



**KIDWAI CANCER INSTITUTE.**

**DR.M.H MARIGOWDA ROAD  
Bengaluru 560 029**

NO-KMIO/FA/TND/AUD/06/2018-19 DATED 03/08/2018

# **TENDER DOCUMENT**

FOR

## **INTERNAL AUDIT**

**KIDWAI CANCER INSTITUTE  
DR. M.H. MARIGOWDA ROAD, BANGALORE – 560 029**

Dated: 07.08.2018

**e-PROCUREMENT TENDER NOTIFICATION**

Tenders are invited in TWO Bid System for the supply of following .

<b>Sl. No.</b>	<b>Tender Notification No. &amp; Date</b>	<b>Particulars</b>
01	No. KMIO/SME(1)/Tender/Chemicals/96 /2018-19 Dated: 07.08.2018	Supply of Chemicals to Laboratory
02	No. KMIO/SME(1)/Tender/ Printing/95 /2018-19 Dated: 07.08.2018	Printing & Supply of Forms & Registers to KCI.,
03	No. KCI/FA/06/2018-19 dt. 07.08.2018	Internal Audit for the year 2018-19 & 2019-20 Accounts Maintenance on Regular Basis with 2 people full time

The Bid Document will be available in online from 11.08.2018 to 07.09.2018. Bidders can view and download the Bid Document from the Website <https://eproc.karnataka.gov.in> Bids have to be submitted through e-Procurement Portal and Rs. 500-00 as e-procurement Portal fees The last date and time of Receipt of Bid through e-Procurement Portal is 07.09.2018 at 3-00 P.M. Tender Accepting Authority reserves the right to accept/reject/cancel the tender without assigning any reason thereof

**DIRECTOR**

**KIDWAI CANCER INSTITUTE - KARNATAKA**

**Dr. M.H Marigowda Road, Bangalore – 29**

**REGIONAL CENTRE FOR CANCER RESEARCH & TREATMENT MEMBER  
OF (INTERNATIONAL UNION AGAINST CANCER)**

Request for Expression of Interest to conduct Internal Audit of Kidwai cancer institute and its offices, for the year 2018-19 & 19-20.

(Through e-tendering procedure)

- (1) Request for Expression of Interest is invited from the C & AG / State AG Empanelled, Chartered Accountants for conducting Internal Audit of Kidwai Cancer Institute, Bangalore, and Other implementing Offices for the year 2018-19 and 19-20. The bidder has to submit the proposal along with EMD of Rs 7500/- It may be noted that all subsequent notifications, changes and amendments on the project/document would be posted only on the following website: <http://www.eproc.karnataka.gov.in>.
- (2) The document is available in the website <http://www.eproc.karnataka.gov.in>. The bidders will be required to register themselves with the centre for E-Governance to participate in the bidding process and also get necessary digital signature certificates. The details of the process of registration and obtaining the digital signature certificates are available on the website: <http://www.eproc.karnataka.gov.in>. Necessary training and hands on experience in handling e procurement system could be obtained from the centre for E- Governance. Necessary details could also be obtained over telephone at 080-26560733
- (3) The Completed tender document should be submitted on or before 7/9/18 at 3.00 P.M. The technical proposal will be opened on 22-08-2017 at 3.00 P.M.

(4) The detail time schedule of the tender is as under.

Tender reference and Date		
1	Date of commencement of tender downloading on web site	11/8/18 from: 10:00 A.M.
2	Last date and time for submission of bid	7/9/18 before 3:00 pm
3	Date and time of opening of Technical Bid	10.09.2018 at 11.00 pm
4	Probable date and time of opening Financial Bid	15.09.2018 at 4:00 pm
5	EMD amount payable electronically only	Rs 7500/-
6	Pre bid meeting	16.8.2018 at 12 noon

(5) For further details contact the **Financial Adviser, KCI** during office hours Ph: 080-26094006

**Director,  
KCI, Karnataka,  
Bangalore.**

## **NOTICE INVITING TENDER**

### **APPOINTMENT OF INTERNAL AUDITOR FOR THE FINANCIAL YEAR 2018-19,**

Tenders are invited from Chartered Accountants Firms (CA Firms) for appointment as Internal Auditors for the Financial Year 2018-2019&19-20.

