

## **Government of Madhya Pradesh**



### **Request for Proposal for Selection of Concurrent Auditor(s) for the Financial Year 2025-26 for the various programs implemented under National Health Mission, Madhya Pradesh**

**Ref. No.: S. No. N.H.M./ STORE/ 2025/1792**

**Date of Issue: 25/04/2025**

**Issued by:**

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(Public Health and Medical Education Department, Government of Madhya Pradesh)  
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## **DISCLAIMER**

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1. The information contained in this Request for Proposal document (the “**RFP**”) or subsequently provided to Bidder(s), whether verbally or in documentary or any other form, by or on behalf of the National Health Mission, Madhya Pradesh, (hereinafter referred to as “**NHM-MP**”) or any of its employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.
2. This RFP is not an agreement and is neither an offer nor invitation by NHM-MP to the prospective Bidders or any other person. The purpose of this RFP is to provide information to the interested parties that may be useful to them in the formulation of their proposal pursuant to this RFP.
3. NHM- MP does not make any representation or warranty as to the accuracy, reliability or completeness of the information in this RFP document and it is not possible for NHM- MP to consider particular needs of each party who reads or uses this RFP document. The RFP includes statements which reflect various assumptions and assessments arrived at by NHM-MP in relation to the statement of work. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. Each prospective Bidder should conduct its own assessment and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the information provided in this RFP document and obtain independent advice from appropriate sources.
4. NHM-MP will not have any liability to any prospective Bidder or any other person under any laws including without limitation the law, statute, rules or regulations or contract and tort, the principles of equity, restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered in connection with anything contained in this RFP or otherwise, any matter deemed to form part of this RFP document, the award of the Project, the information and any other information supplied by or on behalf of NHM-MP or their employees, any agency or otherwise arising in any way from the selection process for the Project . NHM-MP will also not be liable in any manner whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon any statements contained in this RFP.
5. NHM-MP shall not be responsible for any delay in receiving the proposals. The issue of this RFP does not imply that NHM-MP is bound to select a Bidder or to appoint the Selected Bidder, as the case may be, for the services and that NHM-MP reserves the right to accept/reject any of the Bids or Proposals submitted in response to this RFP document at any stage without assigning any reasons whatsoever. NHM-MP also reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted RFP proposal.
6. Information provided in this RFP document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not exhaustive on account of statutory requirements and should not be regarded as a complete or authoritative statement of law. NHM-MP accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
7. NHM-MP reserves the right to change/ modify/ amend any or all provisions of this RFP document. Such revisions to the RFP / amended RFP will be made available on the Madhya Pradesh Government e Procurement System website: <https://mptenders.gov.in> (“**MP Tender Website**”)

## **NOTICE FOR REQUEST FOR PROPOSAL**

### **“RFP for Selection of Concurrent Auditor(s) for the Financial Year 2025-26 for the various programs implemented under NHM-MP”**

National Health Mission, Madhya Pradesh, (“NHM-MP”), Government of Madhya Pradesh, plans to appoint Madhya Pradesh based Chartered Accountant firms, which are empanelled with C&AG for conducting quarterly concurrent audits of all the implemented programs under National Health Mission, as defined in this RFP and invites proposals from suitable agencies meeting the criteria as mentioned in this RFP document.

The salient features of the scope of work, eligibility criteria and prescribed formats for submission are provided in this RFP document as uploaded on the MP Tender Website <https://mptenders.gov.in>

Interested bidders are requested to submit their technical and financial proposals in response to the RFP online on the MP Tender Website: <https://mptenders.gov.in>.

S. No	Description	Date and Time
1.	Publish Date	25/04/2025
2.	Document Download/Sale Start Date	25/04/2025
3.	Document Download/Sale End Date	25/05/2025
4.	Prebid Meeting Date/Address	01/05/2025, 03:30PM Online/Offline mode at NHM-MP, Patrakar Colony, Link Road No. 3, Bhopal Meeting Link: <a href="https://nhmmp.webex.com/nhmmp/j.php?MTID=m3c6dbb6510c4346730fed3d3cd86ea78">https://nhmmp.webex.com/nhmmp/j.php?MTID=m3c6dbb6510c4346730fed3d3cd86ea78</a> Meeting number: 2559 558 8726 Password: 3380
5.	Bid Submission Start Date	15/05/2025
6.	Bid Submission End Date	25/05/2025
7.	Bid Opening Date	26/05/2025
8.	Bid Validity (Days)	120 (One Hundred & Twenty) days
9.	Period of Work (Days)	365 (three hundred & sixty-five) days
10.	Location	Madhya Pradesh
11.	Pin code	462003
12.	Bid Opening Place	NHM, Bhopal
13.	Product Category	Services
14.	Nature of Work	Concurrent Audit of various programs implemented under NHM-MP
15.	Proposals Invited By	Mission Director, National Health Mission Link Road No. 3, In front of Patrakar Colony, Bhopal, Madhya Pradesh 462003
16.	Mode of Submission of Proposal	Online on <a href="https://mptenders.gov.in">https://mptenders.gov.in</a>
17.	Website for Downloading RFP document, Corrigendum/ Addendum and any other RFP related Information	<a href="https://mptenders.gov.in">https://mptenders.gov.in</a>

*Selection of Concurrent Auditor(s) for the Financial Year  
2025-26 for the various programs implemented under NHM-MP*

18.	Cost of RFP document	INR 2,000/- (INR Two Thousand only)
19.	Earnest Money Deposit	INR 1,00,000/- (INR One Lakh only)
20.	Performance Security	3% of the Financial Proposal for each of the awarded cluster
21.	Method of Selection	Least Cost Selection (L-1)

**Note:**

- 1. This is a limited tender inviting participation from Madhya Pradesh based C&AG empanelled Chartered Accountant (“C.A.”) firms only**
- 2. C.A. firms (Bidders) who were not considered for reappointment on the basis of their performance in the Financial Years 2020-21 to 2024-25 shall not be considered for appointment as a Concurrent Auditor for the Financial Year 2025-26.**
- 3. A Bidder can submit the Financial Proposal for a maximum of 05 (five) Clusters only. In case any Bidder submits the Financial Proposal for more than 05 (five) Clusters, then ALL the Proposals (including Technical and Financial Proposal’s) of any such Bidder shall be summarily rejected and the Bidder shall automatically be disqualified from further participation in the Selection Process under this RFP**
- 4. A Bidder may apply for 05 (five) Clusters but would be awarded up to a maximum of 03 (three) clusters only (including reappointment, if any)**
5. Amendments/ Corrigendum to the RFP document, if any, would be published on MP Tender Website only, and not in newspaper
6. NHM-MP reserves all the rights to cancel the Selection Process and reject any or all the Proposals at any point of time.
7. No contractual obligation whatsoever shall arise from the RFP document unless and until a formal contract is signed and executed between NHM-MP and the Selected Bidder.
8. To participate in the e-Tender Process for this RFP, the Bidder(s) are requested to get themselves registered (in case not registered already) with MP Tender Website i.e., <https://www.mptenders.gov.in>. In case of any portal related queries, the Bidder may kindly contact the 24x7 help desk number as mentioned on the MP Tender Website
9. NHM-MP disclaims any factual or other errors in the RFP document (the onus is purely on each Bidder(s) to verify such information) and the information provided therein are intended only to help the Bidder(s) to prepare a proposal in accordance with the terms and conditions as set out in this RFP document.

