when required.
- ix. The SHSB/DHS reserves its right to review the appointment at any point of time and if necessary, can cancel the appointment by giving one months notice.
- x. For State, at least 4 visits in a month by C.A. and minimum 15 visits in months by audit assistant. The states may decide to increase the scope for the same.
- xi. For District, at least 2 visits in a month by C.A. and minimum 10 visits in months by audit assistant, and it should cover at least 4 units (DH/SDHs/RHs/CHCs/PHCs/APHCs), 2HSCs and 2 VHSNCs located within the block selected for visit. The SHSB/DHS may decide to increase the scope for the same.
- xii. If the Concurrent Auditor fails to meet the criteria mentioned in para x and xi above, his services are liable to be terminated and appropriate action to be initiated.
- xiii. The performance of the Concurrent Auditor (CA firms) would be periodically reviewed (Refer Annexure -1), at least once a Quarter and if found unsatisfactory and/or audit firm falling in Grade 'D' shall be terminated/contract be cancelled giving one months notice and/or initiate appropriate action and/or the concerned firms will be debarred from bidding process for next 3 years.

However, before imposing any of above action, the firm may be given an opportunity to being heard.

Section VI - Evaluation process:

1. **Opening of Technical Proposal:** Technical Proposals received within the prescribed date and time will be opened in the presence of the authorized representatives of the firms bidding who choose to attend the opening of the offer on the date and time specified in this RFP document. The Authorized representative of the firm having photo identification, shall sign an attendance Sheet/Register. The representative has to submit an authority letter duly signed by the firm, authorizing him to represent and attend the Bid opening on behalf of the firm.
2. **Preliminary Scrutiny:** The SHSB/DHS will scrutinize the offers received to determine whether they are complete and as per RFP requirement. The proposals received by the SHSB/DHS will be technically evaluated to arrive at the technical scoring as per the scoring methodology specified below under the **TECHNICAL PROPOSAL EVALUATION CRITERIA**. The Bids which are **securing the technical score of 65 or more marks out of a total of 100 marks are considered as technically qualified** and only those technically qualified Bids will be further processed to find “Highest scoring Firms” as per evaluation methodology under **Quality-cum-Cost Based Selection (QCBS) process. 80% weightage would be given to the Technical Evaluation and 20% weightage would be given to the financial bid.** The SHSB/DHS however retains the right to lower the cut off score if adequate number of bids does not qualify with the minimum score specified above.
3. **Technical Proposal evaluation criteria:** SHSB/DHS may call for a presentation before the Audit Committee of the SHSB/DHS by the eligible firms on their understanding of the key considerations for Concurrent Audit, proposed Methodology and Approach to be adopted for the SHSB/DHS, and the proposed team. The technical capabilities and competence of the Firm should be clearly reflected in the write-up. The date and time of the presentations, if required will be notified by the SHSB/DHS; no changes in the schedule will be entertained thereafter. RFP for Appointment of Concurrent Auditors for State Health Society, Bihar/District Health Society, and the Technical Evaluation of the eligible Firms will be carried out as furnished below:

