

Tender Ref. No. 850 Finance/Internal Auditor/2023-24, Dated :08/02/2024



CHHATTISGARH MEDICAL SERVICES CORPORATION LTD.

(A Government of Chhattisgarh Undertaking)

CIN-U85110CT2010SGC022089)

C.G. Housing board commercial complex, Fourth floor (South East corner)

Sector-27, Atal nagar, Nawa Raipur (C.G.)

Contact no. : 7773006952, 8319695311

Website : www.cgmsc.gov.in, Email : finance.cgmsc@gov.in

Expression of Interest

For

Appointment of Internal Auditor - for CGMSC

For the F. Y. 2024-25

Name of Bidder :

Address :

Signature of Bidder :

Last date for Receipts of Tender: 29/02/2024 till 12:00 pm

Chhattisgarh Medical Services Corporation Ltd.

(Chhattisgarh Govt. Undertaking)

C.G. Housing board commercial complex, Fourth floor (South East corner)

Sector-27, Atal nagar, Nawa Raipur (C.G.)

CIN No -U85110CT2010SGC022089

Contact no. - 7773006952, 9981459999

EXPRESSION OF INTEREST

Expression of Interest from eligible Chartered Accountant Firms are invited for providing services for the FY 2024-25 of Chhattisgarh Medical Services Corporation Ltd. at Raipur HO on QCBC system. The scope of service (i) Internal Audit including stock verification at 16 Drug warehouses (May be extended) & all kind of statutory requirement. (ii) Verification of Books of accounts including 05 divisional office of construction.(iii) Providing a Chartered Accountant on full time basis. The interested firm is expected to be in practice continuously for a minimum period of 10 years and having office at Raipur to become eligible to bid for the assignment of above services to Chhattisgarh Medical Services Corporation Ltd. Interested applicants can download RFP (Request for Proposal) documents to prepare the technical & financial bids. The Tender processing fees (Non Refundable) and EMD for the tender will be Rs. 1,000/- and Rs. 50,000/- respectively which should be deposited in the form of DD in favour of **Managing Director, Chhattisgarh Medical Services Corporation Ltd, Raipur (C.G.) payable at Raipur.**

The documents can be downloaded from the website-www.cgmsc.gov.in.

The selection committee can reject any /all tenders without assigning the reasons.

Important Dates:

- Date for publishing of EOI on website : 08/02/2024
- Pre-bid meeting at 12 PM on 15/02/2024 at Head office of CGMSC.
- Last date for submission of proposal to CGMSC: 29/02/2024 till 12.00 pm
- Date of opening of Technical bid: 29/02/2024 at 2:00 pm.

**Managing Director,
Chhattisgarh Medical Services Corporation Ltd
Raipur (C.G.)**

Contact no.- 7773006952, 9981459999

Expression of Interest (EoI) –

Chhattisgarh Medical Services Corporation Ltd., Raipur (C.G) seeks to invite Proposal from interested Chartered Accountant Firms meeting the minimum eligibility criteria for providing their services for the Internal audit for the financial year 2024-25) of Chhattisgarh Medical Services Corporation Ltd.(CGMSC) and hiring of Chartered Accountant and his/her assistant on full time basis.

The details about the background of the auditee, the units to be covered in the audit, scope of work and the eligibility criteria for selection of the C. A. firms are as follows:

Section I – Background:

Chhattisgarh Medical Services Corporation Ltd. (CGMSC) was incorporated on 7th October, 2010 by the Government of Chhattisgarh to improve medical facilities in all the area of state. The CGMSC buy or otherwise acquire all kinds and varieties of generic medicines, drugs, mixtures, formulations, tablets, pharmaceutical and medical products, vaccines, kits, instruments & Equipment's and supply to various hospitals and other health centers for the General Public. CGMSC also undertake designing and construction of hospitals and other similar buildings and facilities for Government and having its 05 division office in Raipur, Durg, Bastar, Bilaspur and Sarguja.