The internal auditor will be required to conduct the internal audit 2018-2019&19-20.

The interested CA firms may submit their tender Through E – Procurement portal Karnataka Government by making an **EMD of Rs 7,500-00**.in the prescribed Performa provided therein which includes Notice Inviting Tender Eligibility Criteria, Scope of Work, General Terms and Conditions Technical Bid (Experience and Eligibility Criteria) as per **Annexure-I** and the Financial Bid (Professional Fee) as per **Annexure-II**. The tender documents may be downloaded from website.

The technical bid must contain the technical bid format in prescribed Performa as per Annexure-I with all relevant documents in support of eligibility and experience criteria. The financial bid must contain only the financial bid format as per **Annexure-II**. The financial bid shall include professional fee/charges for all services including expenses for boarding/lodging of staff to be incurred in carrying out the internal audit services will not accept any claim other than professional fee/charges etc. specified in financial bid.

KIDWAI CANCER INSTITUTE will communicate only those bidders who are found technically qualified after evaluation of eligible technical bid as per selection criteria provided.

The interested CA firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received in prescribed format and/or are found to be incomplete in any respect will be summarily rejected.

Any further clarifications can be sought from

Office of the Financial Adviser,  
Kidwai Cancer Institute.  
Dr. M.H Marigowda Road,  
Bengaluru-29

### **Eligibility Criteria:**

1. The Chartered Accountant firm should have an experience of 5 years from the date of establishment or registration of the firm with the Institute of Chartered Accountants of India.
2. Must be a Registered Partnership Firm or Limited Liability of Partnership and produce the proof of the same. At least two partner should be an FCA (Certificate to be uploaded)
3. Joint bids will not be accepted.
4. The Chartered Accountant firm should have its Head office at Bangalore and furnish proof for the same.
5. The Chartered Accountant firm should have at least 5 Articles / Articled clerks on the date of Tender submission.
6. The Annual turnover of the Chartered Accountant firm shall not be less than Rs.10 Lakhs in each of last three financial years. (2014-15 2015-16 2016-17 2017-2018)
7. Must furnish copy of valid registration certificate under Goods and Service Tax Rules.
8. Should have minimum 3 years experience in handling accounts and audit of minimum 300 bedded MCI recognized hospital.

### **Documents to be uploaded**

All the documents are mandatory, Failure to upload any document will result in disqualification of the bid at technical bid stage only

1. Firm registration certificate issued for Full Time practice by The Institute of Chartered Accountants of India.
2. Permanent Account Number (PAN) of the firm
3. Service Tax registration certificate
4. Income Tax returns of past three financial years ( 2015-16,2016-17 &2017-18)
5. Profile of the firm
6. EMD paid challan

7. Partnership Deed
8. Undertaking – To Comply with the tender terms and conditions

### **General Information**

The Institute means Office of The Director, Kidwai Cancer Institute. Dr. M.H Mari Gowda Road, Bengaluru-29

1. Represented by the Financial Adviser of the Institute.
2. The Director means the Director of the Institute.
3. The Financial Adviser means The Financial Adviser of the Institute.
4. The word Agreement means a written agreement on a non-judicial stamp paper of Rs.200/- between the Institute and the successful tenderer stipulating the terms and conditions governing the tender.
5. The word Work Order means the order issued by the Institute to the successful tenderer to carry out the awarded work for the prescribed period.
6. Tender shall be valid for 180 days from the date of opening of Financial Bid.

### **Terms and Conditions**

1. The period of appointment shall be for conducting Internal Audit for two year i.e. for the financial year 2018-19 & 19-20. However, considering satisfactory work the appointment may be extended for one more year. The Institute reserves the right to extend the tenure or terminate the appointment on account of unsatisfactory performance.
2. KIDWAI CANCER INSTITUTE will not accept any claim other than professional fee/ charges etc specified in financial bid.
3. All documents uploaded for tender needs to be self attested by any one partner.
4. The successful tenderer shall submit an amount equivalent to 7.5% of the tender amount as Security Deposit through demand draft or irrevocable bank guarantee in favor of The Director , Kidwai Cancer Institute. Dr. M.H

Mari gowda Road, Bengaluru-29.