Issuing Authority

Mission Director,  
National Health Mission - Madhya Pradesh (NHM-MP),  
Public Health and Medical Education Department,  
Government of Madhya Pradesh  
Link Road No. 3, In front of Patrakar Colony, Bhopal, Madhya Pradesh 462003

## **ABBREVIATIONS AND DEFINITIONS**

In this RFP, unless the context otherwise requires, the following words, expressions and abbreviations shall have the following meanings:

APL	Above Poverty Line;
AWP	Annual Work Plan;
Applicable Laws	Shall mean the laws and any other instruments having the force of law in India as they may be issued and in force from time to time or such other territorial jurisdiction outside India, by any authority, including governmental authority, including any revisions, amendments or re-enactments including without limitation statutes, rules, regulations, bye-laws, policies made thereunder, judgments, decrees, injunctions, writs, orders issued by any court of record or other requirement or official directive of any governmental authority or any person acting under authority of any governmental authority or statutory authority including any notification issued by the Reserve Bank of India or of any governmental authorities, as may be in force or effect during the subsistence of the Bidding Documents;
Associate	Associate means, in relation to the Bidder, a person who controls, is controlled by, or is under the common control with such Bidder;
BPL	Below Poverty Line;
Bidder (s)	Shall mean any entity which has submitted a Proposal pursuant to this RFP;
C&AG	Comptroller & Auditor General of India;
CHCs	Community Health Centre's;
CHO	Community Health Officer;
Concurrent Audit	Concurrent audit is a systematic and timely examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedures and guidelines
Contract/ Procurement Contract	The contract to be entered between NHM-MP and the Selected Bidder for undertaking the Project;
Control	means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law;
DHS	District Health Society;
Day	A calendar day as per GoMP;
DH	District Hospitals;
E.D.L.	Essential Drug List;
EMD	An Earnest Money Deposit provided to NHM-MP by a Bidder for securing the fulfilment of any obligation in terms of the provisions of the RFP documents;
FY	Shall mean a Financial Year period starting from 01 <sup>st</sup> April and ending on 31 <sup>st</sup> March of each respective financial year;
GoI	Government of India;
GoMP/State Government	Government of Madhya Pradesh;
Good Industry Practice	means the exercise of the highest degree of skill, diligence, prudence and foresight in compliance with the undertakings and obligations under the RFP/ Contract which would be expected from a skilled and experienced person engaged in the implementation, operation and maintenance or supervision or monitoring thereof or any of them of works of the type,



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	nature and scope similar to those mentioned in this RFP;
IEC	Information, education, and communication;
Internal Audit	Internal audit is an independent management function, which involves a continuous and critical appraisal of the functioning of an entity with a view to suggest improvements thereto and add value to and strengthen the overall governance mechanism of the entity, including the entity's strategic risk management and internal control system
INR	Indian Rupees;
IT	Information Technology;
MPPHSCL	Madhya Pradesh Public Health Services Corporation Limited;
NHM-MP	National Health Mission-Madhya Pradesh;
Nodal NHM-MP	An NHM-MP officer to whom the relevant administrative or financial powers have been delegated for taking decision in a matter relating to procurement. For the purpose of this RFP document, the Mission Director, NHM-MP shall be the Nodal NHM-MP;
Notification	A notification published in the Official Gazette;
PHCs	Primary Health Centers;
PWD	Public Works Department;
RBI	Reserve Bank of India;
RFP/Tender	means the following request for proposal document issued by NHM-MP to the prospective Bidders: RFP No. S. No. <b>N.H.M./ STORE/ 2025/1792</b> dated <b>25/04/2025</b> for “ <i>Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under NHM-MP</i> ”. Any Corrigendum(a) / Amendment(s) / Clarification(s) to the RFP issued by NHM-MP subsequent to the issue of the RFP shall be an integral part of the RFP document;
RKS	Rogi Kalyan Samitis;
SIHFW	State Institute of Health and Family Welfare (Training Institutions)
Selected Agency/Agency	The Selected Bidder, which shall sign the Contract with NHM-MP for providing the services envisaged under this RFP;
Selection Process or Tender Process	The process of procurement extending from the issue of Notice for Request for Proposal to the signing of the Contract or cancellation of the Selection/Tender Process, as the case may be;
State	State of Madhya Pradesh;
SCs	Sub- Centres;
UNICEF	United Nations International Children Education Fund;
VHSNC	Village Health Sanitation & Nutrition Committees;

The words and expressions beginning with capital letters and defined in this RFP shall, unless repugnant to the context, have the meaning ascribed thereto herein. In this RFP, unless the context otherwise requires, the words importing singular shall include plural and *vice versa*.

## **SECTION 1. LETTER OF INVITATION**

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### **1.1 Introduction**

The National Health Mission (“**NHM**”) is a Government of India (“**GOI**”) program, in which the financial sharing pattern of Central Government and State Government is in the ratio of 60:40 for the expenses to be incurred across various heads. The NHM seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections. NHM-MP operates through State Health Society (“**SHS**”), which is engaged in managing health services in the State through District Health Societies (“**DHS**”).

National Rural Health Mission (“**NRHM**”) of the Ministry of Health & Family Welfare (“**MoHFW**”) was launched on 12<sup>th</sup> April 2005 by the Government of India to improve medical facilities in the country. From 2013-14 onwards the NRHM Programme has been subsumed under the umbrella programme of National Health Mission. The National Urban Health Mission (“**NUHM**”), which includes Communicable and Non-Communicable Diseases (“**NCD**”) is also under the aegis of NHM. Through its sub-missions, NHM seeks to reduce the Maternal Mortality Ratio (“**MMR**”) in the country.

One of the vision’s of the Mission is to increase the public spending on health, with an improved arrangement for community financing and risk pooling. The NHM has provided an umbrella under which the existing Reproductive and Child Health Programme (“**RCH**”), various National Disease Control Programmes (“**NDCPs**”) and NCDs have been repositioned.

### **Institutional and Funding Arrangements**

For the implementation of the above programmes, MoHFW has required the creation of an Integrated Health Society at State and District levels (registered as a legal entity at the State and District under Societies Registration Act, 1860). Such integrated State Health Society works in close coordination with the Directorate of Public Health & Family Welfare (“**DoPHFW**”) and DHS work in coordination with the District Collector and District Chief Medical Officer (CMO). Program implementation is done through its CMO’s office, Blocks, Community Health Centres, Primary Health Centres, Sub-Centres, Rogi Kalyan Samities, and Village Health Sanitation & Nutrition Committees. Certain activities may be managed at the State level such as drug procurement, IEC, civil works, training using specialized entities such as State Institute of Health and Family Welfare (Training Institutions), IEC Bureau, PWD, the Directorate of Health and Municipal Corporations for the urban health components. In addition, funds are also released from SHS/ DHS to NGOs and private entities under Public Private Partnership (PPP) arrangements.

The Quarterly Concurrent Audit (including consultancy & Accounting services) to be conducted under the National Health Mission for Financial year 2025-26 would be conducted for the following offices:

- (i) National Health Mission-Madhya Pradesh, Bhopal
- (ii) 52 (fifty-two) District Health Societies (including all blocks and District Hospitals)
- (iii) 07 (seven) Regional Joint Directors (“**RJD**”) and Regional Training Centres at Gwalior, Indore & Jabalpur
- (iv) 03 (three) Regional Health & Family Welfare Training Centers (“**RHFWTC**”) at Gwalior, Indore & Jabalpur

- (v) 13 (thirteen) Medical Colleges to whom NHM grant has given located at Bhopal, Gwalior, Indore, Jabalpur, Rewa, Sagar, Shahdol, Shivpuri, Datia, Ratlam, Khandwa, Chhindwara and Vidisha
- (vi) 02 (two) Nursing Colleges at Jabalpur & Ujjain

Pursuant thereto, the Contract will be signed with the selected bidder (the “**Selected Bidder**”) initially for a period of 01 (one) years (“**Contract Period**”). The Contract, post 01 (one) year, may be extended further for a period of 01 (one) more year based on the performance of the Selected Agency and mutual agreement between NHM-MP and the Selected Agency. The maximum extension of the engagement of the Selected Agency shall be up to 02 (two) years only and at the sole discretion of NHM-MP.