CGMSC is currently having its warehouses at 16 districts (Raipur, Durg, Rajnandgaon, Kanker, Kawardha, Jagdalpur, Bilaspur, Janjgir, Raigarh, Korba, Mahasamund, Dhamtari, Dantewada, Jashpur, Korea & Ambikapur) of state for storage and distribution of Drugs & Medicines to various hospitals and other health centre. (Address of warehouses can be viewed in www.cgmsc.gov.in).

Institutional and Funding Arrangements:

Funds for the procurement of Drugs & Equipment's are transferred from the indenting authorities (like Directorate of Health Services, Directorate of Medical Education, AYUSH etc.) of State to CGMSC.

For Construction of Hospital Buildings and warehouses, funds are received from the State Govt. and National Health Mission.

As the operations of CGMSC have commenced, CGMSC now desires to strengthen its finance related activities and to support in the monitoring aspects of finance. For this purpose, CGMSC invites proposals from CA firms for Internal Audit cum CA Services. The scope of services envisaged out of the proposed services are given as below but not limited to the following:

Section II – Scope of Work (Terms of Reference):

[1.] The focus areas of the Internal Audit will be:

- a) Accuracy is to be ensured in maintenance of books of account and these are maintained on a timely basis.
- b) Verification of Payment with supporting document and comment on compliance of tender terms.
- c) Checking each and every transaction, for complete scrutiny of such payments.
- d) Cash vouching with specific reference to proper booking of expenditure/ revenue under proper head.
- e) Implementing quality control policies and procedures designed to ensure that all audit are conducted in accordance with Statements on Standard Auditing Practices.

- f) Internal Audit report along with balance sheet and P&L A/c for all quarters should be submitted within 30 days after the end of quarter and observation of internal auditor should be rectified by internal auditor within 15 days of Audit report.
- g) Facilitation of various audits i.e. statutory audit (preparation of financial statements, notes to accounts etc.), CAG and other departmental audit (Income tax, GST, etc.) for the corresponding Financial Years.
- h) Finalisation of books of account every month and submission of following report with finalized books of account up to 10th of the next month :-
 - i. Preparation of SOE Fund Wise & its certification. (CGMSC is having at least 30-35 fund accounts).
 - ii. Preparation and certification of Utilisation Certificate in prescribed form.
 - iii. Verification of Invoice to respective Institution.
 - iv. Bank Reconciliation Statement of all Bank Accounts. (No. of accounts are 33 and may increase)
 - v. Calculation of Tax Due pending (if any).
- i) Advances are to be tracked, followed up and settle on priority basis.
- j) Bring accuracy to the monthly/quarterly Financial Monitoring Reports based on books of accounts.
- k) Ensure voucher/evidence based payments to improve transparency.
- l) Enable timely and accurate submission of financial MIS to the management.
- m) Improve the accuracy and timeliness of financial reporting and internal control systems in the Corporation.
- n) Verification of Final Bill with MB Book. (Expected 100 Final Bill in a FY).
- o) Calculation of depreciation and preparation of stock reconciliation statement.
- p) Preparation of annual budget and Attend BOD meeting (as and when required).
- q) Internal auditor will be liable to resolve all the liabilities or upcoming liabilities against the payment/taxes/deduction etc. from beginning of the corporation
- r) Presentation of the observation of audit in front of management and staff and suggestion of corrective steps, providing training to the staff if required.
- s) Proper monitoring of bank interest received in the bank account and comment on it.
- t) Submission of Audit Report on periodic basis to concerned Warehouse & Head Office. The audit report of next Quarter shall also contain the compliance status of the previous quarter audit report.
- u) Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- v) Verification of Bills of Drug/Equipment.
- w) Consolidation of Material Received Certificate received from various warehouses with Lab testing Report and Invoice
- x) Verification of Sanction order generated from System with the Purchase Order, Invoice and Material receive Certificate.
- y) Quarterly Physical Verification of Drugs/Surgical/Sutures/Equipment/fixed assets & stock valuation at HQ level.