5. The security deposit shall be refunded after 30 (thirty) days of the expiry of the period of the agreement or one month after the final bill is paid whichever is later by adjusting any dues to the Institute.
6. To prevent disputes and litigations, it shall be accepted as an inseparable part of the agreement, that in matters with regard to interpretation of agreement mode of procedure and carrying out the work the decision of the Secretary shall be final and binding on the Audit Firm.
7. If any loss or damage is caused to the Board due to non-compliance of the obligations under the agreement by the Audit Firm the Audit Firm shall make good such losses and the Board shall be entitled to recover the same from the Audit Firm
8. Any disputes arising out of the agreement is subject to the jurisdictional courts of Bengaluru.

#### **SCOPE AND COVERAGE OF INTERNAL AUDIT 2018-19**

##### **Objective and scope of the audit firm's services:**

- a) Internal Audit of Kidwai Cancer Hospital and Peripheral Cancer Centre Gulbarga
- b) To provide Finance/Accounts personnel to be working at Kidwai Cancer Institute on a full term basis.

##### **➤ INTERNAL AUDIT**

The thrust of the internal audit is to achieve qualification free accounts from the point of view of Statutory and Accountant General Auditors. The scope given hereunder is general and includes all accounting aspects and taxation matters; but not limited to the following:

1. Verification of cash & journal vouchers in full (100%)
2. Ensuring correctness of classification of expenditure and head of account based on the nature of expenditure
3. Verification of General Ledger Subsidiary Ledger Contractors ledgers
4. Accounting of payments in respect of Scheme related payments
5. Verification of receipts on account of cess/other collection from the board
6. Verification and reconciliation of Investments made by the board



7. Bank Reconciliation Statements and TDS Reconciliation with AS26
8. Depreciation Accounting.
9. Suggesting improvements in the existing internal control systems;
10. Verification of transactions with reference to Accounting Policy Statements and Accounting Standards
11. Suggesting improvements in accounting systems keeping in view the AG audit observations and assisting to furnish replies to AG Audit Para s.
12. A Copy of 2015-16 Annual Report is enclosed for reference and assessment of Audit Fees.

## **Section II**

### **Period of engagement:**

Initial period of engagement is for the period of six months from 1<sup>st</sup> October-2018 to March- 2019, which may be renewed for a period not exceeding six months at a time, based upon the review of the performance.

### **Payment of fees:**

The fees for the assignment is as follows:

Payments will be released on monthly basis on approval from the Financial Adviser, KCI and shall be subject to deduction of taxes at source, as applicable at the relevant time.

Travel cost for visits to the PCC Gulbarga and other spending centres shall be reimbursable for the distance between these facilities from State Headquarters as per the Kidwai Cancer Institute TA/DA Guidelines. The travel cost shall be eligible for reimbursement only for the visits to the outstation centre or any other specifically authorised place of visit as per the written communication by KCI based on the need of the assignment. Lodging and Boarding facilities shall be provided (and paid) by the Kidwai Cancer Institute (KCI). Either State Government guest houses/departmental guest houses may be arranged, failing which the entitlement of lodging and boarding shall be in conformity with the entitlements of the Class II category of prevailing Govt TA/DA Rules.

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## **General**

The Audit Firm will be given access to all the information considered relevant for this purpose of carrying out the assignment. Apart from the financial and procurement records, this will normally include the Acts, Rules, Govt Orders, Circulars issued by Government scheme guidelines/instructions issued by funding agency, administrative orders/guidelines/circulars etc., issued by the Department of Medical Education and other related records.

### **Deliverables:**

The Firm shall be responsible for the following deliverables:

The firm shall place the candidates of the requisite qualification and experience who shall work efficiently at the Kidwai Cancer Institute.

The Terms of Reference for the personnel working have been detailed below.

One working partner of the Firm should be designated as the Team Leader who shall overview the activities of the personnel placed.

In case the circumstances warrant for any additional requirement, then the firm should be in a position to provide the same within the period stipulated in point 6 below.

