

**NATIONAL HEALTH MISSION**

**STATE HEALTH SOCIETY MAHARASHTRA**

**REQUEST FOR PROPOSAL**

**AUDIT OF NGOs**

**FOR THE F.Y. 2022-23**

**NATIONAL HEALTH MISSION  
STATE HEALTH SOCIETY, MAHARASHTRA**

**HIRING SERVICES OF CHARTERED ACCOUNTANTS FIRMS FOR AUDIT OF  
NGOs/ALLIED UNITS UNDER NATIONAL HEALTH MISSION (NHM) FOR THE  
F.Y. 2022-23**

The State Health Society Maharashtra, invites proposals from firms of Chartered Accountants empanelled with C& AG and having their head quarter / branch with in the State capital of the Maharashtra state which meet all the conditions in the eligibility criteria listed below, for carrying out the audit of NGOs engaged under NHM as per the Terms of Reference provided in the RFP.

**Eligibility Criteria:** The firm must (a) be empanelled with C & AG and ICAI; (b) The firm must have Head office/ Branch office with in Mumbai (including MMRDA area); (c) have firms existence not less than 10 years; (d) have at least 4 FCAs (full time fellow partners) (As per certificate of ICAI as on date of advertisement) (e) have carried out at least 6 assignments of audit of externally aided projects/ NGOs who receives funds directly from Government of India or Government of Maharashtra during last three years; (f) The CA firm should have a turnover of Rs.50.00 lakhs in any one of the last three financial years.

**Detailed RFP:** Detailed Request for Proposal (RFP) comprising Eligibility criteria, Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be either downloaded from the website [www.nrhm.maharashtra.gov.in](http://www.nrhm.maharashtra.gov.in) and [www.arogya.maharashtra.gov.in](http://www.arogya.maharashtra.gov.in) or can be collected from the O/o State Health Society Maharashtra between 11.00 a.m.to 5.00 p.m. on working days.

**Important Dates:-**

- |      |  |                              |
|------|--|------------------------------|
| i.   | Last date for collection of RFP from office of SHS | : 09/06/2023 up to 1.00 pm.  |
| ii.  | Last date for submission of Proposal to SHS        | : 12/06/2023 up to 4.00 p.m. |
| iii. | Date of opening of Technical bid                   | : 12/06/2023 up to 5.00 p.m. |

**Venue for Pre-bid Conference:** Pre-bid Conference would be held at the Office of State Health Society Maharashtra, 308, 3<sup>rd</sup> floor, Arogya Bhavan, St. George Hospital Compound, CST, Mumbai – 4000001. (Phone – 022-22717500)

**Sd/-  
Commissioner, Health Services &  
Mission Director, NHM**

## REQUEST FOR PROPOSAL (RFP) –

State Health Society Maharashtra, seeks to invite Proposals from the Comptroller & Auditor General of India (C&AG) *empanelled Chartered Accountant (CA) firms and having their head quarter / branch with in Mumbai (including MMRDA area) for conducting the statutory audit of NGOs/Allied Units engaged under the National Health Mission for the F.Y. 2022-23.*

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) of the Ministry of Health & Family Welfare (MOHFW) was launched on 12<sup>th</sup> April, 2005 by the Government of India to improve medical facilities in all the rural area in the country. The NRHM seeks to provide accessible, affordable and quality health care to the rural population, especially the vulnerable sections. It also seeks to reduce the Maternal Mortality Ratio (MMR) in the country from 407 to 100 per 1,00,000 live births, Infant Mortality rate (IMR) from 60 to 30 per 1000 live births and the Total Fertility Rate (TFR) from 3.0 to 2.1 within the 7 year period of the Mission. It has now been termed as National Health Mission (NHM), NHM is overarching NUHM also includes Non-Communicable Diseases (NCD) as well.
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 NRHM 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 NGOs are engaged in following Schemes under National Health Mission:

The State Health Society Maharashtra (SHSM) releases grants to the NGOs **in different Schemes under National Health Mission**, the details of number of NGOs/units engaged under respective programmes are as under:

