

Request for Proposal (RFP)

**For Appointment of Statutory Auditor for Atal
Amrit Abhiyan Society for Audit of two Schemes
“Atal Amrit Abhiyan Scheme and Pradhan Mantri
Jan Arogya Scheme”**

2018-19 - 2019-20

**OFFICE OF THE CHIEF EXECUTIVE OFFICER
ATAL AMRIT ABHIYAN SOCIETY, ASSAM
Nayantara Super Market Complex, Six Mile, G.S. Road, Guwahati-22**

No. AAAS/Assam/Appointment of Statutory Auditor/2020-21/126

Date: __/__/2020

Request for Proposal

Atal Amrit Abhiyan Society, Assam invites sealed proposal in two bid systems, Technical Bid and Financial Bid affixing non-refundable **Court Fee Stamp of Rs. 8.25/- (Rupees Eight and Twenty Five Paise) only** from *C&AG empanelled Chartered Accountant firms those are eligible for major PSU audits for the year 2018-19* for conducting the statutory audit of State Office (SHA/SNC) under the Atal Amrit Abhiyan Society, Assam for the FY 2018-19 & 2019-20.

Detailed Tender Document along with the terms and conditions may be obtained from o/o Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Khanapara, Guwahati – 781022 on working days up to **2 PM of 12th March 2020**. An amount of Rs. 100/- (Rupees Hundred) only is to be paid as “Bid Document Fee” (non-refundable) in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favor of Atal Amrit Abhiyan Society, Assam payable at Guwahati. The tender document may be downloaded from our websites www.aaas-assam.in. In case of downloaded tender document the bid document fee must be submitted along with the Tender Document.

The Technical and Financial Bids are to be submitted in separate sealed envelopes. Both the envelopes should be put and sealed in an outer cover (bigger envelope) addressed to the Chief Executive Officer, Atal Amrit Abhiyan Society, 3rd Floor, Nayantara Supermarket Complex, Six Mile, Khanapara, Guwahati – 781022.

For any unforeseen reason if the office happens to be a holiday or non working day, bandh etc., on the last day of receiving tender, then the next working day will be considered as last date (at the same time) of receiving the tender.

The undersigned reserves the right to reject any or all tenders without assigning any reason thereof and is not bound to accept the lowest rate.

Last date of submission of Tender : 12/03/2020 up to 3 PM

Opening of Technical Bids : 12/03/2020 at 4 PM

Chief Executive Officer
Atal Amrit Abhiyan Society, Assam

Memo No. AAAS/Assam/Appointment of Statutory Auditor/2020-21/126 Date: __/__/2020

Copy to

- i. The Principal Secretary to the Govt. of Assam, Health & FW Department, dispur, Guwahati – 6 for kind information.
- ii. The Director of Information & Public Relations, Assam, Dispur, Guwahati – 781006. He is requested to publish the above notice in one leading daily English newspaper and two leading Assamese daily newspapers published from Guwahati
- iii. Office Copy

Chief Executive Officer
Atal Amrit Abhiyan Society, Assam

IMPORTANT DATES	
Date of release of Tender Document	22/02/2020
Last Date of Receiving Queries	Within 5 days of the release of the Tender Document. Email: ceo.sncassam@gmail.com
Issue of Addendum / revised Tender Document (if required)	Within 6 days of the release of the Tender Document (only if required). On the following website: aaas-assam.in
Last date of bid submission	12/03/2020
Date and time of technical bid evaluation	12/03/2020
Date and time of Financial Bid opening	17/03/2020
Issue of Notice of Award (NOA)	Within 7 days of financial bid opening
Acceptance of Award	Within 3 days of the issue of Notice of Award

REQUEST FOR PROPOSAL (RFP)

Atal Amrit Abhiyan Society, Assam, seeks to invite Proposal from *C&AG empanelled Chartered Accountant firms those are eligible for major PSU audits for the year 2018-19* for conducting the statutory audit of State Office (SHA/SNC) under the Atal Amrit Abhiyan Society, Assam for the FY 2018-19 & 2019-20.