a. For State Health Society, Bihar

Evaluation Matrix of the Shortlisting Criteria						
SI No.	Particulars			Details of Audit Firm		Wightage for Marks
1.	Average Annual Turnover (AAT) of the firm during last 3 FY (Rs.IN Lakhs) Sub- Criteria for Marks Allocation AAT 10 Lakhs to 20 Lakhs :- 10 Marks AAT above 20 Lakhs to 30 Lakhs :- 15 Marks AAT above 30 Lakhs :- 20 Marks (Mandatory Requirement: Refer Section III Para 1 under Eligibility Criteria.)			FY 2014-15		20 Marks
				FY 2015-16		
				FY 2016-17		
				Average		
2.	Status of the Firm (Mandatory Requirement: Refer Section III Para 1 under Eligibility Criteria.) (As per certificate of Institute of Chartered Accountants of India as on date of RFP)	2.1	Partners	2-5 FCAs	05 Marks	10 Marks
				Above 5 FCAs/Partners	10 Marks	
		2.2	Audit/ Article Assistants	4-10 Audi/Article Assistants	05 Marks	10 Marks
				Above 10 Audi/Article Assistants	10 Marks	
3.	Experience of Internal/Concurrent/ Statutory Audit (Mandatory Requirement: Refer Section III Para 1 under Eligibility Criteria.) a. Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. b. Under mentioned details for assignment to provided in a separate annexure: Name of the Assignment, Name of The Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/Schemes	3.1	Experience of Firm	5-10 years experience	5 marks	10 Marks
				Above 10 years	10 Marks	
		3.2	Internal/Conc urrent Audit Assignment of Government sector/Depart ment/Scheme	1-5 assignment	10 Marks	20 Marks
				6-10 assignment	15 Marks	
				Above 10 assignment	20 Marks	
		3.3	Statutory Audit Assignment of Government sector/Depart ment/Scheme	1-5 assignment	5 Marks	15 Marks
				6-10 assignment	10 Marks	
				Above 10 assignment	15 Marks	
		3.4	Other Internal/Conc urrent Audit Assignment of Banks/PSUs (other than all above)	1-5 assignment	5 Marks	15 Marks
				6-10 assignment	10 Marks	
				Above 10 assignment	15 Marks	
		Total Marks				

b.For District Health Society

Evaluation Matrix of the Shortlisting Criteria

SI No.	Particulars			Details of Audit Firm		Wightage for Marks
1.	Average Annual Turnover (AAT) of the firm during last 3 FY (Rs.IN Lakhs) Sub- Criteria for Marks Allocation AAT 05 Lakhs to 10 Lakhs :- 10 Marks AAT above 10 Lakhs to 20 Lakhs :- 15 Marks AAT above 20 Lakhs :- 20 Marks (Mandatory Requirement: Refer Section III Para 2 under Eligibility Criteria.)			FY 2014-15		20 Marks
				FY 2015-16		
				FY 2016-17		
				Average		
2.	Status of the Firm (Mandatory Requirement: Refer Section III Para 2 under Eligibility Criteria.) (As per certificate of Institute of Chartered Accountants of India as on date of RFP)	2.1	Partners	2-5 FCAs	05 Marks	10 Marks
				Above 5 FCAs/Partners	10 Marks	
		2.2	Audit/ Article Assistants	4-10 Audi/Article Assistants	05 Marks	10 Marks
				Above 10 Audi/Article Assistants	10 Marks	
3.	Experience of Internal/Concurrent/ Statutory Audit (Mandatory Requirement: Refer Section III Para 2 under Eligibility Criteria.) a. Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. b. Under mentioned details for assignment to provided in a separate annexure: Name of the Assignment, Name of The Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/Schemes	3.1	Experience of Firm	3 – 5 years experience	5 marks	10 Marks
				Above 5 years experience	10 Marks	
		3.2	Internal/Conc urrent Audit Assignment of Government sector/Depart ment/Scheme	1-5 assignment	10 Marks	20 Marks
				6-10 assignment	15 Marks	
				Above 10 assignment	20 Marks	
		3.3	Statutory Audit Assignment of Government sector/Depart ment/Scheme	1-5 assignment	5 Marks	15 Marks
				6-10 assignment	10 Marks	
				Above 10 assignment	15 Marks	
		3.4	Other Internal/Conc urrent Audit Assignment of Banks/PSUs (other than all above)	1-5 assignment	5 Marks	15 Marks
				6-10 assignment	10 Marks	
				Above 10 assignment	15 Marks	
Total Marks						100

4. Quality-cum-Cost Based Selection (QCBS) process

This will be a Quality-cum-Cost Based Selection (QCBS) process and accordingly the Technical evaluation will have 80% weightage and Financial evaluation shall have 20% weightage. These weightages shall be taken into consideration for arriving at the Successful Firm. The evaluation methodologies vis-a-vis the weightages are as under:

Score will be calculated for all technically qualified Firms using the following formula:

$$S = (T/T \text{ High} \times 80) + (C \text{ Low}/C \times 20)$$

Where:

S = Score of the Firm

T = Technical score of the Firm

T High = Highest Technical score among the Firms

C Low = Lowest Quote of C among the Firms

C = Quote as provided by the Firm (please refer to F 1)

The Firm securing the highest score becomes the successful Firm For example –

There are three bidders A, B and C.