Sr. No.	Programme	Number of NGOs/ unit
1	Mobile Medical Unit	20
2	NTEP	79
3	NPCB	102
4	NLEP	13
6	Community Action for Health	16
7	Tele-medicine Centers	6
<b>Total No. of NGOs/units</b>		<b>236</b>

## **Section II**

### **1. Objective of audit services:**

The objective of the audit of the books of accounts is to ensure the at its end utilization of Government funds i.e. for the purpose for which it was sanctioned and according to the guidelines issued from GoI/GoM/SHS from time to time.

### **2. Standards:** The assignment will be carried out in accordance with **Engagement & Quality Control Standards** issued by the Institute of Chartered Accountants of India in this regard. The CA firm should accordingly consider materiality while planning and performing the assignments to reduce the risk to an acceptable level that is consistent with the objective of the SHS.

### **3. Scope & Coverage :**

While conducting the assignment special attention should be given to the following:

- a) The NGOs/Allied Units who are receiving funds only under NHM scheme to be audited.
- b) The books of accounts of each unit to be audited for the F.Y.2022-23.
- c) The Grants received by NGO/unit, expenditure reported by them and the unspent balances lying in the form of cash and bank balances in cash book and the interest earned as well as the expenditure and unspent balances reported to concerned upper unit in the form of SOEs/UCs needs to be reconciled for financial year end.
- d) The CA firm also to make comments on the amount of expenditures and unspent balances shown in audit reports i.e. Financial Statements and UCs certified by auditors at the end of each financial year/end of project period. The CA firm has to give opinion on the funds spent by auditee organization in accordance with the conditions laid down by the Department of Health & Family Welfare, Government of India /GoM/SHS from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- e) It is to ensure that, all necessary supporting documents, records and accounts have been kept in respect of the project.
- f) Even though the units/NGOs are spread at different districts/blocks among all over the state, the officials of CA firm have to make their presence physically at all respective implementing units/ NGOs from commencement of assignments till its completion considering the coverage of audit of all Units is in 100% manner.
- g) The CA firm has to form sufficient number of teams led by a CA for conducting the said assignment in a smooth manner and to complete the same in a time bound manner i.e. within the period of three months from the date of its commencement.

### **4. Report should consist of:-**

The Report after completion of assignment should consist of the following statements & reports:

- i. Financial Statements i.e. Receipt & Payment, Income & Expenditure, Balance sheet and Schedules thereto based on audited books of accounts.
- ii. Notes on Accounts showing the accounting policies followed in the preparation of accounts in each unit and any other significant observation of the auditor. Comment/Opinion about strengthening of internal control mechanism and accuracy in accounts of the units.
- iii. Scheme wise Statement of Expenditure (SOE) & Utilization Certificates (UCs) as per Form 12 C of GFR 2017; (based on books of accounts of the unit).

## **5. Reporting and Timing**

- a) The Auditor shall complete the audit as per RFP/TOR within 90 days from the signing of the “Contract’ or from starting date of audit as such extended time as may be mutually agreed with the client.

All the Audit Reports duly certified should be submitted to SHSM in the form of hard copy along with soft copy of the report.

- b) Penal provision on failure to complete the Audit in time: In order to ensure timeliness on the part of the Auditor, if the State feels that in spite of providing all information, documents, and updated books of accounts, there is delay in submission of Audit Report from the auditor, in such case the penalty on audit fees @ 5% per month from the due date of completion of audit will be charged. However, in case of delay in submitting the audit report due to unforeseen circumstances like flood, earthquake and pandemic or due to any administrative grounds etc., the Mission Director (NHM) of the State has the right to waive off the penalty.

## **6. Re-appointment of auditors:-**

The auditor once appointed can be continued for two more years subject to the satisfaction of the performance by the State. However, the renewal of contract would be on the basis of the approval of Executive Committee after obtaining the consent of the auditor and confirming that the said firm is fulfilling the criteria’s as stipulated by GoI/SHSM for respective financial year.