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 CA firms are given in the following paragraphs.

1. Background

Atal Amrit Abhiyan Society has been formed and registered under Societies Registration Act 1860. A State Nodal Cell (SNC) has been set up under Atal Amrit Abhiyan Society to administer the Scheme. The Society is headed by an CEO. Implementation Support Agencies (ISA) have been selected through tendering process. The Society functions for two schemes namely Atal Amrit Abhiyan (AAA) scheme and Ayushman Bharat Pradhan Mantri Jan Arogya Yojana (ABPMJAY) Scheme with the budget of 400 crore and 114 Crore respectively.

2. Overview of AAA Scheme:

- (a) The name of the scheme is “**ATAL AMRIT ABHIYAN**”
- (b) **Background:** A large number of households are pushed into poverty as a result of high levels of household spending on healthcare. The Below Poverty Line (BPL) population and Low-Income households with annual income below Rs 5.00 Lakhs are especially vulnerable to serious health risks. To address this key vulnerability faced by the BPL population and LowIncome households in the state, the Government of Assam is implementing a medical care scheme –Atal Amrit Abhiyan– providing cashless treatment and coverage of critical care targeted at the BPL population and Low-Income households. The proposed scheme will cover the entire State of Assam.

“State Health Agency (SHA) has been set up by the Government of Assam, for the implementation of the Scheme. The State Health Agency will implement, establish, provide, administer, and supervise the Atal Amrit Abhiyan for providing medical care to the beneficiaries.

The Implementation Support Agency (ISA) will support the SHA in implementation of the AAA scheme.

- (c) **Objective:** To improve access of BPL families and Low Income households to quality medical and surgical care for treatment of identified diseases involving hospitalization, surgeries and therapies through an empanelled network of health care providers.

- (d) **Beneficiaries:** The scheme is intended to benefit Below Poverty Line (BPL) population and Low Income households (Annual income of individual below Rs 5.00 Lakhs) in 33 districts of the State of Assam. According to past enumeration, there are approximately 25.50 Lakhs BPL families (as per Census 2001) and the estimated BPL individuals in the BPL category will in the order of 102.00 Lakhs in the 33 districts of the State.
- (e) **Unit of Enrolment:** An individual will be the unit of enrolment; each individual (above 18 years) of a family will be given a barcoded laminated card with an identification number unique to a family. Children below 18 years will be added onto the card of Head of the family.
- (f) **Sum Assured:** The scheme provides coverage for meeting expenses of hospitalization and surgical procedures of beneficiary members up to Rs.2.0 Lakhs per member of a family per year in any of the network hospitals.
- (g) **Benefits:** Upto Rs 2 Lakhs annually will be re-imbursed towards approved procedures and other services as part of the disease/treatment packages on a complete cashless basis. Enrolled beneficiary will go to the network hospital with the bar-coded laminated card and come out without making any payment to the hospital for the procedures covered under the scheme. There will be an approved list of procedures (by and expert panel headed by DME, Government of Assam) in the 12 below specialties which only will be reimbursed -
- (i) Cardiology and Cardiovascular Surgeries
 - (ii) Neurological conditions
 - (iii) Burns
 - (iv) Cancer
 - (v) Kidney diseases
 - (vi) Neo-natal diseases
 - (vii) ICU packages
 - (viii) Trauma
 - (ix) Critical care Paediatrics
 - (x) Paediatrics Surgery
 - (xi) Japanese Encephalitis and Acute Encephalitic Syndrome
 - (xii) Supplementary Packages.