Technical score will be arrived at treating the marks of the bidder scoring the highest marks (A) in Technical evaluation as 100. Technical score for other bidders (B, C, etc.) will be computed using the formula Marks of B / Marks of highest scorer A*100.

Similarly Financial Score of all technically cleared bidders will be arrived at taking the cost quoted by L1 bidder i.e., the lowest quote from all technically qualified bidders (say C) as 100. Marks for other bidders will be calculated using the formula Financial Score = Cost of L1 bidder / Cost quoted by bidder * 100.

A “Combined score” will be arrived at, taking into account both marks scored through Technical Proposal evaluation and the nominal financial quotes with a weightage of 80% for the Technical Proposal and 20% for the Financial Proposal as described below. The combined score is arrived at by adding Technical Score and Financial Score. The successful bidder will be the one who has highest Combined Score.

SI no	Bidder	Technical Evaluation marks	Financial Bid Price in INR	Technical Score	Financial Score	Combined Score (out of 100)
1	A	95	71	$95/95 \times 80 = 80.00$	$60/71 \times 20 = 16.90$	$80.00 + 16.90 = 96.90$
2	B	85	65	$85/95 \times 80 = 71.57$	$60/65 \times 20 = 18.46$	$71.57 + 18.46 = 90.03$
3	C	90	60	$90/95 \times 80 = 75.78$	$60/60 \times 20 = 20.00$	$75.78 + 20.00 = 95.78$

In the above example Bidder A with highest score becomes the successful bidder.

In case of more than one Bidder with equal highest score up to three decimal, then Bidder with highest (among those with highest equal score), Financial marks will be considered for successful Bidder.

5. Award of Contract:

On completion of selection process, the firm selected shall be eligible for award of the contract of audit of SHSB/DHS. The firm should execute a Contract with State Health Society Bihar (SHSB) or District Health Societies (DHS) as the case may be within one week of the award. The firm shall enter in to an agreement with SHSB/DHS. In case the successful bidder is not empanelled with C&AG for the FY 2018-19, the second successful bidder will be awarded contract. If the second successful bidder is also not empanelled with C&AG for the FY 2018-19, then the contract will be awarded to next successful bidder.

Section VII- 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 **Appointment of Concurrent Auditor for the FY 2018-19 & Last date 19.06.2018 at 03:00 pm** 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 COMMITTEE FOR AUDIT PURPOSE.**” 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.**
- Only CA partnership firm is eligible to apply, while associations of firms or Joint Ventures of two or more firms are not allowed.
- The interested firm should submit the proposal form with the respective District Health Society Office for which they intend to do the Audit work. The Civil Surgeon-cum-Member Secretary of the respective District Health Society shall evaluate the Technical proposal and finalize the same for opening of financial bids of eligible firms.
- For District Level, The Civil Surgeon-cum-Member Secretary of the concerned District Health Society shall be the appointing authority of Concurrent Auditors.
- The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).
- A firm should submit only one proposal for one District. If a firm submits or participates in more than one proposal at one place, all such proposals shall be disqualified. However a firm can submit the multiple proposals for multiple

locations (viz. more than one Districts and/or State.) but in any case the firm should not assigned the work of more than 30% of total Districts or maximum 8 Districts (including State Unit).

- All agencies must comply with the Technical Specification, General Conditions and Format/ Requirement for Technical and Financial Proposal.
- The Technical Proposal shall be submitted in two copies.
- 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.
- All enclosures must be attested as true copy under seal by the partners.
- All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- State Health Society, Bihar (SHSB) and/or Concerned District Health Society 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 society/organization.

2. Documents to be submitted alongwith the application as and when requested by SHSB/DHS:

CA firms shall attach/enclose following documents. All document/enclosures must be attested as true copy under seal by the partners of CA Firm;

- Duly filled and signed application downloaded from website by entering the required information.
- Copy of the empanelment certificate issued by C&AG.
- Copies of Registration Certificate/Constitution Certificate issued to the firm by ICAI.
- Copy of the Audited Financial Statement and service tax return (applicable for SHSB Bidder only) for last three financial years (namely FY 2014-15, FY 2015-16, FY 2016-17) with turnover certificate dully certified by statutory Auditor/Chartered Accountants shall be furnished.
- Copy of the ITR of last three Assessment Years (Namely AY 2015-16, AY 2016-17, AY 2017-18).

