

## Advertisement



**Gujarat Medical Services Corporation Ltd.**  
(A Govt. of Gujarat Undertaking)  
Regd. Office: Block No.14/1, Dr.Jivraj Mehta Bhavan  
Sector- 10, Gandhinagar - 382010  
Phone : (O) 079-232 50767, (F) 079-232 57586

### **Tender Notice No. ADM/03**

#### **INVITATION OF BIDS FOR INTERNAL AUDITING RELATED WORK OF GMSCL**

Proposals are invited in sealed cover from interested **Chartered Accountancy** firms, who fulfills the eligibility criteria as stated in document to act and perform as **Internal Audit** related work of GMSCL for the financial year 2021-22

Bid Document Can be Downloaded Free From website <http://gmscl.gujarat.gov.in>

Sr. No.	Name of work
1	INTERNAL AUDIT RELATED WORK OF GMSCL

Duration of Submission of related document: 12/02/2021 to 25/02/2021 up to 18.00 hrs.

INF –

MANAGING DIRECTOR



ગુજરાત મેડીકલ સર્વિસીસ કોર્પોરેશન લીમીટેડ,  
(ગુજરાત સરકારનું જાહેર સાહસ)  
બ્લોક નં. ૧૪/૧, ડૉ. જીવરાજ મહેતા ભવન, ગાંધીનગર.  
☎ ૦૭૯-૨૩૨૫૦૭૬૭, ફેક્સ- ૦૭૯-૨૩૨૫૭૫૮૬



ઇ-ટેન્ડર નોટીસ નં. એ.ડી.એમ/૦૩

કોર્પોરેશનના હિસાબોનું વર્ષ ૨૦૨૧- ૨૨ નું આંતરીક ઓડીટ કરવા માટે કન્સલટન્સી ફર્મ નિયત કરવા માટે રસ ધરાવતા **Chartered Accountancy** firms પાસેથી સંલગ્ન ડોક્યુમેન્ટ તથા ભાવો તા. ૨૫/૦૨/૨૦૨૧ ના રોજ સાંજ ના ૧૮.૦૦ કલાક સુધીમાં મળી રહે તે મુજબ સીલબંધ કવરમાં મંગાવવામાં આવે છે.

બીડ ડોક્યુમેન્ટ કોર્પોરેશનની વેબસાઇટ <http://gmscl.gujarat.gov.in> પરથી ડાઉનલોડ કરી શકાશે.

માહિતી –

મેનેજીંગ ડીરેક્ટર

## Annexure-1

### Format for Technical Proposal:

1. Name of the CA Firm:
2. Registered Office Head Office Address: (with Contact Number)
3. Address of Branch Offices, if any: a.  
b.
4. ICAI Firm Registration No. \_\_\_\_\_

(Certified Copy of Latest Constitution Certificate To be attached)

5. Details of Partners (As per Certificate of ICAI)

Sr. No	Name of Partners	M.ship No	Whether ACA/FCA	Date of Joining

6. Details of qualified Assistants.

Sr. No	Name of Employee	M.ship No
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7. Details of Semi qualified Assistants.

Sr. No	Name of Employee	Qualification.
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8. Total Turnover as per audited Accounts along with copy of Audited Balance sheet & Profit & Loss account: (Min avg. Turnover 50 Lacs)

Year	Turnover
2017-18	
2018-19	
2019-20	

9. Experience (General) \_\_\_\_\_ Years (From the date of Registration)

10. Experience of audit in Government Undertaking (GOG/GOI Undertaking): (Details of last 3 years i.e. from FY 2017-18-to FY 2019-20 to be enclosed)

Name of Govt Undertaking	Nature of Work	Location	Period of appointment
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(Copy of appointment order should be attached for all appointments and for Turnover Criteria Note. 3 firm has to submit Audit organization's copy of Audited Balance Sheet & Profit & loss accounts in self attestation mode)

### **NOTE:**

1. Only Statutory Audit & Internal Audit will be considered
  2. Govt Undertaking includes all Govt. Dept, PSEs, Boards, Nigams,. Govt undertaking doesn't include Public Sector Bank.
  3. Assignment of the Audit organization w.r.t audit of turnover of GoG or GOI undertaking (point 10) whose turnover should be minimum 50 crores will only be considered
11. Experience of Indirect Tax i.e. Service Tax, VAT, CST, Excise and GST in Government Undertaking, Public Limited company, Private Limited Company and Partnership or Proprietor firm: (Details of last 3 years i.e. from FY 2017-18 to 2019-20 to be enclosed)

Name of Organization	Nature of Work	Location	Period of appointment
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(Copy of appointment order or experience certificate of organization should be attached)

12. PAN No. (Copy of PAN Card to be attached )
13. GST No. (Copy of Registration to be attached)
- 14. All the supporting documents should be required to be submitted in self attestation mode.**

### **Certificate**

I/we undersigned hereby certify that all the information mentioned above is true and correct.