## Section – III

### 1. Eligibility Criteria:

Sr. No.	Particulars	Minimum Criteria
1.	The firm must be empaneled with C&AG for financial year 2022-23.	---
2.	The firm must have Head Office / Local Branch Office within the Mumbai (including MMRDA area).	3 years
3.	Number of Full Time Fellow Partners (FCAs) associated with the firm.	4 FCAs
4.	No. of Years of Firm's Existence.	Min. 10 Yrs.
5.	Turnover of the firm ( Any one of the last three financial years)	Minimum Rs.50 Lakhs
6.	No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects. (Other than Audit of Revenue audit/stock audit/ NBFC audit/ Books writing or consulting assignments and audit of NGOs/ Charitable organizations which doesn't receives government grants except audit of NGOs engaged under NHM) in the last 3 financial years i.e. 2019-20, 2020-21 & 2021-22. Firms having specific experience of the relevant assignment will be given priority.	Minimum 6 assignments

### 2. Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

- a. Any firms not qualifying on these minimum criteria need not apply as its proposal shall be summarily rejected.
- b. For Sr. No. 1, the firm must submit an attested copy of Certificate of C&AG for financial year 2022-23.
- c. For the Sr. No. 2, the firm must submit copy of FIRM CARD issued by ICAI as on date of advertisement.
- d. For Sr. No. 3 & 4 the firm must submit an attested copy of CONSTITUTION CERTIFICATE issued by ICAI as on date of advertisement.
- e. For Sr. No. 5, the firm must submit a certified copy of the Audited Balance Sheet & Profit & Loss Account for the last three years i.e. 2019-20, 2020-21 & 2021-22 duly certified by External Statutory Auditor.

- f. As regards Sr. No. 6, the firm must submit a copy of the appointment letters and / or the certificate from the auditee organizations which comes under Externally Aided Projects/ Social Sector Projects, stating that, the assignments are completed satisfactorily.
- g. The originals of all supportive documentary evidences may be furnished as and when called for its verification in case of selection to ensure about its authenticity & genuinely.

### **3. Additional Instructions to CA firms:**

- i) The CA firm should not apply in Joint Venture or in association with any other CA firm.
- ii) Financial Statements and relevant schedules thereto shall be prepared in accordance with the format as prescribed under NHM/ICAI standards.
- iii) The certified audit reports in the form of two hard copies (including soft copies) and bill of the said assignment to be submitted to SHSM for its payment. The payments will be made by SHS.
- iv) The auditor will be given access to any information relevant for the purpose of conducting the audit. This normally includes the State/ SHS/ MOHFW instructions issued from time to time.
- v) The past NGO statutory auditors engaged with NHM for past 3 consecutive years shall not be eligible to participate in the selection process for the initial fourth year for the same assignment.
- vi) Similarly, the existing concurrent auditors not eligible to apply for this assignment.
- vii) The CA firms who have completed assignments under NHM satisfactorily will be given preference. However, those CA firms who have not completed their assignments satisfactorily under NHM Maharashtra/allotted by any other auditee organisations for whatsoever reasons, will be disqualified at the discretion of State Health Society, Maharashtra and nothing any correspondence will be entertained in this regard.
- viii) The bidder has to submit the declaration on their letter head stating that, their CA firms does not have any relation either with any NHM officials or even with any bidders who are in competition for the said assignment (Format enclosed).
- ix) The Demand Draft drawn in favour of “State Health Society Maharashtra -Other” for an amount of Rs.3500/- (Rupees Three Thousand Five Hundred Only) payable at Mumbai towards Quotation Fees should be enclosed with the technical proposal along with form T-1.
- x) The Demand Draft drawn in favour of “State Health Society Maharashtra -Other” for an amount of Rs. 21,000/- (Rupees Twenty One Thousand Only) payable at Mumbai towards Earnest Money Deposit (EMD) should be enclosed with the technical proposal along with form T-1.
- xi) The EMD amount will be returned to bidders after completion of selection process. However, the amount of EMD may be forfeited in case of any breach of terms and / or conditions of the RFP and / or contract.
- xii) The successful bidder has to submit 3 Percent Performance Security of the total value of the contract in the form of Bank Guarantee of any Nationalized or Scheduled Commercial Bank. The expiry of Performance Bank Guarantee (PBG) should not be