- In addition, there will be no pre-existing condition exclusions. Pre-existing diseases are also covered from day one which means that any illnesses existing prior to the inception of the scheme shall also be covered. These will include follow-ups for the Procedures defined. However, there will be an agreed treatment protocol on the procedures as defined by the expert panel and the ISA for authorizing claims.
- Provision for transport allowance (Rs.300/- per visit) but subject to an annual ceiling of Rs.3000/- shall be a part of the total coverage of Rs.2,00,000/- per individual for within the state.
- For out of state treatment in empanelled hospitals in selected cities, patient and one attendant will be provided economy cheapest air fare in that route subject to a maximum ceiling of Rs. 30,000 per year and shall be a part of the total coverage of Rs.2,00,000/- per individual.
- For out of state treatment a daily allowance of Rs 1000 will be provided up to a limit of Rs 10,000 provided the total no of days claimed matches the hospital length of stay or treatment dates.
- Enrollment under the scheme is FREE for BPL families.
- Each member of eligible APL families will be required to pay nominal amount of Rs. 100/- for enrollment and renewal.

3. Overview of AB-PMJAY Scheme:

- (a) The name of the scheme is “**Ayushman Bharat- Pradhan Mantri Jan Arogya Yojana (AB-PMJAY)**”.
- (b) **Objective:** The objective of AB-PMJAY to reduce catastrophic health expenditure, improves access to quality health care, reduce unmet needs and reduce out of pocket expenditures of poor and vulnerable families falling under the deprivation criteria of D1, D2, D3, D4, D5 and D7, Automatically Included category and broadly 11 defined occupational un-organised workers (in Urban Sector) of the Socio-Economic Caste Census (SECC) database of the State. These eligible AB-PMJAY beneficiary families will be provided coverage for secondary, tertiary and day care procedures (as applicable) for treatment of diseases and medical conditions through a network of Empanelled Health Care Providers (EHCP).

- (c) **Beneficiaries:** The Union Budget 2018-19, announced the implementation of Ayushman Bharat- Pradhan Mantri Jan Arogya Yojana (AB-PMJAY). PMJAY covers 27 lakhs poor and vulnerable families (1.35 Crore individuals approximately) in the State of Assam identified by the SECC Census 2011 data.
- (d) **Risk Cover and Sum Insured:** Risk Cover (RC) will include hospitalization/treatment for medical conditions and diseases requiring secondary and tertiary level of medical and surgical care treatment and also including defined day care procedure (as applicable) and follow up care along with cost for pre and post-hospitalization treatment as defined. As on date of commencement of the Policy Cover Period, the AB-PMJAY Sum Insured in respect of the Risk Cover for each AB-PMJAY Beneficiary Family unit shall be Rs. 5 Lakhs per family per annum on family floater basis. This shall be called the Sum Insured, which shall be fixed irrespective of the size of the AB-PMJAY Beneficiary Family Unit.
- (e) **Benefit Package:** The benefits within this Scheme under the Basic Risk Cover are to be provided on a cashless basis to the AB-PMJAY Beneficiaries up to limit of their annual coverage and includes:
- (i) Hospitalization expense benefits
 - (ii) Day care treatment benefits (as applicable)
 - (iii) Follow-up care benefits
 - (iv) Pre and post hospitalization expense benefits
 - (v) New born child/ children benefit

4. **Funding and Accounting Arrangement:**

Funds attributable to AAA Scheme are transferred from the State Treasuries to the designated bank account of Atal Amrit Abhiyan Society. PMJAY Scheme receives funds from Govt. of India and State Govt. of Assam in the ratio of 90:10 respectively in the form of Grant-in-Aid and Administrative Cost. Under the umbrella of the Atal Amrit Abhiyan Society each scheme (AAA & AB-PMJAY) 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).

5. **Audit Objectives:**

- (i) The objective of the audit of the financial statements for both State office and for Districts Civil Hospitals & Medical Colleges where imprest money is being provided as per Society's Guidelines (**Annexure –A**) -individual financial statements for both the schemes as well as the Consolidated Financial Statements as a whole i.e. Balance Sheet, Income and Expenditure, Receipts and Payment, together with relevant accounting policies, notes to accounts and schedules Bank Reconciliation Statements,

Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements with the expenditure reported is to enable the auditor to express a professional opinion as to whether:

- (a) The financial statements give a true and fair view of the Financial Position of both the schemes and consolidated societies at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended 31st March 2018 and 31st March 2019.
- (b) The funds were utilized for the purposes for which they were provided

6. Standards:

The audit will be carried out in accordance with **Engagement & Quality Control Standards (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 (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 the risk of material misstatements in the financial statements resulting from fraud.