Date

Seal of Office

Signature

Name and Designation



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**Annexure-2**

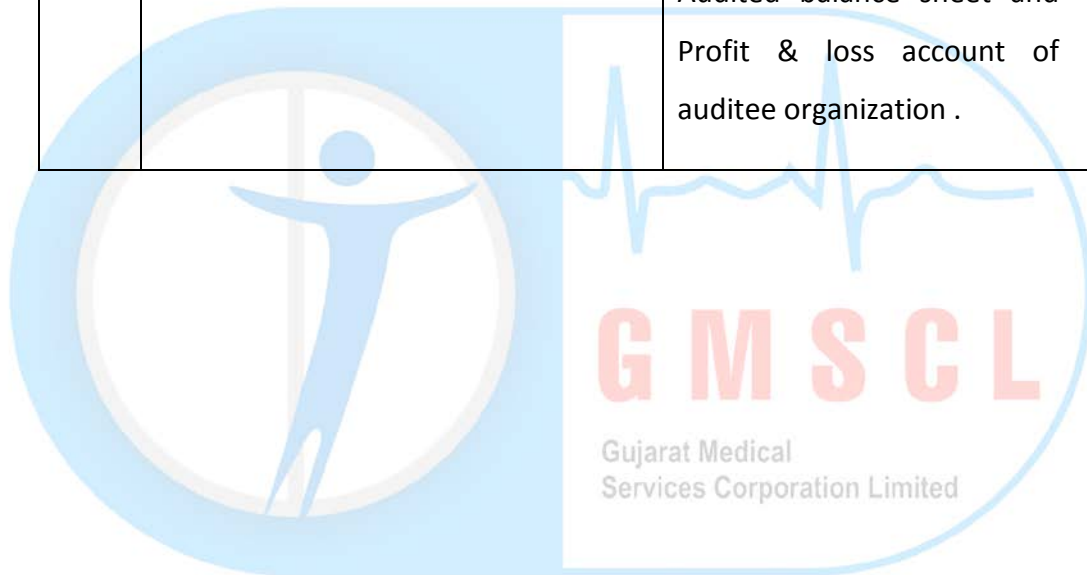
**Eligibility Criteria For Firm**

SR NO	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED
1	Firm must have Registered office or Branch office in Ahmedabad or Gandhinagar	SELF DECLARATION WITH SUPPORTING DOCUMENTS SUCH AS ICAI CONSTITUTION/REGISTRATION CERTIFICATE.
2	Minimum 2 Partners (full time) both must be FCA	FIRM HAS TO SUBMIT DETAILS OF PARTNERS AS PER CERTIFICATE ISSUED BY ICAI
3	FIRM SHOULD HAVE BEEN REGISTERED WITH ICAI AND PRACTICING CONTINUOUSLY IN INDIA FOR THE LAST 5 YEARS AS ON 31 <sup>ST</sup> MARCH,2018.	firm has to submit latest constitution/registration certificate issued by ICAI.
4	FIRM'S MINIMUM AVERAGE RECEIPT OF LAST THREE YEARS I.E. (FY 2017-18, FY 2018-19, FY-2019-20) SHOULD BE RS.50 LACS.	LAST THREE YEARS I.E. (FY 2017-18, FY 2018-19, FY-2019-20) AUDITED BALANCE SHEET AND PROFIT & LOSS ACCOUNT COPY.
5	Experience of firm should be more than 3 years as service tax/ GST/ VAT/CST/EXCISE consultant in Government Company, Public limited company, private limited company and Partnership or Proprietorship firm.	FIRM SHOULD SUBMIT LAST THREE-YEAR LIST OF ORGANIZATION ALONG WITH COPY OF APPOINTMENT LETTER /EXPERIENCE CERTIFICATE FROM THE CLIENT COVERING THE PERIOD EVIDENCING THE SAME.
6	Experience of firm should be more than 3 years in Government Audit i.e(Internal/Statutory)	Firm should submit last Three-year List of Government Audits of Public



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		Limited Company or Govt. Company, Dept, PSEs, Boards, Nigams,. whose turnover is more than Rs.50 Caror. (Only Statutory / Internal Audit) firm should submit appointment letter and for turnover criteria firm has to submit Copy of Audited balance sheet and Profit & loss account of auditee organization .
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**Annexure-3**

**1. DEPLOYMENT OF AUDIT TEAM**

1. The audit team must compulsorily comprise of 1 Qualified CA with Post Qualification experience of 3 years and 2 Inter CA Assistants.
2. Normally the composition of Audit Team will not be changed. However, under certain circumstance beyond control of Audit Firm, if the same needs to be changed in any manner, it may be done with approval of GMF.