## **1.2 Objectives**

The objective of the audit is to ensure that State receives adequate, independent, professional audit assurance that the grant proceeds provided by MoHFW are used for purposes intended in line with approved Programme Implementation Plans (“**PIPs**”) and AWP of individual programs and that the annual financial statements are free from material misstatements and the terms of the credit/ loan agreements of the development partners are complied with in all material respects.

The key objectives to engage audit firms for conducting concurrent audit services are as follows:

- (a) To give a true and fair view of the Financial Position at end of each fiscal year for funds received and expenditure incurred by individual setups/ units
- (b) To certify whether funds were utilized for the purposes for which they were provided or not
- (c) To prepare Financial Statements of SHS & DHS along with relevant accounting policies, notes to accounts and schedules
- (d) To ensure presence of voucher’s/ evidence’s based on payment to improve transparency
- (e) To ensure accuracy and timeliness in maintenance of book of accounts
- (f) To improve accuracy and timeliness of financial reporting specially at sub-district levels
- (g) To ensure compliance with laid down systems, procedures and policies
- (h) To regularly track, follow up and settle advances on a priority basis
- (i) To asses & improve overall internal control systems.
- (j) To help in accounting entries in Tally accountants

### **Documents for Submission**

<b>S. No.</b>	<b>Documents to be Submitted</b>
1	Documents as mentioned for pre-qualification criteria, technical evaluation and any other supporting document as requested in the RFP and as deemed suitable by the Bidder to support the facts and figures stated in the proposal of the Bidder.
2	ANNEXURE 1: COVER LETTER
3	ANNEXURE 2: TURNOVER & NETWORTH DETAILS OF BIDDER
4	ANNEXURE 3: FORMAT FOR TECHNICAL PROPOSAL
5	ANNEXURE 3A: FORMAT FOR SUBMITTING WORK EXPERIENCE SUMMARY
6	ANNEXURE 4: SELF-DECLARATION
7	ANNEXURE 5: BLACKLISTING AND PENDING SUIT
8	ANNEXURE 7: FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED SIGNATORY
9	ANNEXURE 8: DECLARATION FOR EXISTENCE OF THE FIRM
10	ANNEXURE 9: FORMAT FOR ANTI-COLLUSION CERTIFICATE
11	ANNEXURE 10: FORMAT FOR LETTER OF EXCLUSIVITY
12	ANNEXURE 11: LIST OF PREFERRED CLUSTERS

**Please Note:**

1. All documents submitted by the Bidder under its Proposal shall be mandatorily submitted in complete and in the form prescribed under this RFP
2. NHM-MP, at its sole discretion, may cancel any submission of Proposal if it appears that a Proposal does not include the required documents/ includes incomplete/ incomprehensible/ wrong documents
3. The aforesaid list is inclusive and not exhaustive. The Bidder shall submit other relevant documents required in the RFP or requested by NHM-MP from time to time

## **SECTION 2. INSTRUCTION TO THE BIDDERS**

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### **2. INSTRUCTION TO THE BIDDERS** General Terms of Bidding

- 2.1.1** Bidders are invited to submit Technical Proposal and Financial Proposal (collectively referred to as “**the Proposal/ Bid**”), as specified in the schedule of RFP, for the services required under the Project. The Proposal will form the basis for grant of Work Order/Contract to the Selected Bidder. The Selected Bidder shall carry out the Project in accordance with the scope of work as specified in this RFP (the “**SOW**”)
- 2.1.2** NHM-MP shall receive Proposal(s) pursuant to this RFP in accordance with the terms set forth in this RFP and other documents provided by NHM-MP, as modified, altered, amended, and clarified from time to time by NHM-MP (collectively the “**Bidding Documents**”), and all Proposal(s) shall be prepared and submitted in accordance with such terms on or before the Bid submission end date (the “**Proposal Due Date**”)
- 2.1.3** NHM-MP requires that the Bidder hold NHM-MP’s interests’ paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Bidder shall not accept or engage in any assignment that may place it in a position of not being able to carry out its obligations in the best interests of NHM-MP and the Project
- 2.1.4** It is NHM-MP’s policy to require that the Bidders observe the highest standard of ethics during the Selection Process and execution of Project. Pursuant thereto, NHM-MP:
- (a) will reject the Proposal for award if it determines that the Bidder has engaged in corrupt or fraudulent activities in competing for the Project in question;
  - (b) will declare a Bidder ineligible, either indefinitely or for a stated period, to be awarded any contract or Work Order if it at any time determines that such Bidder has engaged in corrupt or fraudulent practices in competing for and in executing the Work Order/ Contract.
- 2.1.5 Number of Proposals:** No Bidder shall submit more than 01 (one) Proposal for the Project. In the event of such an occurrence (i.e., submission of more than 01 (one) Technical or Financial Proposal), both the Proposals, shall be summarily rejected
- 2.1.6 Consortium/ Joint Venture:** Proposal shall be submitted only by a single/ sole Bidder; Consortia and Joint Ventures are not allowed under this RFP. Sub-contracting of the Scope of Work or any part thereof shall not be allowed under this RFP/ Contract
- 2.1.7 Conflict of Interest:** A Bidder shall not have a conflict of interest (the “**Conflict of Interest**”) that affects the Selection Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, NHM-MP shall be entitled to forfeit and appropriate the EMD/Performance Security, as the case may be, as mutually agreed genuine pre-estimated loss and damage likely to be suffered and incurred by NHM-MP and not by way of damages for, *inter alia*, the time, cost and effort of NHM-MP, including consideration of such Bidder’s Proposal (“**the Damages**”), without prejudice to any other right or remedy that may be available to NHM-MP under the Bidding Documents and/ or the Contract or otherwise. Without

limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, in the below circumstances:

- (a) A Bidder may be considered to be in a Conflict of Interest with one or more Bidders in the same Selection Process under this RFP if they have a relationship with each other, directly or indirectly through a common company / entity, which puts them in a position to have access to information about or influence the Proposal of another Bidder; or
- (b) The Bidder, or its Associate (or any constituent thereof) and any other Bidder, or its Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; or
- (c) a constituent of such Bidder is also a constituent of another Bidder in the Selection Process; or
- (d) such Bidder, or its Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Bidder, its Associate, or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Bidder, or its Associate thereof; or
- (e) such Bidder has the same legal representative for purposes of this Proposal as any other Bidder; or
- (f) such Bidder, or any Associate thereof, has a relationship with another Bidder, or any Associate thereof, directly or through common third party/ parties, which puts either or both of them in a position to have access to each other's information about, or to influence the Proposal of either or each other; or
- (g) such Bidder, or any Associate thereof has participated as a consultant to NHM-MP in the preparation of any Bidding Documents, design, or technical specifications of the Project

**2.1.8** A Bidder or their Associate should, in the last 03 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a damages by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder or their Associate, as the case may be, nor has been expelled from any Project or contract by any public entity nor have had any contract terminated by any public entity for breach by such Bidder or Associate.