less than 15 months from the date of its execution with the banker. The PBG will be returned to the bidder after 1 month of the expiry of the PBG period. Failure of the successful bidder to comply with the requirement of Performance Security shall constitute sufficient ground for cancellation of award and forfeit of Earnest Money Deposit. The amount of EMD will be liable to be refunded to successful bidder only after receipt of PBG.

- xiii) The proposals without Quotation Fees and Earnest Money Deposit in the form of Demand Draft will be summarily rejected.
- xiv) The details of Demand Draft should be mentioned in form T-1. The Quotation Fee is not refundable.
- xv) In any case the demand draft for Quotation fees should not be attached with financial bid. If any bidder submits their demand draft with financial bid, then such proposals will be summarily rejected, considering that the demand draft with Technical bid not found attached and for which the State Health Society will not be responsible.
- xvi) All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal as mentioned in the RFP.
- xvii) Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- xviii) Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be duly filled in and signed by the authorized signatory of the firm.
- xix) All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- xx) **In case the bidding firm is found not suitable for audit on any reasonable ground like information by the Ministry / ICAI / any State / any auditee organization or if any etc., State Health Society (SHS) reserves the right to accept or reject any proposal without giving any reason or explanation.**
- xxi) **The auditors must have the H.O/ Branch Office in Mumbai (including MMRDA area) for not less than 3 years for which the declaration through “Form U” should be submitted.**
- xxii) In case after the technical evaluation, if no bidding firm gets the minimum 65% marks than top three firms will be taken into consideration for opening for their financial bids. Even if there are only one or two firms, than they also will be considered for opening of their financial bids at the discretion of SHS.
- xxiii) The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organisation in respect of any assignment or behaviour. [*Self-attested affidavit on Rs.500/- stamp paper is to be given in this regard by the authorised person of the firm*].
- xxiv) The firm shall give an undertaking that the team members are proficient in the State’s official language (both oral and written).
- xxv) Firm shall have to depute appropriate number of teams for timely completion of audit and submission of report to attain quality of audit. Each team shall have to be headed by a qualified chartered accountant. If the required constitution of the team is not



deployed the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry/ICAI informed.

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

##### **A. General Guidelines:**

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

- i. The original copy of the Technical Proposal shall be placed in a sealed envelope clearly marked as **“Technical Proposal”**. Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked as **“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 and title of the assignment, and be clearly marked as **“PROPOSAL FOR SELECTION OF STATUTORY AUDITOR FOR AUDIT OF NGOs/Allied units for financial year 2022-23”**. The Society shall not be responsible for misplacement, loss or premature opening of the envelope or the envelopes not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal’s/ bid’s rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute grounds for declaring the proposal non-responsive/ invalid.
- ii. Team Composition & Number of Teams for the assignment: As there are large number of implementing entities below the district, for maximum coverage and time bound completion schedule more than one team will need to be constituted for the assignment. The team(s) for the assignment must be headed by a qualified Chartered Accountant with one semi-qualified C.A. (C.A. Inter) and two support staff (Junior Auditor/Articles). The number of teams may be constituted in a manner that, each team does not have responsibility for audit of more than (6) to (8) units. The technical proposal must clearly elaborate on the team composition as given in T-3 & T-4.
- iii. The CA firm has to apply through only one proposal.
- iv. The Audit fees should be mentioned clearly in numeric as well as in words. The quoted fees should be inclusive of all out of pocket expenses i.e. Boarding, Lodging, Food and Travelling etc. and exclusive of Taxes.
- v. State Health Society (SHS) reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of organisation.
- vi. State Health Society (SHS) may take its own decision while evaluating the proposal with regard to awarding weightage for audit experience.