**2. SCOPE OF WORK FOR INTERNAL AUDITOR & GST CONSULTANT**  
**FOR F.Y. 2021-22.**

**I. Financial Books**

**A. CASH BOOK/ BANK BOOK:-**

- a) Cash book/ bank book verification
- b) Is cash book maintained properly? Is cash on hand verified? [Further cash balance, cash on hand] should be verified at the end of each month with cash book. i.e. Physically Balance shown must tally with cash book which must be certified by Auditor

**B. RECEIPTS AND VOUCHERS**

- a) Are all the receipts and vouchers verified with the cash Book/Bank book of Company?
- b) Are all the receipts by cheques/ D.D.S. deposited in the banks on the next day?
- c) Are all the vouchers approved by the Competent Authority?
- d) Are all the vouchers serially numbered?
- e) Have you notice any corrections/ deletion / addition in figures of the vouchers?  
(If yes, give full details)
- f) Have to verify authority for payments of vouchers
- g) Is proper Accounting treatment given to receipt/payment?



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**C. BANK RECONCILIATION STATEMENTS:**

- a) Are bank reconciliation statements prepared?
- b) Have to verify all the reconciliation statement?
- c) Are there any outstanding cheques issued for more than 3Months?
- d) Any other debts raised by the banks accounted for in the cashbook?
- e) Are correct entries passed for returned cheques/ D.D.s. by the bankers?
- f) Are there any cheque deposited with the bank but not credited by the bank with 3 months of deposit? If yes, please give details relating to date of deposit, amount, and cheque No. bank etc.
- g) Have to verify original Bank Balance certificates with bank reconciliation statements. (If any corrections are made in certificates, verify it's correctness).

**D. VERIFICATION OF LEDGER / FINANCIAL BOOKS OF ACCOUNTS**

- a) Preparing and checking of important balance sheet statements like trial balances, groupings made of the trial balances, schedule of profit and loss account and balance sheet.
- b) Verification of statutory compliance of the contracts.
- c) To duly verify whether necessary provisions are created.

**Note:** Internal Auditor has to put initial on the vouchers checked during Audit.

**E. VERIFICATION OF REGISTER**

- a) Verification of Fixed Asset Register
- b) Verification and preparation of Fixed Deposit & Liquid Deposit Register
- c) Verification of cheque book register.
- d) Internal Auditor would check Bank Guarantee Register and Fixed Deposit Register to ensure that the Bank guarantees are renewed or return back as per provision of Concession Agreement.

**F. DEDUCTIONS / RECOVERIES**

- a) Are statutory deductions i.e. Income Tax, Professional Tax, TDS, TCS, GST etc. made according to rules?
- b) Whether the same is deposited in the prescribed time with the concerned



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authorities? If not give details asunder:

Due date of deposit of Tax	Amount to be deposited Rs.	Actual Date of Deposit	Delay in deposit	Interest payable as per law	Reason of such delay?
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- c) Are the same accounted properly? If not, get it corrected
- d) Are Statutory returns like Income Tax, (ETDS) Professional Tax, GST, etc. filed in time If not, give details.

**G. COMPLIANCE WITH THE POINTS RAISED IN THE EARLIER  
INTERNAL AUDIT REPORT C & AG AUDIT REPORT.**

- a) Whether the previous IAR Report have been complied by the corporation?
- b) How many comments are outstanding?
- c) What decision has been taken by the Corporation for compliance at outstanding comments?
- d) To Assist GMSCL in Preparation of replies of comments / draft comments of Commercial Audit & Proprietary Audit.

**H. ACCOUNTING STANDARDS**

Gujarat Medical  
Services Corporation Limited

- a) Whether the Accounting Standards issued by the Institute of Chartered Accountants of India are followed by the company appropriately?
- b) Applicability of accounting standards in final accounts and Cash Flow Statement.

**I. DEPRECIATION:-**

Calculation & Verification of Depreciation at the end of six months and at the end of the year.

**J. PRE AUDIT**





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Pre audit of all vouchers except Pay and allowance to employees and statutory payments, committed regular & routine payment. (Day to Day)

### **K. DEPOT AUDIT**

- a) GMSCL has presently eleven depots so firm has to physically verify and certify stocks of depots on half yearly basis and submit report to GMSCL.
- b) Firm has to verify cash & Bank balance on quarterly basis and submit report for Cash verification to GMSCL.

### **II. ESTABLISHMENT AND ADMINISTRATION:-**

- a) Verification of Salary, Provident fund, Prof.Tax, TDS etc. & to verify whether returns are filed before competent authority intime.
- b) To verify in case of new employees about their inclusion of names in salarysheet.
- c) To check the records with respect to purchase & other stationary items.