- Copy of certificate of experience/work/contract order issued/executed to be furnished regarding each assignment.
- Original Copy of affidavit – (for the firm or any partners of the firm for not having been black listed by any PSU or any Govt. department.)

3. **Technical Proposal:**

- ❖ Letter of Transmittal (**Form T-1**)
- ❖ Details of the CA Firm along with Details of Partners/ key Personnel (**Form T-2, Form T-2a**),
- ❖ Brief of relevant experience (**Form T-3**).

4. **Financial Proposal:**

- ❖ The financial bid shall be submitted as per **Form F-1** as monthly fees.

5. **Important Dates for the selection process:**

- (i) Date for Pre-Bid Conference at SHSB : 05/06/2018 at 4.00 p.m.
- (ii) Last date for Submission of Proposal to SHSB/DHS : 19/06/2018 up to 03.00 p.m.
- (iii) Date of Opening of Technical Bid at SHSB/DHS : 19/06/2018 at 04.00 p.m.
- (iv) Date of Opening of Financial Bid at SHSB/DHS : 25/06/2018 at 03.00 p.m.

Venue for Pre-bid Conference: Pre-bid Conference for appointment of Concurrent Auditor for SHSB and DHS will be held at State Health Society Bihar, Pariwar Kalyan Bhawan, Sheikhpura, Patna-14.

6. **Submission of Proposal:** The Proposal is to be submitted (**through Speed/Registered Post** only):

a. **For District Health Society-**

To, The Civil Surgeon-cum-Member Secretary, District Health Society,(District Name).

b. **For State Health Society Bihar-**

To, The Executive Director, State Health Society Bihar, Pariwar
Kalyan Bhawan, Sheikhpura, Patna 800014.

Note; As per instructions of GOI, auditors applying for the audit of State Health Society, Bihar and/or different districts in the State of Bihar for the financial year 2018-19 should not exceed the limit of 8 Assignment (including state/District).

Letter of Transmittal

To,

....., **Dated;**

Dear Sir,

We, the undersigned, offer to provide the audit services for Concurrent Audit of State Health Society, Bihar/District Health Society,..... [*Insert name of District*] in accordance with your Request for Proposal {RFP No 01/2018-19 (Concurrent Audit)}, 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/Concerned District Health Society 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 Chartered Accountants Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

Stamp of CA Firm

.....
(Name of Partner of CA Firm)
Membership No.....

Details of C A firms along with Details of Partners			
Sl No.	Particulars	Details of Audit Firm	
1	Brief profile of the Firm (Mandatory Requirement:- Firm Constitution certificate issued by ICAI as on date of RFP)		
	a. Name of CA Firm		
	b. Address of H.O		
	c. Address of H.O / Branch (Bihar)		
	d. Contact Nos./ Mobile No.		
	e. Email ID		
	f. PAN of Firm		
	g. TAN of Firm		
	h. GST No of Firm		
	i. Date of Incorporation/constitution of Firm		
	j. Firm Registration NO (FRN) with ICAI		
	k. No. of Partners (Refer T -2.a)		
	l. No. of Audit/Article Assistants		
	m. Overall Experience of Firm (in Yrs)		
2	Firm Empanelment with Comptroller & Audit General of India for the FY 2017-18 (Mandatory Requirement)	Empanelment No	
		Letter Ref:	
	ITR of the CA firm during last 3 Assessment year (Mandatory Requirement)	AY 2015- 16	
		AY 2016 -17	
		AY 2017- 18	
3	Average Annual Turnover (AAT) of the firm during last 3 FY (Rs.IN Lakhs) (Mandatory Requirement: Refer Section III)	FY 2014-15	
		FY 2015-16	