**2.1.9** Any Bidder that has been barred by the Central Government, any State Government, a statutory authority, or a Public Sector Undertaking, as the case may be, from participating in any project and the bar subsists as on the date of the Proposal Due Date, would not be eligible to submit a Proposal

**2.1.10** A Bidder shall be liable for disqualification if any legal, financial, or technical adviser of NHM-MP in relation to the Project is engaged by the Bidder and/or its Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Bidder, its Associate in the past but its assignment expired or was terminated prior to the Proposal Due

Date. Nor will this disqualification apply where such adviser is engaged after a period of 03 (three) years from the date of commencement of services under the Project

**2.1.11 Cost of Bidding:** The Bidders shall bear all costs associated with or relating to the preparation and submission of their Proposals and their participation in the Selection Process including but not limited to preparation, postage, copying, delivery fees, expenses associated with any demonstrations or presentations which may be required by NHM-MP, or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will be borne by the Bidder and NHM-MP shall not be liable in any manner whatsoever for such costs or for any other costs or other expenses that may be incurred by the Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process

**2.1.12 Acknowledgement by Bidder,**

- (a) It shall be deemed that by submitting the Proposal, the Bidder has:
  - (i) made a complete and careful examination of the RFP;
  - (ii) received all relevant information requested from NHM-MP;
  - (iii) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of NHM-MP;
  - (iv) satisfied itself about all matters, things, and information, including matters referred to in Clause 2.1.12 hereinabove, necessary and required for submitting an informed Proposal, execution of the Project in accordance with the Bidding Documents and performance of all its obligations there under;
  - (v) acknowledged and agreed that inadequacy, lack of completeness or incorrectness of information provided in the Bidding Documents or ignorance of any of the matters referred to in Clause 2.1.12 hereinabove shall not be a basis for any claim for compensation, damages, extension of time for performance of its obligations, loss of profits etc. from NHM-MP, or a ground for termination of the Contract by the Selected Bidder;
  - (vi) acknowledged that it does not have a Conflict of Interest; and
  - (vii) agreed to be bound by the undertaking provided by it under and in terms hereof

**2.1.13** NHM-MP and/ or its advisors/ consultants shall not be liable for any omission, mistake, or error on the part of the Bidder in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to RFP or the Selection Process, including any error or mistake therein or in any information or data given by NHM-MP and/ or its consultant

**2.1.14 Right to reject any or all Proposals:**

- (a) Notwithstanding anything contained in this RFP, NHM-MP reserves the right to accept or reject any Proposal or to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.
- (b) Without prejudice to the generality of above, NHM-MP reserves the right to reject any Proposal if:

- (i) at any time, a material misrepresentation is made or discovered; or
  - (ii) the Bidder does not provide, within the time specified by NHM-MP, the supplemental information sought by NHM-MP for evaluation of the Proposal
  - (iii) In case the bidding firm is found not suitable for audit on any reasonable ground like information by the Ministry/ ICAI/ any State etc., NHM-MP may reject such proposal without giving any reason
- (c) Such misrepresentation/ improper response by the Bidder may lead to the disqualification/debarment/blacklisting of the Bidder. That the Proposal by the Bidder suffers from a material misrepresentation/ improper response includes but is not limited to the non-fulfillment of any of the conditions or requirements of the Selection Process
- (d) If such disqualification/ rejection occurs after the Proposals have been opened and the L-1 Bidder gets disqualified/ rejected, then NHM-MP reserves the right to:
- (i) invite the remaining Bidders to match the Proposal submitted by L-1 Bidder/submit their Proposals in accordance with the RFP; or
  - (ii) take any other measure as may be deemed fit in the sole discretion of NHM-MP, including annulment of the Selection Process
- (e) NHM-MP reserves the right to debar or blacklist the L-1 Bidder or any Bidder whosoever is disqualified at any stage of the Selection Process for reasons inclusive of but not limited to reasons mentioned above as well as failure to comply with instructions enumerated in the RFP/ Annexures/ Addendum/ Corrigendum/ LOI/ Work Order/ Contract
- (f) In case it is found during the evaluation or at any time before signing of the Contract or after its execution and during the period of subsistence thereof, that 01(one) or more of the Pre-Qualification Criteria have not been met by the Bidder, or the Bidder has made material misrepresentation or has given any materially incorrect or false information, the Bidder shall be disqualified forthwith if not yet appointed as the Selected Bidder either by issue of the Work Order or entering into of the Contract, and if the Selected Bidder has already been issued the Work Order or has entered into the Contract, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by NHM-MP to the Bidder, without NHM-MP being liable in any manner whatsoever to the Bidder and without prejudice to any other right or remedy which the Bidder may have under this RFP, the Bidding Documents, the Contract or under Applicable Laws
- (g) NHM-MP reserves the right to verify all statements, information and documents submitted by the Bidder in response to the RFP or the Bidding Documents and the Bidder shall, when so required by NHM-MP make available all such information, evidence and documents as may be necessary for such verification. Any such verification or lack of such verification by NHM-MP shall not relieve the Bidder of its obligations or liabilities hereunder nor will it affect any rights of NHM-MP thereunder

**2.1.15** A Bidder can bid for a maximum of 05 (five) Clusters only, based on the clusters as mentioned in the Scope of Work section and will need to submit their preference of cluster(s) as per **Annexure-11** of the RFP. The Bidder(s) may kindly note that irrespective of the number of



Clusters applied for, any successful Bidder would be awarded a maximum of 03 (three) clusters only.

**2.1.16** If during the course of audit (Contract Period) any Selected Agency fails to perform the assigned tasks/ activities as detailed out in the scope of work section, due to reasons recorded in writing, NHM-MP can debar/blacklist any such Agency for a period of 05 (five) years from participating in any tender process of NHM-MP and would award the work of the allocated clusters to the L-2 Bidder who would agree to provide the services at the L-1 rate. In case, the L-2 Bidder refuses to accept the offer at L-1 rate, offer shall be extended to all the participant Bidders of that Cluster in order of L-3-, L-4 and so forth till that particular Cluster is allotted to one of the successful bidders.

**2.1.17** NHM-MP shall adopt the Least Cost (L-1) methodology for selection of the Bidder; post qualification of the Bidders based on the Pre-Qualification Criteria, Technical Evaluation and Financial Proposal submitted

**2.1.18** This RFP is not transferable

**2.1.19** Any award of the Project pursuant to this RFP shall be subject to the terms of Bidding Documents

**2.1.20 Dispute Resolution:** If any dispute or difference of any kind whatsoever arises between the parties in connection with or arising out of or relating to or under this RFP, the parties shall promptly and in good faith negotiate with a view to its amicable resolution and settlement. In the event no amicable resolution or settlement is reached within a period of 30 (thirty) days from the date on which the above-mentioned dispute or difference arose, such dispute or difference shall be settled by Principal Secretary, Department of Public Health and Medical Education, GoMP, whose decision shall be final.

## **2.2 Prebid Meeting**

**2.2.1** Prebid meeting (the “Prebid Meeting”) shall be held through hybrid mode (physical presence or online via video conferencing setup available) at the National Health Mission, Bhopal, M.P. Potential Bidders shall connect using details provided by NHM-MP. Prebid Meeting of the Bidders will be convened as per the details set out in the MP Tender Website regarding the designated date, time and platform of the meeting.

**2.2.2** Bidders willing to attend the Prebid Meeting should inform NHM-MP beforehand in writing and email on [tendersnhmmp@gmail.com](mailto:tendersnhmmp@gmail.com). The maximum number of participants from a Bidder, who chose to attend the Prebid Meeting, shall not be more than 2 (two) per Bidder. The representatives attending the Prebid Meeting shall accompany with a letter or email, duly signed by the Authorized Signatory of the Bidder.

**2.2.3** During Prebid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of NHM-MP. NHM-MP will endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair,

transparent, and competitive Selection Process

## **2.3 Clarification and amendment of RFP documents**

**2.3.1** . Bidders may seek clarification on this RFP within the stipulated date as set out in the RFP document or within 02 (two) working days of the Prebid Meeting (02 (two) days exclusive of Prebid Meeting date). Any request for clarification(s) must be sent by standard electronic means (Excel and PDF file) as per the format provided in this RFP document to NHM-MP's email address: [tendersnhmmp@gmail.com](mailto:tendersnhmmp@gmail.com)

**2.3.2** Any request for clarification(s) must be sent by standard electronic means (Excel and PDF file) as per the format provided in this RFP document at **Annexure-12** to NHM-MP's email address: [tendersnhmmp@gmail.com](mailto:tendersnhmmp@gmail.com)

**2.3.3** NHM-MP will post the reply to such queries on MP Tender Website <https://mptenders.gov.in>

**2.3.4** NHM-MP may also on its own motion, if deemed necessary, issue interpretation(s) and clarification(s) to all Bidders. All clarifications and interpretations issued by NHM-MP shall be deemed to be part of the Bidding Documents. Verbal clarification(s) and information given by NHM-MP, or its employees or representatives shall not in any way or manner be binding on NHM-MP and shall not alter the terms of the RFP. However, NHM-MP reserves the right not to respond to any question(s) or provide any clarification(s), in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring NHM-MP to respond to any question(s) or to provide any clarification(s)