7. Criteria for Selection of Auditors:

- **C&AG empanelled major audit firms:** Chartered Accountant firms those are empanelled with C&AG for the year 2018-19 and eligible for doing major PSU audits only will be eligible for the audit of the AAA Society. In this regards firm have to submit the details about the firm as per **Form T-2**.
- **Selection through Open Tender System:** The selection of the Auditor should be through an Open Tender basis.
- **Preference of firms having H.O./Local Branch office in the State of Assam:** The firms having H.O./Local Branch Office in the State of Assam is given to be given preference at the time of finalizing the financial bid. Such office must exist within the State of Assam for not less than three years as per the ICAI Certificate. However, in case of NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States.
- Firms have to be given an undertaking that the audit team members are proficient in State's official language (both oral and written) and will be headed by a Chartered Accountant on regular basis.

- **CA firms eligible for audit:** Chartered Accountant firms with major PSU audits and are having their H.O/ Branch offices in designated State of Assam may be given additional weight-age in the evaluation of Technical proposal. However, in case of NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States. On clearance of Technical proposal, the auditor will be finalized on the basis of Financial bids. In this regard firms have to submit the details about the firm as per Form T-2.
- Any administrative instructions issued by Govt. of India in this regard will be a part of the RFP for selection of Statutory Auditor.
- **Disclosure of Minimum Fees in the RFP document:** Rs. 60,000/- (excluding taxes) p.a. This is indicative only for minimum fees.
- **Audit Fees and TA/DA:** The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA and Taxes.
- **Re-appointment of Auditor:** As the auditor once appointed can continue for two more years, subject to the satisfaction of the performance by the State and the State which wishes to re-appoint the same auditor shall have to seek the approval of the Executive Committee after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting major PSU audits for the year for which firm is being re-appointed. Further, any comments/remarks/observation of the Ministry in this regard shall have to be considered while re-appointing the same auditor.
- In case 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) Past Experience in handling Government Contracts & Conduct of the firm and
 - (ii) Turnover of the firm
- **The other major points related to Statutory Audit is as follows:**
 - To ensure timely completion of audit, State should ensure that the books of accounts are ready at all places before the start of audit.

Further, timely availability of information to the auditors should be ensured for completion of audit on time.

- It should be clearly ensured that a Standing Committee headed by Chief Executive Officer, AAAS is constituted in the State for the selection of auditor and for follow up and issue of compliance to the audit observations of the previous year.
- After the completion of audit, State should organize an exit conference of the auditors to discuss the audit observations.
- A copy of the working papers of the auditors shall be retained by the Sr. Financial Advisor in the State.

8. Scope and Coverage of Audit:

In conducting the audit special attention should be paid to the following:

- a) 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 and a specific report on this aspect would be provided by the auditor annually as part of the management letter;
- b) Funds have been spent in accordance with the condition laid down by the Department of Health & Family Welfare, Government of India 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.
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GoI/ State Government. Auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions of GoI and have all the necessary supporting documentation.
- d) All necessary supporting documents, records and accounts have been kept in respect of the project.

- e) The Statutory Auditor may review the concurrent audit reports / quarterly executive summaries and may consider material observations / findings while forming his opinion on overall internal control and truth & fairness of accounts/financial statements.

11. Project Financial Statements:

Project Financial Statement shall include the following:

- (i) Audit Opinion
- (ii) Balance sheet showing accumulated funds of the project balances other assets of the schemes, and liabilities, if any.
- (iii) Income & Expenditure account for the year ending on 31st March 2018 and 2019
- (iv) Receipt and Payment Account for the year ending on 31st March 2018 and 2019
- (v) Other Schedules to the Balance sheet as appropriate, but which shall include
 - i. Statement of Fixed Assets in the form of a Schedule,
 - ii. Schedule of Loans and Advances (Age-wise analysis),
 - iii. Schedule of all Cash & Bank Balances (supported by bank reconciliation statements),
 - iv. Scheme wise statement of expenditure.
- (vi) Notes on accounts showing the accounting policies followed in the preparations of accounts in the SHA/SNC and any other significant observations of the auditor.
- (vii) Auditor shall have to specify the significant observations, including internal control weakness for each scheme and also specify the institution to which these relates to enable/ facilitate appropriate follow up action.
- (viii) Sanction wise Utilization Certificates (UCs) as per Form GFR 12 C [(See Rule 239)]; duly tallied with the Income and Expenditure and expenditure on Fixed Assets during the financial year/Policy Year. A separate utilization certificate for state share contribution has to be issued.
- (ix) Action Taken Report on the previous year's audit observations.

- (x) The SHA/SNC management should sign the financial statements and provide a written acknowledgement of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the schemes fund has been expended in accordance with the intended purposes as reflected in the financial statements.
- (xi) In addition to the audit reports, the 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;
 - Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
 - Report on the level of compliance with the financial internal control.
 - Report procurements which have not been carried out as per the procurement manual/ guidelines.
 - Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the schemes; and
 - Bring to Society’s attention any other matter that the auditor considers pertinent.
 - The observations in the management letter must be accompanied by 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.

12. Reporting and Timing:

The final Audit Report should be submitted by 31st July 2020 (i.e. within four months of the end of the financial year) to the Society (SHA/SNC) should then promptly forward 3 copies (Spiral Bound) and also soft copy in MS Excel/MS Word and Scanned (Both) is also to be submitted in mail or CD of the audited financial statements and audit report along with the **Final Utilisation Certificates** signed by the State and Auditor both to GoI and GoA with their comments, if any.

13. Guidelines for Submitting the Proposals:

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

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL**” Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked “**FINANCIAL PROPOSAL**” followed by the name of the assignment and with a warning “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL.**” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED.**” The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is 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. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iii. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

- iv. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- v. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- vi. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- vii. **Atal Amrit Abhiyan Society (SHA/SNC) 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 the organization.**
- viii. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written). **The auditors must have the H.O/ Branch Office in the allotted state. (Form U).** However, in case if NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States
- ix. Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit.
- x. Each team shall have to be headed by a qualified chartered accountant.
Technical & Financial Proposal will consist:
 - Letter of Transmittal (*Form T-1*)
 - Technical Proposal format (*Form T-2*)
 - Financial Bid format (*Form F-1*)
 - Undertaking of presence of HO/Branch offices in State (*Form U*)
- xi. EMD of Rs. 10,000/- (in the form of Demand Draft drawn on any Nationalised/Scheduled Bank of India in favour of "Atal Amrit Abhiyan Society, Assam" Payable at Guwahati must be submitted along with the Technical bid.
- xii. The Technical bid must be submitted along with the *Index/Contents*.

Form T-1

Letter of Transmittal

To,
Chief Executive Officer,
Atal Amrit Abhiyan Society (SHA/SNC),
3rd Floor, Nayantara Supermarket Complex
Sixmile, Guwahati-781022, Assam

Madam,

We, the undersigned, offer to provide the audit services for [*Name of State Health Agency/State Nodal Cell*] in accordance with your Request for Proposal dated [*Insert Date*]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

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.

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 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 Agency/State Nodal Cell [*Insert Name of the State*] 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,

(_____)

Form T-2

Format for Technical Proposal

Sl. No.	Particulars	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm	
2.	Address of the firm	
	Head Office	Phone No:
		Email id:
		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:
Email id:		
Mobile No. of Head Office in-charge		
Mention the date of establishment of each branch offices since when existed at the existing place		
3.	Firm Income Tax PAN No.	Attach copy of PAN card
4.	Firm's GST Registration No.	Attach copy of GST Registration
5.	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
6.	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under Audit (2018-19) confirming that the firm is eligible for major 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: (i) Number of Assignments in Commercial/Statutory Audit (ii) Number of Assignments of Externally Aided (iii) Projects/Social Sector Project(excluding audit of Charitable Org.) Institutions	Copy of the Offer Letter & the Fee Charged for each assignment. (Relevant evidences to be given of the turnover and fee)

	&NGOs (iv) Experience in the Relevant assignment	
10.	<p>Details of Partners: Provide following details:</p> <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm • Name of each partner • Date of becoming ACA and FCA • Date of joining the firm • Membership No. • Qualification • Experience • Whether the partners is engaged full time or part time with the firm • Their Contact Mobile No., email and full Address (Attested copy of Certificate/letter of ICAI not before 01/01/2018) 	

Note: The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).