	under Eligibility Criteria.)			FY 2016-17	
				Average	
4	Status of the Firm (Mandatory Requirement: Refer Section III under Eligibility Criteria.) (As per certificate of Institute of Chartered Accountants of India as on date of RFP)	4.1	FCA	2-5 FCAs partners	
				Above 5 FCAs/Partners	
		4.2	Audit/ Article Assistants	4-10 Audi/Article Assistants	
				Above 10 Audi/Article Assistants	
5	Experience of Internal/Concurrent/ Statutory Audit (Mandatory Requirement: Refer Section III under Eligibility Criteria.) a. Self-certified copy of work/contract order issued/ executed to be furnished regarding each assignment. b. Under mentioned details for assignment to provided in a separate annexure (T-2b): Name of the Assignment, Name of The Client, Cost of Assignment, Year & Period of Assignment, Specific Sector/ Department/Schemes	5.1	Internal/Conc urrent Audit Assignment of Government sector/Depart ment/Scheme	5-10 years experience	
				Above 10 years	
		5.2	Statutory Audit Assignment of Government sector/Depart ment/Scheme	1-5 assignment	
				6-10 assignment	
				Above 10 assignment	
		5.3	Other Internal/Conc urrent Audit Assignment of Banks/PSUs/ (other than all above)	1-5 assignment	
				6-10 assignment	
				Above 10 assignment	
		5.4	Other Internal/Conc urrent Audit Assignment of Banks/PSUs (other than all above)	1-5 assignment	
				6-10 assignment	
				Above 10 assignment	
6	Whether the firm is implementing quality control polices and procedure designed to ensure that all audits are conducted in accordance with auditing, review, and other standard issued by Institute of Chartered Accountants of India. (if Yes, give a brief note of the case indicating its present status)				Yes/No

7	Whether there are any court/arbitration/any other legal cases against the firm. <i>(If yes, give a brief note of the case indicating its present status)</i>	Yes/No
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Undertaking

I/We do hereby declare that the above mentioned information 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 if executed by us with the State/DHS.

Place:

(Signature of Authorised Person)

Date:

Name of Partners/ Authorised Person:

.....

.....

Stamp of CA firm

Membership No;

List of Key Personnel of CA Firm

1. Details of partners/Chartered Accountants:

Sl No	Name of Chartered Accountants	FCA /ACA	Membership No	Year of experience	Years of continuous association with the firm

2. Details of CA-Inter/Audit Assistant/Article Assistants:

Sl. No	Name	Age	Qualification	Year of experience	Proposed in the assignment

A list of key personnel to be deployed for the assignment to be furnished with details as per the table above

The CA firm as well as SHS/DHS shall reserve the right to seek the change of resource personnel in case on need.

Place:

Date:

Stamp of CA firm

.....
(Signature of Authorised Person)

Name of Partners/Authorised Person:

.....

.....

Membership No;

Brief of Experience of CA Firm

A. Experience of audit in relation to Externally Aided Projects/Govt. department/sector/scheme (Refer Section – III)						
Sl. No.	Name of the Auditee Organisation	TYPE OF Auditee Organization (Govt. department / sector/scheme)	Nature of Assignment (Internal/Concurrent/Statutory Audit)	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)

B. Experience of audit in Banks/PSUs (other than all above) {Refer Section – III}						
Sl. No.	Name of the Auditee Organisation	Type of Auditee Organisation (Banks/PSUs (other than all above))	Nature of Assignment (Internal/Concurrent/Statutory Audit)	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter of work of Assignment awarded by the Auditee Organisation (Please attach a copy of the letter)

Place:

(Signature of Partners.)

Date:

Name of Partners:

Stamp of CA firm

.....

.....

....

Membership No;

FORMAT FOR FINANCIAL BID

Item of Activity	Total Amount (in INR)#
AUDIT FEE PER MONTH (Inclusive of TA/DA and other expenses)	Both in Numeric and in Words. Rs...../- per month. (Rupees.....only)

Note:

- Monthly fee quoted shall be exclusive of GST and inclusive of all other expenses
- GST at current prevailing rate shall be paid.

Place:**Date:****(Signature of Partners.)****Name of Partners:**

.....

.....