**2.3.5** At any time before the Proposal Due Date, NHM-MP may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP documents by an amendment. All amendments/ corrigendum will be posted on MP Tender Website

**2.3.6** To afford the Bidders a reasonable time for taking an amendment/Corrigenda into account, or for any other reason, NHM-MP may at its discretion extend the Proposal Due Date

## **2.4 Tender Fee**

**2.4.1** The RFP document is available online to registered users. A non-refundable RFP submission fee of INR 2,000/- (INR Two Thousand only) shall be payable ("**Tender Fee**"), apart from gateway and service charges, by each Bidder for their Proposals to be accepted

**2.4.2** The Tender fee shall only be paid online. Online payment details are available on this website: <https://mptenders.gov.in>

## **2.5 Earnest Money Deposit**

**2.5.1** An Earnest Money Deposit ("**EMD**") shall be paid online for the sum of INR 1,00,000/- (INR One Lakh only) shall be required to be submitted by each Bidder through RTGS/NEFT on <https://mptenders.gov.in>.

- 2.5.2** Unless the Bidder being MSE/SSI requests for exemption from payment of EMD, any Proposal not accompanied by the EMD shall be summarily rejected by the NHM-MP as non-responsive. To receive exemption from payment of EMD, the Bidder which is MSE/SSI, shall have to submit the relevant documents at the time of Bid submission along with requisite documents as part of Proposal submission process.
- 2.5.3** If a Bidder is Micro and Small Enterprise (“MSE”) / Udyog Aadhar/ Small Scale Industry (“SSI”) then such Bidder shall be exempt from submitting EMD and Tender Fee. However, there is no exemption from payment of the tender processing fee. If such Bidder being an MSE/ Udyog Aadhar/ SSI wishes to avail above facility, then the Bidder should follow necessary exemption (Online Tab) for EMD and Tender Fee. To claim the exemption, relevant valid documents in support of MSE/SSI are required to be uploaded by the Bidder(s). If any Bidder, other than MSE/SSI Bidder, do not submit EMD and /or do not pay Tender fee, then such Proposal shall be rejected.
- 2.5.4** The EMD shall be kept valid through the Bid Validity Period and may need to be extended, if so, required by NHM-MP
- 2.5.5** The EMD of unsuccessful Bidders will be returned by the NHM-MP, without any interest, as promptly as possible on acceptance of the Work Order or execution of the Contract with the Selected Bidder or when the bidding process is cancelled by the NHM-MP, and in any case within 210 (two hundred and ten) days from the Bid Due Date.
- 2.5.6** The Selected Bidder’s EMD will be returned, without any interest, upon accepting the Work Order or executing the Contract and furnishing the Performance Security in accordance with the provisions thereof.
- 2.5.7** NHM-MP will not be liable to pay any interest on EMD. EMD of pre- qualified but unselected Bidders shall be returned, without any interest, within 1 (one) month after grant of the Work Order or execution of the Contract by the Selected Bidder (whichever is later) or when the Selection Process is cancelled by NHM-MP. The Selected Bidder’s EMD shall be returned, without any interest upon the Selected Bidder accepting the Work Order or executing the Contract (whichever is later) and after furnishing the Performance Security in accordance with provision of the RFP and Work Order
- 2.5.8** NHM-MP will be entitled to forfeit and appropriate the EMD as mutually agreed loss and damage payable to NHM-MP in regard to the RFP without prejudice to NHM-MP’s any other right or remedy that may be available to NHM-MP under the Bidding Documents and/ or under the Contract, or otherwise under the following conditions:
- (a) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this RFP (including the standard form of Work Order); or,
  - (b) If any Bidder withdraws its Proposal during the Bid Validity Period as specified in this RFP and as extended by the Bidder from time to time; or,
  - (c) In the case of the Selected Bidder, if the Selected Bidder fails to accept the Work Order or execute the Contract or fails to furnish the Performance Security within the specified

time limit; or,

- (d) If the Bidder commits any breach of terms of this RFP or is found to have made a false representation to NHM-MP

## **2.6 Preparation of Proposal**

**2.6.1** Bidders are requested to submit their Proposal strictly in the formats provided in this RFP and fill in the details in English language only. NHM-MP will evaluate only those Proposals that are received in the specified forms and complete in all respects. Incomplete and /or not as per the prescribed format shall be liable to rejection.

**2.6.2** In preparing their Proposal, Bidders are expected to thoroughly examine the RFP

**2.6.3** The Technical Proposal submitted by the Bidder should provide the documents as prescribed in this RFP (“**Technical Proposal**”). Supporting documents and printed literature furnished by the Bidder with the Bid may be in any other language provided that they are accompanied by translations of all the pertinent passages in the English language, duly authenticated and certified by the Bidder. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the Bid, the English language translation shall prevail. No information related to Financial Proposal should be provided in the Technical Proposal. In such a case, NHM-MP will be entitled to reject the Proposal

**2.6.4** Any condition or qualification or any other stipulation contained in the Proposal shall render the Proposal liable to rejection as a non-responsive Bid

**2.6.5** Non-compliance with the instructions and conditions contained in the RFP/ Addendum(a)/ Corrigendum(a) shall render the Proposal liable to be rejected. NHM-MP reserves the right to further debar/ blacklist the Bidder in consequence of non-compliance of any condition of the RFP/Corrigendum(a)/Addendum(a) that impacts the Selection Process in any manner

**2.6.6** The Proposal shall be typed or written in indelible ink. The Proposals must be digitally signed by the Authorized Representative on each page of the Technical Proposal being submitted (the “**Authorized Representative**”) as detailed below:

- (a) by the proprietor in case of a proprietary firm;
- (b) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- (c) by a duly authorized person, in case of a limited company or a corporation

**2.6.7** Bidders should note the Proposal Due Date, as specified in Notice of Request for Proposal, for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by NHM-MP, and the evaluation will be carried out only on the basis of documents received by the closing time of Proposal Due Date as specified in notice of RFP. Bidders will ordinarily not be asked to provide additional material information or documents subsequent to the date of submission, and unsolicited material, if submitted, will be summarily rejected. For the avoidance of doubt, NHM-MP reserves the right to seek clarifications from bidders on any of the aspects.

**2.6.8 Financial Proposal:** While preparing the Financial Proposal, Bidders are expected to consider

the various requirements and conditions stipulated in this RFP document. The Financial Proposal should be submitted as per the format for financial proposal given on <https://www.mptenders.gov.in>.

**2.6.9** While submitting the Financial Proposal, the Bidder shall ensure the following:

- (a) The Bidder shall submit the Financial Proposal as per the instruction provided in this RFP
- (b) The Bidder shall ensure not to submit the Financial Proposal with the Technical Proposal. Any Technical Proposal with financial details will be rejected by NHM-MP
- (c) The Financial Proposal shall only be submitted in soft copy through MP Tender Website <https://mptenders.gov.in>, in the Format as provided therein (“**Financial Proposal**”) in a MS excel file clearly indicating the amount in both figures and words and up to 02 (two) decimal points. For example, amount shall be quoted as 10.12 instead of 10 or 10.1
- (d) In case of any discrepancy between figures and words, in the Financial Proposal, the amount indicated in words shall prevail
- (e) The Financial Proposal shall be furnished in INR (Indian Rupees) only
- (f) The Financial Proposal needs to be filled in completeness based on financial submission sheet including break-up of expenses for Operational Costs and as per the details mentioned within the sheet
- (g) The Financial Proposal should be a Proposal inclusive of all the costs including but not limited to all taxes associated with the Project. The Financial Proposal should clearly indicate the price to be charged without any qualifications whatsoever and should include all taxes, duties, fees, levies, works contract tax and other charges as may be applicable in relation to the activities proposed to be carried out. These shall normally cover remuneration for all the personnel, accommodation, air fare, transportation cost, equipment, office supplies including stationery material, printing of documents, consumables etc. The Financial Proposal shall consider all the expenses and tax liabilities and cost of insurance, levies, and other impositions applicable under the prevailing law
- (h) If there is a change in the applicable taxes, NHM-MP shall bear the cost of the same
- (i) The Bidder shall quote price in the prescribed format, the unit rates of the services it proposes to provide as per the RFP document
- (j) The Bidder(s) should quote rate for Professional Audit Services without any escalation clause. Rates quoted should be given both in words and in figures
- (k) Rates quoted in the Financial Proposal must be firm and final and shall not be subject to any modifications, on any account whatsoever
- (l) Rates shall be quoted for details mentioned in Financial Proposal and would remain fixed for the entire Contract Period
- (m) The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and would be liable to be rejected
- (n) NIL value quoted against any field in the Financial Proposal sheet shall lead to rejection

