

ToR for RFP

REQUEST FOR PROPOSAL (RFP)

Department of AYUSH seeks to invite Proposal from **C&AG empanelled Chartered Accountant firms those are eligible for PSU audits for the year 2012-13/2013-14.**

The details about the background of the auditee, scope of work, terms of reference and the eligibility criteria for selection of the Chartered Accountants Firms are given in the following paragraphs.

Terms of Reference (ToR)

Department of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi is implementing Four (4) Centrally Sponsored Schemes, in which funds were released to State Governments, through their Health Societies for implementation of the programme.

The following four schemes are as under:

Centrally Sponsored Schemes:

- i. Development of Institutions.
- ii. Development of AYUSH Hospital and Dispensaries and mainstreaming of AYUSH under NRHM.
- iii. Quality Control of AYUSH Drugs.
- iv. National Mission on Medicinal Plants.

There are some Central Sector Schemes also having pending Utilisation Certificates as under :

Central Sector Schemes:

- i. Conservation, Development & Sustainable Management of Medicinal Plants.
- ii. IEC
- iii. Development of AYUSH Industry Cluster
- iv. AYUSH & Public Health
- v. Centres of Excellence
- vi. Local Health Tradition
- vii. Acquisition, Cataloging, Digitization & Publication of Text Books & Manuscripts
- viii. Pharmacopoeia Committee on ASU & PCIM (APC)
- ix. EMR(Homeo/Ayurveda/Unani/Yoga & Naturopathy)
- x. CME Scheme

Objective of the Chartered Accountant Firm Services/Scope of Work

The objective of the appointment of the firm to ensure to separate the pending Utilization Certificates (UCs) of each scheme year-wise of the above mentioned schemes. In all there are approximate 3700 number of pending Utilization Certificates (UCs) amounting to Rs.1170.00 crores and approximate 3500 files of all these schemes.

The firm has to reconcile the Utilization Certificates (UCs) with Principal Accounts Office (P&AO), M/o H&FW, Nirman Bhawan, New Delhi record year-wise and scheme-wise in co-ordination with officials of implementing agencies. The information regarding pendency of UCs is available with PAO Office.

The firm has to do all the work at Head-Quarters of Department of AYUSH, AYUSH Bhawan, B-Block, GPO Complex, INA, New Delhi – 110023/Nirman Bhawan, New Delhi. The firm also to assist implementing agencies & coordinate to clear pendency of UCs.

Standard: - The firm is required to prepare, update the records and reconcile with PAO as per GFR provisions, and assist State Health Societies in settling clear pending UCs.

Eligibility of CA Firms: Chartered Accountants Firms those are empaneled with C&AG for the year 2012-13 and eligible for doing PSU audits. In this regards firm have to submit the details about the firm as per **Annexure – II**.

Audit Fees: The firms those are interested to be appointed will have to quote consolidated fees including Service Tax and all other Charges etc.

Time Schedule for completion of work: Three months from the date of award of contract.

Guidelines for Submitting the Proposals:

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

- i. Single Proposal: A firm should submit only one proposal. If a firm submits more than one proposal, it will be disqualified.
- ii. The firm should fill complete details in the format at Annexure II and Financial proposal at Annexure III alongwith Letter of Transmittal at Annexure I and should enclose EMD of Rs. 10,000/-.

- iii. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- iv. Each page, Form, Annexure and Appendices of the Proposal must be signed by the Authorized signatory of the firm.
- v. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vi. The Department of AYUSH reserves the right to accept or reject any application without giving any explanation.

Proposal will consist:

- i. Letter of Transmittal (*Annexure I*)
- ii. Details of the Firm along with Details of Partners (*Annexure II*)
- iii. Financial Bid (*Annexure III*)
- iv. DD / Bankers cheque of Rs. 10,000/- as EMD. EMD will be returned to all unsuccessful firms after award of work.

Selection Process of the Firm:

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

- (a) Date for Publication of RFP: The RFP should be placed on the Departmental website on the date of advertisement.
- (b) Date of pre-bid conference: The pre-bid meeting with prospective bidders will preferably be held on 7th day of Advertisement. This will also be informed on the web of the Department of AYUSH www.indianmedicine.nic.in.
- (c) Last date and time for submission of Proposal: by 3.00 P.M. on the 15th Day from the date of Publication of Advertisement excluding day of Advertisement.
- (d) Date and time of opening of Tender: Immediate After closing time of submission of proposal. The firms may be present at the time of opening of bids, if they wish.

The selection will be done by selecting the firm having lowest quotation in Financial Proposal (L-1).

Payment Schedule: The payment shall be made on the monthly basis i.e. first installment after completing one month on prorata basis of work completed.

Earnest Money Deposit (EMD): As a security deposit the firm has to deposit Earnest Money Deposit (EMD) amounting to Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft / Bankers cheque drawn in favour of 'PAY & ACCOUNT OFFICER(Sectt.), Ministry of Health & Family Welfare and payable at New Delhi. Which shall be kept as security deposit until the work is completed. The Department shall forfeit the EMD in case work is not completed within the stipulated period. The EMD of unsuccessful bidders shall be returned.

Letter of Transmittal

To,
The Joint Secretary,
Department of AYUSH
AYUSH Bhawan
B-Block, GPO Complex.
INA, New Delhi - 110023

Dear Sir,

We, the undersigned, offer to provide the Chartered Accountant Firm services for in accordance with your Request for Proposal dated *[Insert Date]*. We are hereby submitting our Proposal, having details about the firm and proposed Chartered Accountant Firm fees.

We are submitting our Proposal in association with: *[Insert a list with full name and address of each associated firm]*

- (i) We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.
- (ii) The Fees quoted by us is valid till six months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.
- (iii) The Fees have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.
- (iv) 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.
- (v) We understand that Department of AYUSH is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

Yours faithfully,

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Annexure II

Particulars/Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit and confirming that the firm is eligible for PSU audits.
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8	Turnover of the Firm in last three years	Attach a copy of Balance Sheet and P & L Account of the last three years or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.
9	Audit Experience of the Firm: 1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments of Externally Aided Projects/ Social Sector Project (excluding audit of	Copy of the Offer Letter & the Fee Charged foreach assignment. (Relevant evidences to be given of the turnover and fee)

	Charitable Institutions & NGOs) 3. Experience in the Health Sector audit.	
10	<p>Details of Partners: Provide following details:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number of Full Time Fellow Partners associated with the firm. <input type="checkbox"/> Name of each partner, <input type="checkbox"/> Date of becoming ACA and FCA <input type="checkbox"/> Date of joining the firm, <input type="checkbox"/> Membership No. <input type="checkbox"/> Qualification <input type="checkbox"/> Experience <input type="checkbox"/> Whether the partners is engaged full time or part time with the firm <input type="checkbox"/> Their Contact Mobile No., e-mail and full address. 	Attested copy of Certificate of ICAI as on 1.1.2013.

Annexure III

FORMAT FOR FINANCIAL BID

(Please provide the break-up of Firm's quoted fees)

Item or Activity	Total Amount (in Rupees)
FEE	Both in Numeric and in Words.
a. Professional fess -----	Rs. _____/-
b. Service Tax -----	
c. Other Charges etc. -----	(Rupees
d. Total Fees -----	_____).