Stamp of CA firm**Membership No;**

PERFORMANCE REVIEW AND RATING OF CONCURRENT AUDITOR**FEEDBACK REPORT FOR THE PERIOD ENDED.....**

1. Name of C.A. firm/Concurrent Auditor :-
2. Address of C.A. firm :-
3. Details of Health Institution Audited :- :

PERFORMANCE REVIEW**(PARAMETERS TO BE FILLED UP BY STATE HEALTH SOCIETY, BIHAR)**

SL No	Parameter	Max. Marks		Marks assigned*
1	Attendance	30		
	a. More than 15 working days in a month by Audit Assistant		30	
	b. 10 – 15 working day in a month by Audit Assistant		20	
	c. Less than 10 working days in a month by Audit Assistant		0	
2	Visits of Partner/proprietor/C.A. & attending brief sessions	10		
	a. Minimum 4 Visits in a month by C.A.		10	
	b. 3 visits by C.A. in a month.		5	
	c. No visits by C.A. in a month.		0	
3	Timely Submission of Report- (Refer Section IV Para – 3)	20		
	a. By Timely submission.		20	
	b. 1 - 5 days delay from submission date		10	
	c. 6 – 10 days delay from submission date		5	
	d. More than 10 days delay from submission date		0	
4	Management Letter	40		
	a. Objectives of the Audit		3	
	b. Methodology of the audit		4	
	c. Work Plan		3	
	d. Content of Reporting and Audit Work, all Financial Statements		10	
	e. Implementation of the Financial Management System		5	
	f. Compliance of the previous audit reports		5	

	g. The Key Areas of Weaknesses		5	
	h. Recommendations for the Improvements		5	
	Total Marks	100		

(PARAMETERS TO BE FILLED UP BY DISTRICT HEALTH SOCIETY)

SL No	Parameter	Max. Marks	Marks assigned*
1	Attendance	20	
	d. More than 10 working days in a month by Audit Assistant	20	
	e. 5 – 10 working day in a month by Audit Assistant	10	
	f. Less than 5 working days in a month by Audit Assistant	0	
2	Visits of Partner/proprietor/C.A. & attending brief sessions	10	
	d. Minimum 2 Visits in a month by C.A.	10	
	e. 1 visits by C.A. in a month.	5	
	f. No visits by C.A. in a month.	0	
3	Visits of Audit Assistant to DH/SDH/RH/CHC/PHC.	10	
	a. Minimum 4 Visits in a month.	10	
	b. 3 visits in a month.	5	
	c. Less than 3 visits in a month.	0	
4	Timely Submission of Report- (Refer Section IV Para – 3)	20	
	e. By Timely submission.	20	
	f. 1 - 5 days delay from submission date	10	
	g. 6 – 10 days delay from submission date	5	
	h. More than 10 days delay from submission date	0	
5	Management Letter	40	
	i. Objectives of the Audit	3	
	j. Methodology of the audit	4	
	k. Work Plan	3	
	l. Content of Reporting and Audit Work, all Financial Statements	10	
	m. Implementation of the Financial Management System	5	
	n. Compliance of the previous audit reports	5	
	o. The Key Areas of Weaknesses	5	
	p. Recommendations for the Improvements	5	
	Total Marks	100	

***In case there is any instance of concurrent Auditor not pointing out any of the above, Zero marks may be given. If not, full marks to be given.**

OVER ALL ASSESSMENT OF PERFORMANCE

Grade/Rating	Maximum Marks	Marks Obtained
A	80 and above	
B	60 – 79	
C	50 - 59	
D	Below 50	

Note:

- i. The rating , score and its terminology is as corresponding under :-
 - A – Excellent
 - B – Good
 - C – Moderate
 - D – Not up to the Mark/ unsatisfactory
- ii. The performance of the Concurrent Auditor (CA firms) would be periodically reviewed (Refer Section V), at least once a Quarter and if found unsatisfactory and/or audit firm falling in Grade 'D' shall be terminated/contract be cancelled by giving one months notice to the concerned firm and other suitable action may also be taken against the firm.

However, before taking any of above action, the firm may be given an opportunity of being heard.

State/District Health Society,