of Proposal

- (o) Bidders are required to note that they should necessarily submit their Financial Proposal in the format provided and no other format is acceptable. If during or subsequent to evaluation of Financial Proposal, it is discovered that the Financial Proposal submitted by a Bidder, has been modified in any unauthorized manner, the Proposal may be rejected. NHM-MP may first in exercise of its discretion seek clarifications from the Bidder on such an occurrence

**2.6.10 Rectification of errors:** Arithmetical errors in the Financial Proposal will be rectified on the following basis:

- (a) Items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections shall be made to the Financial Proposal
- (b) If there is a discrepancy between words and figures, the amount in words shall prevail
- (c) If there is any discrepancy in the sum total, the corrected sum total will be considered
- (d) Any other arithmetical error will stand corrected for evaluation
- (e) If the Bidder does not accept the correction of errors, the Proposal will be rejected, and the Performance Security/EMD shall be forfeited, as the case may be

**2.6.11** Bidders are advised to serially number their Proposal documents along with indexing

**2.6.12 Extension of Period of Bid Validity:** The Proposals shall be valid for a period of not less than 120 (one hundred twenty) days from the Proposal Due Date. NHM-MP may request the Bidder(s) for an extension of the period of the validity of the Proposals (“**Bid Validity Period**”). The request and the responses thereto shall be made in writing. The Bidder shall be at liberty to refuse the request. In such a circumstance, it will be construed that the Bidder has withdrawn its Proposal and will not be entitled to claim or receive any damages/ interest/charges, nor be entitled to return of its Proposal documents submitted or refund of the EMD

## **2.7 Submission, receipt and opening of proposals**

**2.7.1** The Proposal shall be submitted through MP Tender Website <https://mptenders.gov.in> . The procedure for filing of e-tender is provided on the portal. For any queries or errors faced related to uploading and submission of Technical and Financial proposals, payment of Tender Fee and EMD, as part of this RFP, the Bidder(s) may contact the e-portal’s 24 x 7 helpdesk at toll free number as mentioned on the MP Tender Website <https://www.mptenders.gov.in>. The Bidder(s) may kindly note that NHM-MP shall not be responsible for any delays or errors faced in submission of Proposals, processing payment of Tender fees or EMD etc., at any stage of the Proposal submission process due to issues including but not limited to network outage and connectivity, technical errors, server downtime etc. on <https://mptenders.gov.in>

**2.7.2** The Authorized Representative of the Bidder should authenticate EMD details, Technical and Financial Proposal. The Proposal is to be submitted on the document downloaded from MP Tender Website. The Bidder shall be responsible for its accuracy and correctness as per the

version uploaded by the NHM-MP and shall ensure that there are no changes caused in the content of the downloaded document. In case of any discrepancy between the document used for submission by the Bidder and the version uploaded by the NHM-MP, the latter shall prevail.

- 2.7.3** The Authorized Representative's authorization should be confirmed by a written power of attorney by the competent authority in the format set out in **Annexure-7** of this RFP
- 2.7.4** No Proposal shall be accepted after the Proposal Due Date and time
- 2.7.5** After the deadline for submission of Proposals the Technical Proposal shall be opened by the evaluation committee to evaluate whether the Bidders meet the prescribed minimum Pre-Qualification Criteria
- 2.7.6** After the Proposal submission until the execution of the Contract, if any Bidder wishes to contact NHM-MP on any matter related to its Proposal, it should do so in writing at the issuing authority (NHM-MP) official address: **Link Road No. 3, In front of Patrakar Colony, Bhopal, Madhya Pradesh 462003**. Any effort by a Bidder (including the Selected Bidder) to influence NHM-MP during the Proposal evaluation, Proposal comparison or grant of the Work Order decisions may result in the rejection of the Proposal

## **2.8 Proposal Evaluation**

- 2.8.1** As part of the evaluation, the Technical Proposal submitted shall be checked to evaluate whether the Bidder meets the prescribed minimum Pre-Qualification Criteria in accordance with the technical evaluation as set out in this RFP. Subsequently the Technical Proposal submission, for Bidders who meet the minimum Pre-Qualification Criteria, shall be checked for responsiveness in accordance with the requirements of the RFP and only those Technical Proposals which are found to be responsive would be further evaluated in accordance with the criteria set out in this RFP.
- 2.8.2** NHM-MP may, in its sole discretion, reject any Proposal that is not responsive hereunder. A Proposal will be considered responsive at each stage only if:
- (a) To the satisfaction of NHM-MP, the Bidders meet the minimum qualifications prescribed before evaluating Financial Proposals
  - (b) The Technical Proposal submitted by the Bidder is:
    - (i) submitted online only. No hard copy shall be submitted to NHM-MP. In case a Bidder submits the Technical Proposal in hard copy, the Proposal shall be summarily rejected;
    - (ii) received in the form specified in this RFP;
    - (iii) received by the Proposed Due Date including any extension thereof in terms hereof;
    - (iv) it is accompanied by the Earnest Money Deposit unless eligible for exemption;
    - (v) it contains all the information (complete in all respects) as requested in this RFP and/or Bidding Documents (in formats same as those specified);

- (vi) does not contain any condition or qualification; and
- (vii) it is not non-responsive in terms hereof

(c) That the Financial Proposal submitted by the Bidder is:

- (i) submitted online only. No hard copy shall be submitted to NHM-MP. In case a Bidder submits the Financial Proposal in hard copy, the Proposal shall be summarily rejected;
- (ii) the Financial Proposal is received in the form specified in this RFP;
- (iii) it is received by the Proposal Due Date including any extension thereof in terms hereof;
- (iv) it does not contain any condition or qualification; and
- (v) It is not non-responsive in terms hereof

(d) NHM-MP reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution, or withdrawal will be entertained by NHM-MP in respect of such Proposals. However, NHM-MP reserves the right to seek clarifications or additional information from the Bidder during the evaluation process. NHM-MP will subsequently examine and evaluate Proposals in accordance with the Selection Process detailed out below

**2.8.3** For the purpose of this RFP document, a Proposal shall be regarded as non-responsive when the Proposal, in which any of the particulars and prescribed information is missing or are incomplete, in any respect and/or prescribed conditions are not fulfilled and shall be liable to be rejected

**2.8.4 Selection basis for L-1 Bidder:**

The methodology to be followed for selecting the eligible L-1 Bidder would be as follows:

For instance, suppose 03 (three) Bidders have submitted their Proposals for Cluster X. Once they are qualified Bidders based on the evaluation of the Technical Proposal, the Financial Proposal will be opened and the calculation methodology to be followed for selection of Bidder would be as follows:

BIDDER 1	BIDDER 2	BIDDER 3
Professional Audit Fees = INR 5,00,000/-	Professional Audit Fees = INR 10,00,000/-	Professional Audit Fees = INR 15,00,000/-

(Note – The notional values as expressed in the table above is intended purely for explanation purposes only)

Hence, the Bidder 1 will be selected for Cluster X, since it is offering the lowest rate and will be the L-1 Bidder based on the Least Cost (L-1) methodology, similar methodology shall be adopted for all 19 clusters as mentioned in the Scope of Work Section

Any L-1 Bidder would be awarded a maximum of 03 (three) clusters only (including reappointment, if any)

**2.8.5** Proposals shall be deemed to be under consideration immediately after they are opened and until



such time NHM-MP makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain, save and except as required under the Bidding Documents, from contacting by any means, NHM- MP and/ or their employees/ representatives on matters related to the Proposals under consideration

### SECTION 3. SELECTION OF AGENCY

As part of the evaluation, a Bidder must fulfill the minimum pre-Qualification Criteria. In case a Bidder does not fulfill the minimum pre-Qualification Criteria, the Proposal of such a Bidder will not be evaluated further.