The Firm shall be responsible for the candidates placed at the Kidwai Cancer Institute and for the overall work entrusted

The Audit firm shall place the candidates within 15 days of the signing of the letter of award. The firm shall promptly replace any employees assigned under the contract that the client considers unsatisfactory and any substitution of the staff, if necessary, shall be with the staff of the same level of qualifications. In case any of the candidates provided by the firm quits the job, suitable replacement of the candidate should be done within 15 days from day of vacancy.

Team Composition for the assignment: As referred at point 3 above, one working partner of the Firm should be designated as the Team Leader who shall overview the activities of the personnel placed. There shall be minimum 3 Accountants assigned for the work. This may vary depending on the need of the work and on mutual agreement between both the parties.

The Terms of reference for the post of Accountant:

Designation : Accountant

Qualification : B.com,

Experience : Around 3 years of work experience with knowledge of Tally ERP package & good working experience with MS Office.

Age limit: Maximum 45 years or Max 65 years in case of Retired Government Servants not below the rank of Account Superintendent in the State Accounts and Audit Department of Government of Karnataka)

**Job Profile:**

Processing of fund release files to release the fund to the spending units on time in accordance with the approved Government Procedures.

To ensure that the Statement of expenditure, Compilation & consolidation of expenditures by 5th of every month. Closely monitor to ensure that subsequent release of funds takes place on time.

Maintain necessary books of accounts like cash book, ledgers, journal book, bills and vouchers, subsidiary books like advance register, cheque register, DD register, fixed asset register, stationery register etc.

Monthly reconciliation of Cash book and Bank pass book.

Preparation of Trial balance, Receipt & Payment Account periodically and Annual statement of accounts like Balance sheet, Receipt & payment, Income & expenditure account and other relevant schedules.

Assist the FA and the Finance Section in the finalization of annual accounts of the respective programme, coordinating with the audit & timely completion of audit-both concurrent audit & annual audit.

Visiting Programme Implementing Units outside Bangalore every quarter for verification of books of accounts.

Assisting the Superiors in all aspects relating to Accounts & Finance activities

Any other work which may be assigned by the management from time to time.

## **Section – III**

### **Documents to be submitted**

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

1. Firm Constitution Certificate as at 1.1.2018 issued by the Institute of Chartered Accountants of India
2. Audited financial statement for the last three years in support of the firm fees earnings along with copy of IT return for the respective years
3. 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 behavior [*Self attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm*].
4. The firm must submit a copy of the appointment letters from the auditee organizations ie., minimum 300 bedded hospital and supporting documents relating to specific experience of the firm relevant to the assignment/ Experience of the firm in Back Office support activities/Accounting functions.
5. Curriculum Vitae of the personnel for the proposed assignment.

## **Section IV - Guidelines for submission of proposals**

### **General Guidelines**

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

The proposal – Technical & Financial should be submitted in original .The proposal shall be sealed and shall bear the submission address, reference number and title of the Assignment – “SELECTION OF CHARTERED ACCOUNTANT FIRM – EXPRESSION OF INTEREST” and be clearly marked “Do Not Open, Except In Presence Of The Official Appointed.

Association with Other firms: Firms submitting proposals cannot associate with other firms.

Single Proposal: A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.

All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for the Proposal.

Technical proposals submitted by the firm should be valid for six months from the date of submission of the proposal by the firm.

Each page, Form, Annexure and Appendices of the Proposal must be signed by the Authorised signatory of the firm.

#### Technical Proposal

Letter of Transmittal (**Form T-1**)

Particulars/details of the Firm (**Form T-2**),

Details of Partners/Paid Qualified Staff (Chartered Accountants) (**Form T-3**),

Details of Structure & Composition of personnel – To be deployed for the proposed Assignment(Form T-4), Firm should provide the Curriculum Vitae of the personnel for the proposed assignment. The profile of the Partner incharge of the assignment to be provided.

Description of Approach & Work Plan for carrying out the assignment (**Form T-5**),

Comments and Suggestions on the Terms of Reference (**Form T-6**),

Brief of Relevant Experience: Experience of audit in relation to minimum 300 bedded hospital (**Form T-7**),

#### Financial Proposal

Price schedule (Schedule b) **Annexure - II**

**Letter of Transmittal**

To,  
The Director,  
Kidwai Cancer Institute,  
Dr M H Marigowda Road,  
Bangalore - 560029

Dear Sir,

We, the undersigned, offer to provide the services for [Name of Kidwai Cancer Institute] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal.