[2] The focus areas of the Warehouse Audit will be :-

- a) The quarterly audit of Chhattisgarh Medical Services Corporation Ltd. will also include the Warehouse visits of all warehouses (All 16 warehouses atleast once each Quarter). Auditor shall also scrutinise Register & Documents maintained for Rent, Stock, Contingency, Electricity, Assets, and Advances etc.
- b) Verification of drugs inward from supplier i.e date wise checking of drugs received from various suppliers.
- c) Verification of the drugs issued to various institutes date wise (Hospitals/CHCs/PHCs etc.).
- d) Stock Verification, Discrepancies, if any, in online and Physical stock, found to be reported clearly to bring to notice of officer in charge of Warehouse and head Office immediately, difference if any in physical verification should be stated separately.
- e) Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- f) Advances are sanctioned to each Warehouse for expenses like electricity expenses, stationery & other contingent expenses to run day to day activities at Warehouses. If Cash Book is found not to be maintained appropriately, Internal Auditor will educate the concerned Warehouse officials about maintenance of petty cash book and other contingent registers required to be maintained Compliance to Directions of Head office, also ensuring that all vouchers related to last month has been sent to Head Office for settlement/reimbursement.
- g) Verification of bank accounts maintained for contingency expenditure.
- h) Checking petty book/vouchers maintenance & checking of other prescribed registers as required under Company Act, 1956 and Company Act, 2013. As to whether, they are maintained as per statutory requirement of Company's Act, Deficiency /discrepancy if any found, it should be reported and corrective action should be ensured.
- i) Details as to near expiry 90 to 180 days/excess drugs/NOSQ drugs/expired drugs.
- j) Ensuring that proper registers are maintained related to DG set, diesel consumption/vehicle logbook, etc.
- k) The Internal auditor while checking all records will not only point out the inconsistencies but will also ensure rectification during his subsequent visit to concerned Warehouses.

[3] The focus area of Construction Verification and Division office Visit:-

- a) The quarterly audit of Chhattisgarh Medical Services Corporation Ltd. will also include the Construction Division office visits (All 05 Division Office atleast once each Quarter). Auditor shall also scrutinise Register & Documents maintained for Rent, Stock, Contingency, Electricity, Assets, and Advances etc.
- b) Quarterly reporting and Verification of books of account maintained by division office. (only 03 divisions i.e. Durg, Bilaspur and Bastar)
- c) Verification of bank accounts and Bank reconciliation statement maintained for deposits works and contingency expenditure.
- d) Verification of Bills of construction as per PWD manuals/CGMSC tender condition.
- e) Verification of Terms and condition of tender documents.
- f) Entry in Books of accounts as per requirement of CGMSC.
- g) Cash vouching with specific reference to proper booking of expenditure/revenue under proper head.

- h) Checking and verification of payments of statutory dues such as Income tax, deduction of TDS, GST, and depositing of such taxes with the concerned authorities and filing of statutory returns.
- i) Checking each and every case of capital expenditure.

[3] The focus area of Other Verification:-

- j) Checking for rate of depreciation and amount of depreciation.
- k) 100 percent vouching of Journal Vouchers.
- l) Pointing out cases in which excess payment had been made, the circumstances under which such payments were made and position of recovery in such cases.
- m) Comments on compliance of irregularities pointed out by CAG/Statutory Auditors. Suggestions regarding availing of financial benefits within the Acts pertaining to Income Tax and GST.
- n) Reconciliation of grants and loans.
- o) To examine whether the compliance of all provisions of accounting standards are being made by the Corporation.
- p) Comment on Policy & Procedure opted by company and suggestions for amendments.
- q) Verification of black listing procedure.
- r) Verification of EMD/SD Forfeiture.
- s) Verification of Non Supply Orders.
- t) Compliances in relation to statutory requirement as applicable to company on various works.
- u) Scrutiny of Documents received from the bidders as per the terms and condition of the Tender
- v) Compilation of data and finalisation of bidders list with the consultation of CGMSC authorities. Further CGMSC requires the CA Firm to depute qualified resources for the Verification of work viz Release of Purchase order, MRC/Installation Certificate, payment made to suppliers/contractor etc.