**B. Technical Proposal will consist :**

- a. Letter of Transmittal (**Form T-1**) along with details of Quotation fees and Earnest Money Deposit in the form of Demand Draft as stated in the RFP.
- b. Details of the firm along with details of partners (**Form T-2**),
- c. Details of Qualified Staff, Semi-qualified & Junior Staff (**Form T-3**),
- d. Details of the Team Composition (**Form T-4**),
- e. Description of Approach, Methodology & Work Plan for performing the Audit. (**Form T-5**),
- f. Details of experience (**Form T-6**)

**C. Financial Proposal will consist:**

- a. The financial bid shall be submitted separately as prescribed in format **Form F-1** only.
- b. The firm has to quote consolidated audit fees including out of pocket expenses like Boarding / Lodging, TA / DA etc. This audit fee shall be exclusive of the taxes as applicable.
- c. **Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee, in such case the proposal shall be rejected.**
- d. The minimum estimated cost for the said assignment is expected to Rs.3500/- (Rupees Three Thousand Five Hundred Only) per NGO excluding taxes and including all out of pocket expenses like Lodging, boarding, traveling, food etc. However, CA firms should not quote less than the estimated cost while bidding to said assignment. In case any firm quotes below the estimated cost for the said assignment, in such case the proposal shall be liable to be rejected.
- e. In case the same audit fee is quoted by two or more CA firms, the selection of auditor shall be done considering the following factors (priority-wise): -
  - i) Technical score.
  - ii) Experience of audit of Government assignments including NHM.
  - iii) Turnover of the firm.
- f. The selection will be done by selecting the firm having lowest quotation in Financial Bid (L-1) after finalizing the Technical proposal.
- g. SHS reserves right to ask justification in case of quoted rates.

## Section – V

### Selection Methodology:

*A pre-bid conference shall be held wherein clarifications that the potential bidders may have shall be clarified.*

A two-stage procedure shall be adopted in evaluating the proposals as below:-

#### First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried out as per the evaluation parameters in “Eligibility Criteria” of the RFP.
- iii. The proposals which are fulfilling eligibility criteria only will be considered for technical score/ marks. A proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference.
- iv. The technical proposal scoring at least 65% of the marks shall be considered as “Qualified on Technical Parameters”. Or if it fails to achieve the minimum technical score (i.e. at least 65%) the proposal will be rejected at this stage.
- v. **TECHNICAL EVALUATION:**

Eligibility criterion of the firms shall be based on the various criterions as given in the table below.

Sr. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Fellow Partners (FCA) associated with the firm (As per certificate of ICAI as on date of advertisement)	4	10	Firms with minimum 4 FCA partners = 4 marks, FCA partners 5 up to 9 = 8 marks and, FCAs 10 and above = 10 marks,
2.	Turnover of the firm (in any one of the last three financial yrs.)	Minimum Rs.50 Lakhs	15	Rs 50 to 60 Lakhs= 5 marks, Rs. 61 to 70 Lakhs= 10 marks, & Above 71 Lakhs = 15 marks
3.	Experience of audit assignments related to Externally Aided Projects / Social Sector Projects. (During last 3 financial years i.e. 2019-20, 2020-21 & 2021-22)	6	30	Minimum 6 assignment =15 mark 7 to 12 assignment = 23 mark 13 and Above assignments = 30 marks
4.	Adequacy of the proposed Technical Approach, Methodology & work plan	---	15	As per the evaluation of the Proposal as Good/ Better / Best.

5.	Firm having audit experience under NHM. (During last 3 financial years i.e. 2019-20, 2020-21 & 2021-22)	---	5	---
6.	Deployment of team composition	---	25	2 marks per team.
Total			100	

Supporting Documents must be submitted by the firm along with the technical proposal.