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.

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

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 Kidwai Cancer Institute [Insert Name of the State] is not bound to accept 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**

**Particulars/Details of the Firm**

<b>Sl. No.</b>	<b>PARTICULARS</b>	<b>Supporting Documents required to be submitted along with this Form</b>
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Branch Office/s (Particulars of each branch to be given)	Phone No: Fax No: Mobile of Branch Office In-charge:
3	Firm PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Firm Registration No. with ICAI	
6	Empanelment No. with C & A G	
7	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of certificate issued by ICAI regarding firm status as at 1.1.2018
8	Turnover of the firm in last three years	
9	Annual Turnover for last 3 years with break up of fee towards Audit, Income Tax matters and others	Provide a Chart
10	Audit Experience of the Firm in the last three years:  1. Number of Assignments in Statutory Audit – Public Sector Units 2. Number of Assignments in auditing Hospitals (Other than audit of Charitable	Copy of the Offer Letter & the Fee Charged.

	Institutions)	
11	<p>Details of Partners: 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>• 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> </ul>	<p>Attested copy of Certificate of ICAI as on 1.8.2018 or after.</p> <p>Copy of the work order from min 300 bedded MCI registered hospital for auditing .</p>



**Details of Partners/Paid Qualified Staff (Chartered Accountants)**

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

**Details of Structure & Composition of personnel – To be deployed for the proposed Assignment**

Name	Educational Qualification	Key Responsibilities	Experience

Firm should provide the Curriculum Vitae of the personnel for the proposed assignment.

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

**Description of Approach & Work Plan for carrying out the assignment**

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

**Comments and Suggestions on the Terms of Reference**

[Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

Form T-7

Brief of Relevant Experience:

<b>Experience of audit in relation to auditing minimum 300 bedded MCI recognised hospital</b>						
S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	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)

## **Section V – Selection Process of the Auditor**

### General Process

#### Selection Methodology

A technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.

Technical proposal scoring at least 75% of the marks shall be considered as “Qualified on Technical Parameters”. In case after the technical evaluation, if no firm gets the minimum 75% marks required for technical qualification, KCI may at its option short list the firms not exceeding three in the order of marks scored by them, for purposes of consideration of the proposal.. Since the selection is on Fixed cost basis, Financial proposal will be for the purposes of providing break up/costing of activities only.

Kidwai Cancer Institute (KCI) reserves the right to accept or reject the proposals at any stage without assigning reasons for the same and change the evaluation criteria as per its requirements in the interest of the organisation.

#### **Eligibility Criteria & Technical Evaluation**

Criteria, sub criteria for the evaluation of Technical Proposals shall be in the following areas:

1. Number of partners associated with the firm
2. Turnover of the firm
3. Experience of the firm with regard to engagements relating to hospital accounts
4. Specific experience of the Consultants relevant to the assignment / Experience of the firm in Back Office support activities / Accounting functions
5. Adequacy of the proposed methodology & work plan
6. Competence and Key professional qualifications of the personnel to be deployed for the assignment:

7. General qualifications and Professional Qualifications
8. Adequacy for the assignment
9. Experience in region and local language proficiency

#### Award of Contract

On completion of the selection process, the firm selected shall be awarded the contract of audit of KCI by issuing the Letter of Award (LoA). The firm should execute a Contract as per Form C-1 with the Kidwai Cancer Institute (KCI) within one week of the award of the issuance of LoA.

#### Termination/cancellation of Contract

If the Service provider does not follow or violate, the terms & conditions of the RFP, the contract will be terminated by issue of one month's notice. No claim whatsoever shall be entertained. The decision of the client shall be final & binding.

## Form C-1

### SAMPLE CONTRACT FOR AUDIT FIRMS CONTRACT

THIS CONTRACT (“Contract”) is entered into this [insert starting date of assignment], by and between [name of KIDWAI CANCER INSTITUTE,] (“the Client”) having its principal office at [insert KCI’s address], and [insert Firm’s/Auditor’s name] (“the Auditor”) having its principal office located at [insert Firm’s/Auditor’s address].