Form F-1

Format for Financial Bid

(Please provide the break-up of Firm's quoted fees for each work and unit)

Particulars	Total Amount (in Rupees)
<p>AUDIT FEE</p> <p>a. Audit fess per year----- (Including cost of TA/DA)</p> <p>b. GST Tax-----</p> <p>c. Total Fees-----</p> <p><u>Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.</u></p>	<p>Both in Numeric and in Words.</p> <p>Rs. _____/-</p> <p>(Rupees _____).</p>

Note: In case of change in the rate of GST the revised GST shall be paid.

Form U

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

To,
Chief Executive Officer,
Atal Amrit Abhiyan Society (SHA/SNC),
3rd Floor, Nayantara Supermarket Complex
Sixmile, Guwahati-781022, Assam

Madam,

We, the undersigned offer to provide the audit services for [*Name of State Health Agency/State Nodal Cell*] in accordance with your Request for Proposal dated [*insert 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 the State of and is situated at

.....
address proof (photocopy of letter for incorporation of firm, lease agreement, phone connection, Electric Connection etc..) in regard of this office in the state is enclosed herewith for needful.

We hereby also give an undertaking that the firm's staff deputed for the audit is proficient in State's/U.Ts 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

()

Encl:

- 1.....
- 2.....

ANNEXURE – A
(Fund release for District Hospital & Medical Colleges)

SI No	Hospital Name	Amount (in Rs.) (in lakhs)
1	Assam Medical College & Hospital	40
2	GMC Cancer Hospital	40
3	Guwahati Medical College & Hospital	40
4	Jorhat Medical College	40
5	Silchar Medical College & Hospital	40
6	Fakhruddin Ali Ahmed Medical College	40
7	Tezpur Medical College & Hospital	40
8	Barpeta Civil Hospital, Kalgachia	20
9	Swahid Mukunda Kakati Civil Hospital- Nalbari	20
10	Bongaigaon Civil Hospital-Bongaigaon	20
11	Sonapur District Hospital-Sonapur	15
12	Diphu Civil Hospital-Diphu	15
13	Morigaon Civil Hospital-Morigaon	15
14	Dr. Rabi Boro District Civil Hospital-Baksa	15
15	Dhemaji Civil Hospital-Dhemaji	15
16	S.K Roy Civil hospital -Hailakandi	15
17	Sivsagar Civil Hospital-Sivsagar	15
18	Swahid Kushal Konwar Civil Hospital- Golaghat	15
19	Bhogeswari Phukanani Civil Hospital- Nagaon	15
20	Mangaldoi Civil Hospital, Mangaldoi- Mangaldoi	15
21	LGB Civil Hospital, Tinsukia-	15
22	Udalguri Civil Hospital-Udalguri	15
23	North Lakhimpur Civil Hospital-Lakhimpur	15
24	Kanaklata Civil Hospital, Tezpur-	15
25	Dhubri Civil Hospital-Dhubri	15
26	Goalpara Civil Hospital-Goalpara	15
27	S.M Dev Civil Hospital -Silchar	15
28	Tularam Bafna Civil Hospital-Amingaon	15
29	RNB Civil Hospital-Kokrajhar	15
30	Haflong Civil Hospital, Haflong-Dima Hasao	15
31	Jwhlwao Swmla Brahma Civil Hospital- Chirang	15
32	Karimganj Civil Hospital-Karimganj	15

-----END OF TENDER DOCUMENT-----