**Second Stage:**

1. The firm must achieve at least 65% of the marks to qualify on technical parameters. Financial proposals shall be opened only for those firms who have qualified on Technical Parameters.
2. In case after the technical evaluation, if no bidding firm gets the minimum 65% marks than top three firms will be taken into consideration for opening for their financial bid. Even if there are only one or two firms than they may also be considered at the discretion of SHS.
3. **Least Cost Method shall be followed.**
4. The SHS reserves the right to change / cancel the evaluation / marking criteria without assigning any reason and to change in evaluation criteria as per requirement and in the interest of organization.

### **Award of Contract:**

On completion of selection process, the firm selected shall be awarded the contract of audit of NGOs by issuing the Letter of Award (LOA). The firm should execute a Contract with the State Health Society (SHS) within a period of a week from the issuance of LOA. The firm shall enter in to an agreement on a stamp paper with the SHS in this regard.

At present, as per Maharashtra Stamp Duty Rule Section 10 (D) and Government of Maharashtra, Notification dated 03-06-2016 Section 63; the Stamp Duty is as shown below:

<b>No</b>	<b>Agreement Cost</b>	<b>Stamp Duty</b>
1	Up to Rs 10 Lakhs	Rs. 500/-
2	Above Rs 10 Lakhs	Rs. 500/ + 0.10% Agreement Cost above Rs.10 Lakhs subject to maximum of Rs. 25 Lakhs.

The bidder shall bear the cost of stamp duty on agreement cost as per the Indian Stamp Duty Act (1995 or any latest revision) provision applicable during the contract period at the rates applicable at the time of acceptance of bid.

**Letter of Transmittal**

To,

The Commissioner, Health Services and  
Mission Director, NHM,  
State Health Society Maharashtra,  
308, 3<sup>rd</sup> Floor, Arogya Bhavan,  
St. Georges Hospital Compound,  
Nr. CST Station,  
Mumbai – 400001.

Sir,

We, the undersigned, offer to provide the statutory audit services for *state health society Maharashtra* in accordance with your Request for Proposal dated [*Insert Advertisement Date*] for selection of Statutory Auditors of NGOs/allied units for F.Y. 2022-23. We hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby submitting our proposal which includes this Technical Proposal sealed under a separate envelope along with a demand draft for an amount of Rs.3,500/- (Rupees Three Thousand Five Hundred Only) towards Quotation Fees and Rs.21,000/- ( Rupees Twenty One Thousand Only) towards EMD in favour of “State Health Society Maharashtra -Other” vide DD Number ..... Dt..... and DD Number..... Dt..... drawn on (Bank Name). We understand that, the amount of Quotation Fees is not refundable.

We hereby declare that all the information and statements made in this Proposal are true and accept that any mis-interpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till six months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor. We hereby declare that, our firm and all the partners of the firm are complying with the Chartered Accountants Act 1949, other notification and guidelines issued by ICAI from time to time.

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 Maharashtra 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,

(Signature and Seal)

Place: - .....

Date: - .....

**Format for Technical Proposal**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Supporting Documents required to be submitted along with this Form</b>
1	Name of the Firm	
2	Present office address of the Firm:	
	Telephone No.	
	Email ID	
	Contact person Name	
	Mobile Contact No.	
	Head Office address	
	Date of establishment of the firm	Attach a copy of <b>Constitution Certificate</b> of ICAI as on date of advertisement
Branch Office 1,2,3.....(Particulars of each branch to be given)	Complete address, Date of establishment of the branch, Telephone No., Fax No., Email ID, Contact Person Name & his/ her Contact details (Attach a copy of <b>FIRM CARD</b> of ICAI as on date of advertisement)	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm TAN Registration No.	Attach copy of Registration
5	Firm GST Registration No	Attach copy of Registration
6	Firm's Registration No. with ICAI	Attach a copy of Constitution certificate of ICAI as on date of advertisement
7	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year 2022-23
8	Turnover of the Firm in any one of the last three financial years. (i.e. 2019-20, 2020-21 & 2021-22)	Attach a copy of Balance Sheet and P & L Account of the last three years duly certified by external auditors.