### **III. OTHERS:-**

- a) To check all statutory records registers, including minutes books and to see that accounting effects and all the decisions taken at Board Meeting/ General Meeting are given in the books of account.
- b) IND AS compliance if applicable should check.
- c) To review and help the management in implementing proper accounting procedures and internal check control and computerized system.
- d) To advise on the matter of taxation. To review the implementation of system and procedure laid down in manuals.
- e) To give half yearly report and suggestions for improvement in the system and report to management.
- f) To give executive summary incorporating all point matters, which are of very important nature and require the important consideration by any committee appointed by GMSCL.



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- g) Compliance and coordination with Statutory Auditor, Tax Auditor and CAG Commercial Audit.
- h) Deploy daily 1 Inter CA Assistant/Employee and Monthly 3 visit of CA in office including one surprise visit for cash verification for internal audit.
- i) GMSCL has a right to terminate Audit Party Firm by giving one month notice if the work is not found satisfactory to GMSCL. Along with that Security Deposit of the Audit Firm will be forfeited.
- j) To do all such ancillary work as asked by MD.

**IV. SCOPE OF WORK FOR GST /GST TDS :-**

- a) Preparation of a document encompassing requirements of statutory compliance including maintenance of records, filing of GST returns etc. Under IGST, CGST and applicable SGST laws including ISD (Input Service Distribution), if applicable, Rules, Notifications, Circulars, invoices etc. to optimize the GST incidence etc.
- b) Suggest suitable changes required under GST regime for minimizing the tax burden and suggestion for review of mechanism for availment of eligible input tax credits and utilization under GST and advise with respect to availability of refund of indirect taxes, as applicable.
- c) Suggestion with detailed input on any matter related to indirect tax not covered above applicable to GMSCL.
- d) Preparation of a document manifesting guidelines on major issues of compliances under GST, availment of input tax credits, refunds, returns, possible exemption in relation to GMSCL business, principles to determine inter or intra state supplies/services, sales / purchase contract formulation, place of supplies, imports, Time & value of supplies etc.
- e) Preparation of Monthly sheet/data of GST, GST TDS, GST Collected from tender and Reverse charge mechanism deducted by the Corporation and on the basis of some monthly GST TDS (GST-R-7) and GST return (GST-R-3B) , (GST R-1) shall have to be filed/submitted. Shall have to file Annual Return (GST-9) as per rules and regulations of Central Government. Monthly Return Shall have to be filed, within prescribed time limit. Due care shall have to be taken to ensure that no interest or penalty is imposed on GMSCL or else. Amount of such interest or penalty as both shall be deducted from your bills/ invoices.

### **3. PAYMENT TERMS:**

- a. Payment of fees to Internal Auditor will be Half Yearly including all pocket expenses on submission of Internal Audit Report and after compliance of queries raised by GMSCL. No other claim shall be entertained.
- b. All taxes and expenses to be included in Bid are not included then Bid shall be treated non-responsive,
- c. All fees shall be inclusive of all taxes but excluding GST and No other claims shall be entertained. TA/DA and other incidentals are noteligible.
- d. GST will be over and above the fees quoted.

### **4. GENERAL TERMS AND CONDITIONS**

- a. Audit firm shall not subcontract the work.
- b. Audit Team will work in strict confidence and secrecy.
- c. The appointment of Audit firm will be for 1 year with a provision to renew subject to satisfactory performance and decision of GMSCL.
- d. All the deliverable should be submitted in time without fail. If any delay occurs, payment will be reduced accordingly.
- e. The firm shall be liable for the consequences errors and omission on its part. However, the indemnification to be paid by the firm shall depend on seriousness of error/omission and shall be determined in relation to the firms' fee and shall never be in excess of fee.
- f. If the services are not found satisfactory then the Firm shall be terminated by giving notice and payment for the same shall be made as per the work done at that level. I/we undersigned hereby certify that all the information mentioned above is true and correct.



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**Annexure-4**

**Format for Financial Proposal**

<b>Sr. No</b>	<b>Nature of Work</b>	<b>Fees (in Rs) Inclusive of all Taxes</b>
<b>1</b>	<b>Internal Audit of GMSCL for F.Y. 20..... as per the scope given in RFP.(Annexure-3)</b>	
	<b>Amount in Words</b>	

**Note:**

- Payment of fees to Internal Auditor will be half yearly including all pocket expenses on submission of Internal Audit Report and after compliance of queries raised by GMSCL. No other claim shall be entertained.
- All fees shall be inclusive of all taxes except GST. No other claims shall be entertained. TA/DA and other incidentals are not eligible.
- Fees shall be over and above GST