

District Programme Manager (NRHM)
No.9, Anchorage, Foreshore Road, Palliyil Lane
Cochin- 16. Phone 04842354737

No. DPMSUEKM/1054/DAO/2022

Dated 19.08.2022

Expression of Interest

National Health Mission Ernakulam invites Expression of Interest from experienced Chartered Accountant/Cost Accountant firms for monthly Concurrent Audit of the District Health and Family Welfare Society under NHM for a period of one year which can be extended upto a maximum of two years based on performance. Details can be obtained from Arogyakeralam website (www.arogyakeralam.gov.in). Last date for receipt of EOI is 22nd September 2022 at 02.30 pm.



District Programme Manger
Arogyakeralam, Ernakualm

DISTRICT PROGRAMME MANAGER
National Health Mission (NHM)
Arogyakeralam, Ernakulam

**NATIONAL HEALTH MISSION, AROGYAKERALAM,
ERNAKULAM**



SHORT TENDER NO. DPMSU-EKM/DAO/1054/2022

TENDER DOCUMENT

For

Concurrent Audit of DPMSU and Peripheral Institutions for 2022-23

Issued to

District Programme Manager
(NHM) Arogyakeralam
Ernakulam District

NATIONAL HEALTH MISSION- AROGYAKERALAM, EKM

DISTRICT HEALTH & FAMILY WELFARE SOCIETY NO. ER .236/2007
No.9 Anchorage, Palliyil Lane, Cochin- 682016, Phone: 0484-2354737

FOR CONCURRENT AUDIT 2022-23

Sealed super scribed, competitive tenders are invited in separate tender forms for Concurrent Audit of accounts of DPMSU, Ernakulam and other Peripheral Institutions for the year 2022-2023 under the following terms and conditions:

1. Only registered firms with the ICAI/ICWA
2. There should a track record of 3 years in the field of audit of established firms/Govt. sponsored organization and certificate for the same should be attached along with the tender.
3. The firm will have to conduct Concurrent Audit of the account of the District Programme Management supporting Unit, Ernakulam and peripheral Institutions.
4. Monthly regular audit of the District Office and minimum 3 blocks should be conducted in every month.
5. The firm has to make arrangement for the conveyance to peripheral Institutions.
6. Advance audit programme of peripheral Institutions should be intimated to this office before 1st week of the Audit Programme.
7. The successful bidder will have to carry out the work regularly and submit audit report without delay to the office of the undersigned in duplicate.
8. The tender should reach at the Office of the District Programme Manager, NHM Ernakulam on or before **22.9.2022 at 2.30 PM** . Tender will be opened on same day at **4.00 PM** in presence of bidder or their agents present.
9. Rate, terms and conditions of contract quoted, once accepted by NHM shall not be altered during the currency of the contract for any reason and shall be valid till the expiry of contract. There shall not any price increase in the rated quoted during the currency of the contract. The contract can be terminated by giving a notice of one month on either side.
10. The rate should be quoted in the enclosed proforma(Financial Bid) and tender should be put and sealed in separate sealed covers along with Technical bid.
11. No advance will be made and the payment will be made only on a monthly basis on presentation of bill after deducting statutory recoveries.
12. If the services of the contractor are not satisfactory, NHM reserves the right to cancel the contract at any point of time without giving any reasons thereof.
13. Terms and conditions of contract quoted and accepted by the District Program Monitoring support Unit shall not be altered during the contract period. The financial aid will be taken into consideration only after taking into the technical bid.
14. Normally, the contract will be awarded to the lowest tenderer but NHM reserves the right to accept/reject any or all the tenders without assigning any reason/notice. In case of same amount being quoted in the financial bid, preference will be given to those firms having more experience in the relevant field. If any dispute arise out of his/her

contract, the same shall be referred to the Chairman, Executive Committee, District Health & Family Welfare Society, Arogyakeralam, Ernakulam or any other Officer nominating by him for the purpose, and his decision shall be final and binding and provisions of law relating to arbitration for the time being shall apply to such arbitration.

- 1) Any other information required may be had from the Office of the District Programme Manager(NHM), Anchorage -9, Palliyil Lane, Foreshore Road, Cochin-16(0484-2354737) on all working days between 10.00 am to 5.00 pm.