9	<p><b>Details of Partners:</b> Provide following details:</p> <ul style="list-style-type: none"> <li>• Number of Full Time Fellow Partners associated with the firm</li> <li>• Name of each partner</li> <li>• Number of associate chartered accountants i.e. Partners associated with the firm</li> <li>• Name of each partner</li> <li>• Date of becoming ACA and FCA</li> <li>• Date of joining the firm</li> <li>• Membership No.</li> <li>• Qualification</li> <li>• Experience</li> <li>• Whether the partners is engaged full time or part time with the firm</li> <li>• Their Contact Mobile No., email and full Address</li> </ul>	<p>Attested copy of Certificate and firm card of ICAI as on date of advertisement.</p>
---	---	--



**Details of Qualified Staff (Chartered Accountants)**

(Please provide a self-attested copy of Certificate of ICAI as on date of advertisement for each qualified staff)

Sr. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
<b>FCAs</b>						
1						
2						
3						
4						
5						
.						
.						
.						
<b>ACAs</b>						
1						
2						
3						
4						
5						
.						
.						
.						
<b>Semi Qualified Staff</b>						
1						
2						
3						
4						
5						
.						
.						
.						
<b>Article Clerks/ Other Staff</b>						
1						
2						
3						
4						
5						
.						
.						

**Details of Structure & Composition of Team and Task Assignments –  
DEPLOYED FOR Proposed Assignment**

**Each team will constitute of minimum 4 members with qualifications as below:**

Name	Position/ Team Number	No's (Mini mum)	Educational Qualification	Key Responsibili ties or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimate d for task completi on
Chartered Accountant	Team Leader	1					
Semi- Qualified (CA Inter)	Individual Unit Team Lead	1					
Article / Support Staff	Support to team	2					
Total estimated man days required to complete the task							

Firms must also clearly bring out the number of teams it plans to deploy for the audit keeping in view the scope of work, coverage and guidelines for submitting the proposal.

Structure of each team should be indicated as per format below

**Structure of Team 1, 2, 3 ....:**

Name of CA	Names of Support Staff	Qualifications	Number of units proposed to be covered.	Time Required for Each assignment

**Description of Approach & Work Plan for performing the Audit**

A. **Technical Approach :**

The firm should explain the understanding, the objectives of the assignments, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

B. **Work Plan along with the time required for each work/ assignment in the State/ District/ Blocks etc:**

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones and delivery dates of the reports.

The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them in to a feasible working plan.

**Brief of Relevant Experience**

Sr. No.	Name of the Auditee Organization	Grant-in-aids handled by the auditee organization	Type/ Nature of Assignment (Statutory Audit/Internal or Concurrent audit /Revenue audit/stock audit/ NBFC audit/ Books writing / consulting assignments)	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter/certificate issued by auditee organization)

**ON LETTER HEAD OF CA FIRM**

**Form F-1**

**FINANCIAL BID**

**for selection of Statutory Auditors for Audit of NGOs/allied units engaged under  
NHM for Financial year 2022-23.**

Particulars		Total Amount (in Rupees)
		Both in Numeric and in Words.
Total Audit fees: (Including all out of pocket expenses like Boarding / Lodging, TA/DA etc.	.....	Rs...../-
		(In words Rupees ..... .....)
GST	.....	..... .....
Total fees	.....	..... .....)

**Note: 1. Percentage of funds involved shall not be a basis for quoting the Audit Fee.**

**Note: 2. In case of change in the rate of Taxes, the same will be applicable as per tax laws.**

**Note: 3. In case of discrepancy in numeric & words, the amount mentioned in words will be treated as valid.**

Yours faithfully,

(Signature and Seal)

Place:- .....

Date:- .....