[5] The focus areas of the Full Time CA and his/her assistant hired will be:-

The CA shall serve as per the requirement of CGMSC. He/She will work at CGMSC head office as per the office time of CGMSC. The person will be CA qualified having Certificate of Membership from ICAI throughout the term of his service and should have minimum 3 years of Experience. CA will be available in CGMSC HO to resolve statutory requirement/compliances of CGMSC . He/she will help out to prepare the data regarding filing the taxes time to time. He/she will help to CGMSC employee to maintain accounts. He/she will look into financial part of tender evaluation. He/she will ready to do any work related to his profile. His/her assistant shall help in preparation of GST/TDS data, Bank reconciliation statement, reporting and vouching. He/she will provide opinion as and when required.

The CA and assistant will be indulged in full time in CGMSC working hours/days and also available on holiday if required.

Section III – Minimum Eligibility Criteria:

1. The firm must be practising for a minimum of 10 years.
2. Minimum 6 Chartered Accountants as Partners should be in the firm. Out of which at least 1 partner should be based in Chhattisgarh.
3. The firm must have at least 5 FCA partners and 1 DISA qualified CA.
4. Firm Branch office should be located in Raipur.
5. The firm must be registered with ICAI as practicing firm.
6. All the partners of the firm should be in full time practice.
7. The firm must be empanelled with CAG for the financial year 2023-24 and shall be eligible for Major Audit.
8. The Firm should be registered in GST in Chhattisgarh.
9. The firm must have an average annual turnover (Gross of Indirect Taxes) of Rs.-75 lakh in preceding three financial years years (FY 2020-21 to FY 2022-23).
10. Firm must have handled concurrent/statutory audits of at least 5 PSU (Company regd. with ROC owned by State/Central Govt) in last 5 years (FY 2018-19 to FY 2022-23).
11. Firm must have handled internal/concurrent audits of at least 3 Chhattisgarh Govt. funded Orgainsiation/Institution/ schemes in last 3 years years (FY 2020-21 to FY 2022-23).

Supporting documents for eligibility criteria:

1. For serial no. 1 to 6, the firm must submit the Constitution Certificate from ICAI not prior to 01/01/2022 showing that firm is practicing uninterruptedly for last 10 years as practicing CA firms and Supporting document for DISA qualification as issued by ICAI.
2. For Sl. No. 7, Letter Issued by CAG.
3. For Sl. No. 8, Copy of Registration Certificate under GST.
4. For Sl. No. 9, self attested affidavit on letterhead of the firm to be given in this regard along with Copy of Audit Report of corresponding 3 years shall be provided.
5. For sl. No. 10 to 11, Copy of work order shall be provided. Engagement by Banking Industry shall not be counted in the relevant experience.
6. Firm must submit proof for minimum eligibility criteria along with technical bid.
7. The firm or any partners of the firm should not be black listed by any PSUs or Govt. Undertaking Corporation or any other organization in respect of any assignment or behavior. (Self attested affidavit on letterhead of the firm to be given in this regard by the authorized person of the firm).
8. **The bidder should submit all the documents under self attestation of any of the partner including the EOI document.**