WHEREAS, the Client wishes to have the Auditor perform the services hereinafter referred to, and

WHEREAS, the Auditor is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services (i) The Auditor shall perform the services as per the TOR in the RFP.

(ii) The Auditor shall provide the personnel “Auditor’s Personnel,” to perform the Services as per the proposal.

2. Term The Consultant shall perform the Services during the period commencing [insert starting date] and continuing through [insert completion date], or any other period as may be subsequently agreed by the parties in writing.

3. Payment A. Ceiling

For Services rendered pursuant to RFP, the Client shall pay the Audit Firm an amount not to exceed Rs 170000/- P.M. This amount has been established based on the understanding that it includes all of the Auditor's costs and profits, inclusive of service tax & other tax obligations that may be imposed on the Auditor.

Schedule of Payments

The schedule of payments is specified below:

Payment shall be made in [specify currency], no later than 45 days following submission by the Consultant of invoices in



duplicate to the Coordinator designated in paragraph 4.

Payments of all Travel Claims shall be made by the Client based on actual expenses claimed from the Audit Firm in accordance with the eligibility conditions laid down in the tender document.

C. Payment Conditions

Payment shall be made in [specify currency], no later than 45 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. [insert name] as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

5. Performance Standards

The Auditor undertakes to perform the Services with the highest standards of professional and ethical competence and integrity in line with the Engagement & Quality Control Standards issued by ICAI. The Auditor shall promptly replace any employees assigned under this Contract that the Client considers unsatisfactory and any substitution of staff, if necessary, shall be with a staff of the same level of qualifications.

Any studies reports or other material, graphic, software or otherwise, prepared by the Auditor for the Client under the Contract shall belong to and remain the property of the Client.

Ownership of Material

The Auditor may retain a copy of such documents and software.

The Auditor shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

The Contract shall be governed by the laws of Government of

India and the language of the Contract shall be English.

Assignment

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration and courts of jurisdiction at

Law Governing  
Contract and  
Language

Bangalore.

Dispute  
Resolution

FOR THE CLIENT

FOR THE AUDITOR

Signed by \_\_\_\_\_

Signed by \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

### Eligibility Criteria

Whether the firm meets all the eligibility criteria (Yes/No)	
No. of years of experience	
Date of registration of Chartered Accountants firm	
No. of Partners (as on date of tender)	
No. of Chartered Accountant Employees (as on closing date of tender)	
No. of Article/Audit Clerks (as on closing date of tender)	
Whether the Chartered Accountant firm has its Head Office at Bengaluru.	
Annual turnover of CA firm for FY 2014- 15 FY 2015-16 FY 2016-17	
Copy of IT return filed for last three financial years. 2014-15 2015-16 2016-17	

**TECHNICAL BID**

(The details to be provided as on the closing date of this Notice Inviting Tender)

**General Information**

1	Name firm of the Chartered Accountants	
2	Registered/Main Office Address	
3	Name of Partners	
4	Contact no. of Partner	
5	Major Clients Handle by the Audit Firm (List of MCI Recognised Hospitals with minimum 300 beds whose Accounts have been audited by the Audit Firm during past 3 years)	

**FINANCIAL BID****THE PRICE BID ONLY THROUGH E-PROCUREMENT PORTAL,  
Annexure-II Only for the Reference****Note :- Do not upload this format in e-procurement portal**

The interested CA firm may quote their professional fees (all inclusive) in the following format:-

Sl.No.	Particulars	Amount in Rs.
1	Annual Professional fee for Internal Audit/ Accountant Hiring Fee For the financial year 2018-19.	
	Internal Audit Fee for six months	
2	Hiring of Three Accountant* for six months	
3	Goods and Services Tax	
4.	Grand Total	

Grand Total [Professional fees in words]

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\*\*The numbers may vary depending on availability of budget

\* The Amount quoted should be above Minimum Wages Act of Labour Dept,  
GOK

**Signature of Partner  
With name and Firm Seal**