(Letter of undertaking for having the local office in Mumbai)

To,

The Commissioner, Health Services and  
Mission Director, NHM,  
State Health Society Maharashtra,  
308, 3<sup>rd</sup> Floor, Arogya Bhavan,  
St. Georges Hospital Compound,  
Nr. CST Station,  
Mumbai – 400001.

Sir,

We, the undersigned offer to provide the services for statutory audit of NGOs for *State Health Society Maharashtra* in accordance with your Request for Proposal dated [*insert Advertisement date*]. We hereby submit our Proposal, having details about the firm and proposed audit fees.

We hereby declare that our firm is having Head/ Branch offices in **Mumbai for not less than 3 years** and is situated at

.....  
.....  
.

.....  
address proof (photocopy of Firm card issued by ICAI as on date of advertisement) of this office is enclosed herewith.

We hereby also give an undertaking that the firm's staff deputed for the audit is proficient in State's local language, both in oral and written form.

We hereby understand that any information given here if found to be false or misleading will be treated as fraud and appropriate action can be taken in this regard.

Yours faithfully,

(Signature and Seal)

Place:- .....

Date:- .....

ON LETTER HEAD

Date:-

To,  
The Commissioner, Health Services and  
Mission Director, NHM,  
State Health Society Maharashtra,  
308, 3<sup>rd</sup> Floor, Arogya Bhavan,  
St. Georges Hospital Compound,  
Nr. CST Station,  
Mumbai – 400001.

Sir,

Sub: - Declaration.

We M/s. (Name of CA firm) hereby declare that, our firm or any partners of the firm neither have any relation with any NHM officials nor with any bidder who are in competition for this assignment and submitting our proposal on our own with reference to advertisement.

(Signature)

(Partner)

Name of CA firm

**Status for number of NGOs among all over State**

<b>Sr. No.</b>	<b>District</b>	<b>CAH</b>	<b>MMU</b>	<b>NTEP</b>	<b>NPCB</b>	<b>NLEP</b>	<b>Telemedicine</b>	<b>Total</b>
1	Ahmednagar	1	0	0	4	1	0	6
2	Akola	0	0	1	0	0	0	1
3	Amravati	1	0	3	2	1	0	7
4	Aurangabad	1	0	0	2	0	1	4
5	Beed	1	0	0	1	0	0	2
6	Bhandara	0	0	0	1	0	0	1
7	Buldhana	0	0	0	0	0	0	0
8	Chandrapur	1	0	2	1	0	0	4
9	Dhule	0	0	1	3	0	0	4
10	Gadchiroli	1	0	3	0	2	0	6
11	Gondia	0	0	0	0	0	0	0
12	Hingoli	0	0	0	0	0	0	0
13	Jalgaon	0	0	1	1	0	0	2
14	Jalna	0	0	1	1	0	0	2
15	Kolhapur	1	0	0	7	0	0	8
16	Latur	0	0	1	3	0	0	4
17	Nagpur	0	0	3	9	0	1	13
18	Nanded	0	0	1	1	0	0	2
19	Nandurbar	1	0	1	1	0	0	3
20	Nashik	1	0	4	5	0	0	10
21	Osmanabad	1	0	0	1	0	0	2
22	Parbhani	0	0	1	0	0	0	1
23	Palghar	1	0	1	2	1	0	5
24	Pune	0	0	5	12	0	1	18
25	Raigad	1	0	1	3	2	0	7
26	Ratnagiri	0	0	0	4	0	0	4
27	Sangli	1	0	0	8	1	0	10
28	Satara	0	0	1	4	0	0	5
29	Sindhudurg	0	0	0	0	0	0	0
30	Solapur	1	0	0	6	0	0	7
31	Thane	1	0	5	11	0	0	17
32	Wardha	0	0	0	1	0	0	1
33	Washim	0	0	11	0	0	0	11
34	Yavatmal	1	0	0	1	0	0	2
35	Mumbai	0	20	32	7	5	3	67
<b>Total</b>		<b>16</b>	<b>20</b>	<b>79</b>	<b>102</b>	<b>13</b>	<b>6</b>	<b>236</b>