Places of Concurrent Audit proposed

Sl.No	Institution	Place
1	DPMSU, Ernakulam	Anchorage -9, Palliyil Lane, Foreshore Road, Cochin-16.
2	Ankamali Block	THQH Anklamaly, PHC Ayyampuzha/Manjapra/ Paliserry / Mookkannoor/ Thuravoor
3	Chengamanad Block	CHC Chengamanad/PHC Nedumbassery/ Kunnukara/ Parakadavur/ T H Puthenvelikara
4	Cheranelloor Block	PHC Cheranelloor/Kakkanad/Kalamassery/Pizhala/ Thrikkakara& CHC Edapally,
5	Kalady Block	CHC Kalady/PHC Chowara/Kanjoor/ Malayattoor
6	Ezhikkara Block	CHC Ezhikkara/PHC Chittattukara/Gothuruth/ Koonammavu,/CHC Moothakunnam
7	Keechery Block	CHC Keecherry/PHC Arakunnam/Chottanikara/ Eroor/Thiruvankulam/Thottoor/Poothotta/ RVPD/ Fisheries HospitalUdyamperoor/CHC Mulanthuruthy
8	Kumbhalanghy Block	CHC Kumbalangy /Chellanam/Kandakadavu/CHC Palluruthy
9	Malipuram	CHCX Malipuram/PHC Mulavukad/Edavanakad/Nayarambalam/Puthuvypu/Vallarpadom/Munambham, PHC Ayyampilly/ T H Njarakkal
10	Malayidamthuruth block	CHC Malayadamthuruth/PHC Choornikara/Edathala/ Keezhmad/Vazhakulam/ CHC Vengola
11	Pallarimangalam Block	CHC Pallarimangalam/PHC Kadavoor/ Pothanicaud/ Neriyamangalam
12	Pampakuda Block	CHC Pampakuda/PHC Elenji/Palakuzha/Thirumaradi/Koothattukulam
13	Pandapilly Block	CHC Pandapilly/PHC Ayavana/Avoly/Manjalloor/Paipra/ Marad/ Valakom/Kalloorkad
14	Ramamangalam Block	CHC Ramamangalam/PHC Maneed
15	Vadavucode Block	CHC Vadavucode/PHC Kumarapuram/ Poothotta/ Mazhuvannoor/ Pattimattom/Thiruvaniyoor/CHC Kadayiripu
16	Varapetty Block	CHCVarapetty/PHC Cheruvattoor/Kottapady/PunnakadKuttampuzha/Pindimana

17	Varapuzha Block	CHC Binanipuram/Eloor/Karumalloor/Kadungalloor	Varapuzha/PHC	Alangad/
18	Vengoor Block	CHC Vengoor/PHC Rayamangalam	Asamannoor/Kodanad/Mudakuzha,	PHC
19	THQH's, GH, DH	GH Ernakulam, GH Tripunithura, GH Karuvelipady, THQH Kothamangalam, Kalamassery Medical College	GH Muvattupuzha, GH N.Paravur, THQH Perumbavoor, W&C	DH Aluva, THQH
20	NUHM, NCD and Disease Control Programmes			

District Programme Manager

Technical Bid

Appendix-11.A

Expression of Interest for short listing Chartered Accountant Firms/Cost Accountant Firms for the monthly concurrent audit of the accounts of the District Health and Family Welfare Societies

Status of the Firm Partnership Sole Proprietorship

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 _____

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/Cost Accountant

4. Full – time partners/sole Proprietor of the firm as on 1st April 2022

Sl.No	Years of continuous association with the firm	No. of FCA	No. of ACA/Cost Accountant
1	Less than one year		
2	1 year or more but less than 5 year		
3	5 years or more but less than 10 year		
4	10 year or more but less than 15 years		
5	15 years or more		

(Please attach the copy of Firm’s Constitution Certificate issued by ICAI)

5. Number of part time partners if any, as on 1st April 2022
6. Number of full time Chartered Accountant/Cost Accountant as on 1st April 2022
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 has conducted statutory/internal audit in institutions/ societies
under Kerala Health Services Department and if so provide complete details(attach
separate sheet if space is insufficient)

10. Whether the firm is implementing quality control
Policies and procedures designed to ensure : Yes/No
That all audit are conducted in accordance with
Statement on Standard Auditing Practices.
(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
(if yes, give a brief note of the case indicating its present status)

Undertaking

I we do hereby declare that above mentioned informations are true & correct and I/
we also undertake to abide by the terms & condition of the contract and would
make compliance of terms laid down in the contract if executed by us with the
District Health and Family Welfare Society.