#### 3.1 Qualification Criteria

The minimum qualification criteria (“**Qualification Criteria**”) for a Bidder to qualify for technical evaluation are listed below:

S. No	Basic Requirement	Specific Requirements	Documents Required
1.	<b>Legal Entity</b>	Bidder(s) interested in participating in the Selection Process must be a duly registered legal entity from Madhya Pradesh	Registration documents of the Bidder as a company/ firm/ partnership/ proprietorship etc. or any legal entity along with: 1. Details of Board of Director/ Managing Director/ CEO/ Partners 2. PAN Card of the registered legal entity 3. GST certificate of the registered legal entity 4. Any other supporting document, as may be required
2.	<b>Existence of the firm</b>	Bidder(s) should be in existence and engaged in the business of conducting Internal and Concurrent Audit services for at least last 15 (fifteen) consecutive years and must be in existence at the time of Proposal submission i.e., on Proposal Due Date	<ul style="list-style-type: none"> <li>▪ Registration document showing incorporation of the Bidder</li> <li>▪ an undertaking on the letterhead of the Bidder (as per <b>Annexure-8</b>) stating that the Bidder has been in existence and engaged in the business of conducting Internal and Concurrent Audit services for at least last 15 (fifteen) consecutive years and must be in existence at the time of Proposal submission i.e., on Proposal Due Date</li> </ul>
3.	<b>Registration</b>	Bidder(s) must be registered with the Institute of Chartered Accountants of India (ICAI)	Copy of Registration Certificate and registration must be valid at the time of proposal submission i.e., on Proposal Due Date
4.	<b>Empanelment</b>	The Bidder must be empanelled with the Comptroller & Auditor General of India (C&AG) and eligible for major Public Sector Undertakings (PSUs) Audits for the year 2024-25	Copy of the valid empanelment letter with the Comptroller & Auditor General of India (C&AG) and major PSU audit
5.	<b>Head Office/ Headquarter in Madhya Pradesh</b>	The Bidder should necessarily have a registered Head office/ Headquarter in Madhya Pradesh as on proposal due date (Please see note (a) below)	Copy of ICAI certificate as on 01 <sup>st</sup> January 2025.  Self-declaration on the Bidder’s letterhead confirming the registered Head office/

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S. No	Basic Requirement	Specific Requirements	Documents Required
			Headquarter address in Madhya Pradesh Copy of Rent Agreement with NOC from Landlord / copy of Registry along with Copy of latest Electricity Bill or Telephone Bill (not older than 03 (three) months from the Proposal Due date)
6.	<b>Concurrent Audit Experience</b>	Bidder(s) must have an experience of conducting Concurrent Audit services in Bank/ Management Consultancy/ Bid Management and should have handled at least 02 (two) accounts in the last 03 (three) Financial Years (i.e., 2022-23, 2023-24 and 2024-25)	Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of concurrent audits done and all other essential details of the contract. Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted.
7.	<b>Government experience</b>	The Bidder(s) must have handled at least 02 (two) accounts in conducting Internal/Concurrent audit services with a State Govt., PSUs, or Semi Govt. ventures during the last 03 (three) Financial Years (i.e., 2022-23, 2023-24 and 2024-25)	Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of concurrent audits done and all other essential details of the contract  Third party certification will not be admissible and will be required from concerned Government authority only  Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted
8.	<b>Manpower</b>	<b>A.</b> Bidder(s) should have a minimum of 05 (five) Partners in the firm, out of which 03 (three) should be Full Time Fellow Chartered Accountant Partners (as per ICAI certificate at the time of Proposal submission)  <b>B.</b> Bidder(s) should have a minimum of 05 (five) Semi-qualified CA staff (Inter) working with the firm since at least 01 (one) year at the time of Proposal Submission	Self-Declaration by the Director/ Partner/ CEO or Authorized Signatory of the Bidder along with the name of full-time fellows
9.	<b>Average Annual Turnover</b>	The Bidder(s) should have an average annual financial turnover of INR 30 (thirty) Lakhs in the last 03 (three) Financial Years (i.e., 2021-22,	Certificate issued by a statutory auditor (as per <b>Annexure-2</b> ) along with Audited Financial Statements confirming the

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S. No	Basic Requirement	Specific Requirements	Documents Required
		2022-23 & 2023-24)	average annual turnover of the Bidder during the stated Financial Years must be submitted
10.	<b>Net Worth</b>	The Bidder(s) should have a positive net worth in each of the last 03 (three) Financial Years i.e., 2021-22, 2022-23 & 2023-24)	Certificate from statutory auditor (as per <b>Annexure-2</b> ) and Audited Financial Statements shall be submitted by the Bidder for the stated Financial Years
11.	<b>Blacklisting</b>	The Bidder(s) shall not have been debarred / blacklisted by any Central Govt. /State Govt. / Public Sector Undertaking / any other local Body or body established under or in the control of the Central or state Government and till completion of the Selection Process under this RFP	Undertaking to be submitted on a non-judicial stamp paper as per <b>Annexure-5</b>
12.	<b>Pending Petitions</b>	The Bidder(s) shall inform NHM-MP of any such pending suits/ enquiry/ investigation against the Bidder in any court of law, legal authority, paralegal authority which may hamper the execution of works under this RFP	Undertaking to be submitted on a non-judicial stamp paper as per <b>Annexure-5</b>

**Note:**

- (a) For Cluster no. 19 (SHS, Bhopal) Bidder should have a registered Head office/ Headquarter in Bhopal, M.P. at the time of Proposal submission i.e., on Proposal Due Date, for rest of the clusters the Head office/ Headquarter could be located anywhere in the State (Madhya Pradesh)
- (b) If required, NHM-MP may seek specific clarifications from any or all Bidder (s) at this stage
- (c) A Proposal will be rejected at this stage if it does not respond to minimum Pre-Qualification Criteria as determined under this RFP document

### **3.2 Exclusion of Proposal/ Disqualification**

#### **3.2.1 NHM-MP may exclude or disqualify a Proposal if:**

- (a) The information submitted, concerning the qualifications of the Bidder, was false or constituted a misrepresentation;
- (b) The information submitted, concerning the qualifications of the Bidder, was materially inaccurate or incomplete;
- (c) The Bidder is not qualified as per Pre-Qualification Criteria mentioned in the RFP document, even after seeking clarifications/ additional documents by the Evaluation Committee;
- (d) The Proposal materially departs from the requirements specified in the Proposal or it contains false information;

- (e) The Bidder submitting the Proposal, his agent or anyone acting on his behalf, gave or agreed to give, to any officer or employee of NHM-MP or other governmental authority a gratification in any form or any other thing of value so as to unduly influence the Selection Process;
- (f) The Bidder in the opinion of NHM-MP, has a Conflict of Interest materially affecting fair competition;
- (g) The Bidder submits Financial Proposal for more than 03 (three) Clusters;
- (h) A Proposal shall be excluded/ disqualified as soon as the cause for its exclusion/disqualification is discovered.