Quality Based Score Card of Bidder

S.No.	Particular	Evaluation Criteria	Marks	Max. Marks	Supporting documents to be furnished in proof of claim
1	Number of Partners	i. For One Full time FCA	3	20	ICAI firms constitution certificate as on 01-01-24 or latest
		ii. For One Full time ACA	1		
		iii. For One DISA qualified member	1		
2	Years of the Existence of the firm	i. 10 Years	10	20	
		ii. More than 10 Years (each year 1 mark)	10		
3	Years of Partners Association with the Firm	i. For each Partner above 15 years	4	20	
		ii. For each Partner 7 to 15 years	3		
		iii. For each Partner 0 to 7 years	2		
4	Nature of Experience of Internal/Statutory audit in PSU Company in last 5 years (2018-19 to 2022-23).	i. More than 8 assignments	10	10	
		ii. 5 to 8 assignments	8		
		iii. 1 to 5 assignments	6		
5	Nature of Experience of internal/Concurrent audit in Govt. Funded schemes in C.G. (2018-19 to 2022-23).	i. More than 5 assignments	10	10	Copy of work order
		ii. 3 to 5 assignments	8		
		iii. 1 to 3 assignments	6		
6	Total average Turnover of the firm for last three years	i. More than 150 Lacs	10	10	Self declaration along with copies of audited balance sheet and P&L Accounts
		ii. 126 Lacs to 150 Lacs	7		
		iii. 101 Lacs to 125 Lacs	5		
		iv. 75 Lacs to 100 Lacs	3		
7	Office in Chhattisgarh	For Each office 5 marks (one should be in Raipur)	10	10	Constitution certificate
Total				100	

Note :- The firm must achieve at least 75% marks for qualifying of technical bid and 75% marks obtained in Technical bid will be added to the marks obtained in financial bid.

***Minimum fee is Rs. 350000/- (Inclusive of all) per qtr. Quoted rate below 350000/- will not be accepted.**

Schedule of Requirement

S.No.	Particular	Work done on or before	Remark
1.	1 st Qt. Internal Audit report	Within 30 days after the end of Quarter	Internal audit report compliance will be done on or before 15 days after submission of audit report
2.	2 nd Qt. Internal Audit report	Within 30 days after the end of Quarter	
3.	3 rd Qt. Internal Audit report	Within 30 days after the end of Quarter	
4.	4 th Qt. Internal Audit report	Within 30 days after the end of Quarter	

Payment Terms:-

1. Payment will be made on Quarterly basis on submission of quarterly reports along with attendance sheet of Full time CA and assistant, Warehouse and division office visit date.
2. After successful and timely completion of audit, the contract can be renewed for next financial year i.e. 2025-26 with mutual understanding in regard of fees.

Penalty clause :-

1. If internal auditor/ full time C.A. fails to execute their work within the time frame, there will be a penalty of 0.5% per week maximum upto 5% and thereafter termination/Blacklisting of the firm may be initiated.
2. Penalty for the absence days of Full time CA and his/her assistant will be charged in proportionate value (on the fees quoted) per day of work order value or Rs 1000/- per day for CA and Rs. 500/- per day for assistant whichever is higher.
3. Non visiting of the warehouse will be penalised Rs. 4000/- per visit.
4. All costs arising out of non-compliance shall be borne by the firm and additional Rs.500/- per day maximum upto 5% of contract value will be levied on the firm.

Note – (a) Penalty is calculated for internal auditor on the basis of delay in Quarterly

(b) Penalty is calculated for full time C.A for delay in statutory requirement /CAG compliances etc.

Section IV - Guidelines for Submitting the Proposals:

A. General Guidelines:

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

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**Technical Proposal**” Similarly, the each original Financial Proposal shall be placed in a separate sealed envelope (separate for all the assignments) 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 STANDING COMMITTEE FOR TENDER**”. The Corporation shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive. Further Tender Processing Fees is Rs. 1000/- non-refundable and EMD of Rs. 50000/- would be submitted with Technical Proposal. Tender Processing Fees and EMD will be submitted in the form of DD in favour of Managing Director Chhattisgarh Medical Services Corporation Limited. After award of contract EMD may be kept as part of security deposit. In case the applicant withdraws the bid/fails to execute the contract, the EMD shall be forfeited.
- ii. **PERFORMANCE SECURITY :-**
 - a) The value of performance security will be 3% of the value of order which is to be deposited in the form of DD/FD/BG/RTGS.
 - b) EMD may be adjusted towards Performance Security.
- iii. **Association with Other firms & Quality Assurance:** Only single firm is eligible to apply. Association with other firms or Joint ventures of two or more firms are not allowed.
- iv. **Single Proposal:** A firm should submit only one proposal. If a firm submits more than one proposal, all such proposals shall be disqualified.
- v. Firm already working or worked for CGMSC and have not completed the assignment to satisfactory level of the management of CGMSC shall be prima-facie disqualified and the bid of that firm shall not be opened.
- vi. All applicants must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- vii. 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.

- viii. Financial proposals submitted by the firm should be valid for F.Y. 2022-23 to 2023-24 from the date of acceptance of the proposal by CGMSC. However it may extend for further period if authority may think fit so with mutual understanding.
- ix. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm.
- x. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- xi. All above work is indicative and MD CGMSC is having authority to include other work at any time during the tender period.
- xii. Any amendment/ corrigendum in relation to tender document will be uploaded in the CGMSC website (www.cgmsc.gov.in). Hence Bidders are requested to visit the website for updates.
- xiii. Chhattisgarh Medical Services Corporation Ltd. reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.

B. Technical Proposal:

- 1. Letter of Transmittal (*Form T-1*)
- 2. Details of the Firm along with Details of Partners (*Form T-2, T-2A*),
- 3. Brief of the relevant experience (*Form T-3*),

C. Financial Proposal:

- 1. The financial bid shall be submitted for Internal Audit cum CA Service in *Form F1*

Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.

Section V – Selection Process of the Auditor:

The firm must achieve at least 75 marks on technical parameters.

First Stage:

- i. Only Technical Proposals shall be opened first for all the firms.
- ii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iii. The technical proposal scoring at least 75 marks shall be considered as “Qualified on Technical Parameters”. 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 or if it fails to achieve the minimum technical score.

Second Stage:

- i. Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e. secured at least 75 marks on evaluation criteria). Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. Financial Proposal for all the assignment should be quoted separately.

Award of Contract:

Bid Evaluation Criteria

- i. The tender will be evaluated on QCBC (Quality cum Cost Basis) System.
- ii. There will be weightage of 75% on the pre qualification bid and 25% on Financial bid.
- iii. Marks obtained against the pre-qualification criteria, shall be considered as the marks for pre-qualification bid as per annexure mentioned in page no. 08.
- iv. Weightage for financial bid will be calculated as follows :-
 - a) The lowest bidder will be awarded 25 marks.
 - b) The other bidder will be awarded weightage as per the following formula:-
- v. Financial Bid weightage = Rate quoted by the lowest Bid/Rate quoted by the bidder under consideration X 25
For example – if the quoted rate of the bidder is Rs. 150000/-
And the rate quoted by the bidder ‘X’ under consideration is Rs. 160000/-
Then the financial weightage of the bidder ‘X’ will be =150000/160000 X 25 =23.43

The final score of the Bid will be sum of Technical/Pre-qualification Bid weightage and financial Bid weightage.

On completion of selection process, the firm selected shall be eligible for award of the contract of CGMSC. The firm should execute a Contract agreement with the Chhattisgarh Medical Services Corporation Ltd. (CGMSC) within 1 week of the award.

Form T-1

Letter of Transmittal

To,
Managing Director
Chhattisgarh Medical Services Corporation Ltd.,
Raipur (C.G.)