Date:

Place:

Signature of Proprietor/Sole Partner

Standard Evaluation sheet for Evaluation of the Technical Bids of the Monthly Concurrent Auditors at State & District Health Societies

Name of the Firm: _____

Sl. No	Criteria	Remarks
1	No. of partners –(FCA/ACA/ICWA)	
2	Years of experience of the firm	
3	Association with NHM in the previous years and the track record(including good rapport with institutions)(mention also the number of institutions covered during the years under audit)	
4	No. of Staff	
	i. Qualified	
	ii. Semi Qualified	
	iii. Others	
5	Nature of experience (giving Turnover/Project cost/years of experience of the entities/project audited)	
	i. RCH audit	
	ii. Govt. Social Sector Audit	
	iii. Other Social Sector Audit	
6	Total turnover of the firm in last three years	

- Note: 1. In the Invitation Letter, CA/ICWA firms will be asked to give details of all these criteria while applying
 2. CA/ICWA firms will also provide their latest Certificate of Firms Constitutions as on 1st January of the current year issued by ICAI/ICWA and their latest Income Tax Return duly acknowledge by IT Department. Firms not able to provide these two documents will not be considered
 3. Each member of the evaluation committee will fill up this form separately
 4. Only those firms which have qualified for the technical bid will be eligible for Financial bid.

Expression of Interest for short listing Chartered Accountant/Cost Accountant for the monthly concurrent Audit of the accounts of the District Health & Family Welfare Society, Ernakulam and peripheral Institutions for the year 2022-23

Financial Bid:

- a. I, We are agreeable to concurrent monthly audit of the District Health and Family Welfare Society, Ernakulam District and other peripheral Institutions (includes DPMSU and all institutions as mentioned in the tender document) at a fee of Rs.....only) per month which is inclusive of cost of travel.
- b. I understand that TDS will be deducted at source.
- c. I understand that service tax at applicable rates will be extra.
- d. Other financial terms are:
 - i)
 - II)
 - III)

Date:

Place:

Signature of Proprietor/Side partner

Agreement

THIS agreement executed between office of the District Health & Family Welfare Society, Ernakulam, No.9 Anchorage, Palliyil Lane, Cochin-682016(Name and Address of Officer) (hereinafter called Arogyakeralam) on the one side and M/s.....District (hereinafter called the Agency) on the other side)

WHEREAS the Agency above mentioned is carrying out the services of Concurrent audit on contract basis and NHM is desirous of utilizing the services, and WHEREAS the Agency has agreed to provide the services, subject to the terms and conditions mentioned hereunder.

1. The firm will conduct the concurrent audit of the DPMSU every month and a minimum 3 block every month on a full time and the monthly rate as specified below and will submit the audit report periodically.
2. No advance will be made and the payment will be made only on a monthly basis on presentation of bill after deducting statutory recoveries.
3. If the services of the contractor are not satisfactory, Arogyakeralam reserves the right to cancel the contract at any point of time without giving any reasons thereof.
4. In case of non-conduct of audit for a period of more than two months and promptly to our satisfaction, it shall be treated as breach of contract and contract may not be continued any further.
5. Terms and conditions of contract quoted by Agency and accepted by the Arogyakeralam shall not be altered during the contractor period.
6. For the services provided as mentioned above, Arogyakeralam shall pay the Agency monthly payment as per the rated given below: onthly rate for concurrent audit is (Rs.....only)
7. No vehicle will be provided to contractor for travel to peripheral Institutions.
8. The above arrangements shall be deemed to have come into force with effect from 01.04.2022 and shall be operated for a period upto 31.03.2023 which is renewable depending upon the satisfactory performance.

This Contract of agreement is terminated by the parties by giving one month's notice on either side.

Dated this day of Two thousand Twenty two

For Arogyakeralam

For M/s.

Witnesses:

District Programme Manager (NRHM)
No.9, Anchorage, Foreshore Road, Palliyil Lane
Cochin 16. Phone 04842354737