Dear Sir,

We, the undersigned, offer to provide the audit cum full time CA and an assistant for *Chhattisgarh Medical Services Corporation Ltd.-Raipur* in accordance with your Expression of Interest dated *[Insert Date]*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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 prices quoted by us in the Financial Proposal (Form F-1) are valid till agreement period. 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 Chhattisgarh Medical Services Corporation Ltd.-Raipur 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

Details of the Firm along with Details of Partners for the audit & providing full time CA and an assistant for the Chhattisgarh Medical Services corporation Ltd

Status of the Firm

1. (a) Name of the firm (in Capital letters) _____
(b) Address of the Head Office _____
(Please also give telephone no. _____
and e-mail address) _____
(c) PAN No. of the firm _____
2. ICAI Registration No. _____ Region Name _____
3. (a) Date of constitution of the firm:
(b) Date since when the firms has a full time FCA
4. Details of Full-time Partners/Sole Proprietor of the firm

S. No.	Years of continuous association with the firm	Number of FCA	Number of ACA
(a)	Less than 5 year		
(b)	5 year or more but less than 10 years		
(c)	10 year or more but less than 15 years		
(d)	15 year or more but less than 20 years		
(e)	20 year or more but less than 25 years		
(f)	25 year or more		

Note: Please attach the latest copy of Firm's Constitution Certificate issued by ICAI and latest amended copy (if any)

- Number of Part time Partners (out of above) if any.
- Number of Full time Chartered Accountant.
- Number of audit staff employed full-time with the firm

- a. Articles/Audit Clerks _____
- b. Other Audit Staff (with knowledge of book _____
Keeping and accountancy)
- a. Other Professional Staff (Please specify) _____
- Number of Branches if any (Please mention _____
Places & locations):
- Whether the firm is engaged in any internal
or External audit or any other services Yes/No
Providing to any Govt. Company/Corporation
etc.
If 'yes', details may be given as per form T-3.
- Whether there are any court/arbitration/any
Other legal case against the firm Yes/No
(If yes, give a brief note of the case indicating its percent status)

Undertaking

I/We do hereby declare that the above mentioned in formations are true & correct and I /We also undertake to abide the terms & condition of the contract and would make compliance of terms laid-down in the contract if executed by us with the Chhattisgarh Medical Services Corporation Ltd., Raipur

Date:

Place

Signature of Partner

Form T-2A

Details of Firms, Partners, Branches, Turnover etc

	Criteria	Details	Remarks
1.	No. of partners – FCA/ACA separately disclosed		
2.	Years of experience of firm		
3.	Years of Partners association with the firm – Partner A Partner B Partner C Partner D Partner E etc.		
4.	No. of Staff –		
	i. Qualified CA		
	ii. CA Articles		
	iii. Others		
5.	Nature of experience (giving Turnover/Project Cost/ Years of experience of the entities/projects audited)		
	• Govt. Undertaking corporation		
	• Internal/Statutory Audit of Corporation		
	• Other Social Sector Audit		
6.	No. of Branches with address		
7.	Total turnover of the firm in last three years		
8	Head Office		
9	Branch office at Raipur, If yes give address		
Note: 1. CA firms will also provide their latest Certificate of Firm Constitution issued by ICAI.			
	Name of the Member:		Signature with date:

Form T-3

Brief of Relevant Experience:

Sr No.	Particular	Experience in year
1.	Experience of providing full time CA -	

- **Experience of audit in relation to externally Aided projects/ Social Sector Projects (Excluding the audit of Charitable Institutions and NGOs).**

S. No.	Name 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)

- **Experience of Internal/Statutory audit/tax consultant in PSU/Company etc.**

S. No.	Name 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)

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees) Per Quarter
1.AUDIT FEE & FEE towards remuneration of Full time CA (Inclusive of TA/DA & GST, as per the break up mentioned below) Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee.	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Breakup of the fee quoted above must be provided as per following format:*

S. NO.	Particulars	Amount (Per Quarter)
1	Internal Audit of CGMSC	
2	Fee towards remuneration of Full time CA (Inclusive of TA/DA, GST, as per the break up mentioned below)	
3	GST	
4	TA/DA	
5	Others, if any	
	TOTAL	

Note- Estimated cost will be 350000/- per qtr. (Inclusive of all taxes)