### **3.3 Final selection**

- 3.3.1** The evaluation committee (“**Evaluation Committee**”) appointed by NHM-MP will carry out the evaluation of Technical Proposals of the qualified Bidders before opening of the Financial Proposal.
- 3.3.2** Only the bidders who meet ALL the Qualification Criteria as mentioned in the Clause 3.1 above, would be considered for further financial evaluation purposes. Bidders who fail to fulfill any of the requisite Qualification Criteria would not be considered for the evaluation.
- 3.3.3** Financial Proposals of only those Bidder(s) shall be opened who shall meet all the defined minimum Qualification Criteria as mentioned in the Clause 3.1 above. A Bidder can submit Financial Proposal for a maximum of 05 (five) Clusters only. In case any Bidder submits Financial Proposal for more than 05 (five) Clusters, then both the Technical and Financial Proposal, of such Bidder shall be summarily rejected and the Bidder shall automatically be disqualified from further participation in the Selection Process under this RFP.
- 3.3.4** For quoting of rates, the Bidders are required to fill Financial Proposal format available on MP Tender Website. The L-1 cost will be considered based on quote provided in the financial format sheet for each Cluster.
- 3.3.5** The Selected Bidder shall be the Bidder having the lowest quoted rates (“**L-1 Bidder**”) for a particular Cluster.
- 3.3.6** The bidders are not allowed to quote fees less than minimum fees as mentioned in the RFP.
- 3.3.7** In case of 02 (two) or more Bidders quoting the same value, the Bidder having the higher annual average turnover as per the eligibility criterion would be the first in sequence. Further, if 02 (two) or more Bidders are found to be having the same average annual turnover also, then the number of projects (concurrent and internal audit) undertaken in the last 03 (three) years shall be taken into consideration and the Bidder having the higher number of projects shall be awarded as L-1 Bidder. In case, 02 (two) or more Bidders are found to be having the same number of projects undertaken also, then firms having work experience with NHM-MP/any state shall be preferred, in case firms having same work experience with NHM-MP/any state then NHM-MP at its own discretion take the final decision for selection of the L-1 Bidder and the same will have to be adhered to and abided by all the Bidder(s) in an undisputed manner and no further communication shall be entertained for the same.
- 3.3.8** In case of any unforeseen circumstances, if the L-1 Bidder does not wish to engage with NHM-MP or L1 bidder has already been selected for a maximum of 3 clusters, then the L-2 Bidder would be offered to take up the Contract for fourth preferred cluster of same L1 bidder or for

the cluster the L1 bidder choose not to engage with. However, the L-2 Bidder would be offered to take up the Contract at L-1 rates itself. If the L-2 Bidder is willing to accept the Contract at L-1 rates, then the L-2 Bidder would be selected for providing the services within the scope of this RFP for the respective cluster. In case the L-2 Bidder also does not agree to take up the Contract, the process would be repeated with L-3, L-4 and so on Bidder(s).

**3.3.9** The sequence of cluster-wise financial bid opening will be decided by NHM at the time of opening of the financial bids and in accordance with the preference mentioned in **Annexure-11** and consequently L-1 bidder will be the selected Concurrent Auditor for that respective cluster.

**3.3.10** If a Bidder is selected as L-1 for concurrent audit in 03 (three) clusters (including reappointment), the remaining Financial Proposals of the Bidder shall not be considered for any of the remaining clusters under the selection process.

**3.3.11** In case of receipt of a single Financial Proposal for any cluster, if such Bidder has cleared Technical Evaluation and also such Bidder's Financial quote for the cluster is also found reasonable by the Evaluation Committee, the same shall be acceptable.

**3.3.12** The Selected Bidder will enter into a Contract with NHM-MP and shall work in accordance with the SOW mentioned in the RFP.

**3.3.13**

If no bids are received for any of the mentioned clusters, bidders who have been awarded only one or two clusters (as the case may be, priority to be given to the bidder who have been awarded one cluster) and have the highest Average Annual Turnover will be eligible to be awarded an additional cluster where no bid has been received, based on mutual consent at the minimum fees as mentioned in the RFP. NHM-MP reserves the full discretion to award the cluster to the shortlisted agency(ies) for other clusters, through mutual consent with the bidder.

**3.4 Grant of Work Order**

**3.4.1** After selection, a work order ("**Work Order**") will be issued, by NHM-MP to the Selected Bidder(s). The Work Order will be handed to the Selected Bidder or emailed or posted to the Selected Bidder's address as given in the Proposal and such handing or emailing or posting shall be deemed good service of such a notice. The Selected Bidder (s) shall, within 7 (Seven) working days of the receipt of the Work Order, sign and return the duplicate copy of the Work Order in acknowledgement thereof. Thereafter, the Selected Bidder will enter into a Contract with NHM-MP ("**Selected Agency**") and shall work in accordance with the SOW mentioned in the RFP

**3.4.2** The issue of the Work Order accepting the Selected Bidder's Proposal by NHM-MP and the acceptance of the Work Order by the Selected Bidder shall create binding obligations upon the Selected Bidder to fulfil the conditions as specified in this RFP and the Work Order, including the execution of the Contract within the prescribed time, all to the satisfaction of NHM-MP.

**3.4.3** In the event the duplicate copy of the Work Order duly signed by the Selected Bidder (s) is not received by the stipulated date, NHM-MP may, unless it consents to extension of time for submission thereof, appropriate the Earnest Money Deposit of such Selected Bidder(s) as mutually agreed genuine pre-estimated loss and damage suffered by NHM-MP on account of

failure of the Selected Bidder(s) to acknowledge the Work Order.

- 3.4.4** Additionally, non-acceptance of the Work Order by the Selected Bidder within the time prescribed therein shall lead to forfeiture of the Earnest Money Deposit of such Selected Bidder and thereafter, NHM-MP shall be free to award the Project to the next Bidder in sequence, or to proceed in the manner as considered in the best interest of NHM-MP, at the sole discretion of NHM-MP.

## **SECTION 4. SCOPE OF WORK**

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### **4.1 Detailed Scope of Work**

Concurrent audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedure and guidelines. The emphasis under concurrent audit is not on test checking but on substantial checking of transaction. It is an ongoing appraisal of the financial health of an entity to determine whether the financial management arrangements (including internal control mechanism) are effectively working and identify areas of improvement to enhance efficiency. The Selected Agency shall be required to share the detailed audit plan with NHM-MP post signing of the contract and before initiation of the audit services.

#### **4.1.1 Programme/ Schemes under the purview of National Health Mission**

- (1) Reproductive and Child Health Flexible Pool
- (2) Health System strengthening under NRHM
- (3) National Urban Health Mission, Flexible Pool
- (4) National Disease Control Programme, Flexible Pool
- (5) 20% (twenty percent) of Village Health Sanitation Committee of a District covering 05% (five percent) VHSCs in each quarter
- (6) Emergency COVID-19 Response Plan
- (7) 15<sup>th</sup> Finance Commission
- (8) Pradhan Mantri - Ayushman Bharat Health Infrastructure Mission (PM-ABHIM)
- (9) Other schemes can also be included as and when required by NHM-MP
- (10) **Funding & Accounting Arrangements**

Funds for the various programs are transferred from Pay & Accounts Office of MoHFW to the State Treasuries and then from Treasuries to the SHS functioning in the State. Government of India transfer funds in the form of Grants-in-Aid to State treasuries through RBI on the basis of respective State Programme Implementation Plans (“SPIPs”) and approved Annual Work Plans, which are prepared on the basis of District Health Action Plans (“DHAPs”) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS, each program has separate bank account, separate books of accounts and other financial records as per the requirements of each program and separate financial activity reports are also submitted at varying frequencies to the respective monitoring units in MoHFW (GOI)

#### **(11) Financing by Development Partners/ Donors**

Some of the programs of NHM are also supported by development partners such as the UNICEF. For which credit agreements have been entered into by GOI with the respective development partners. Compliance with specific fiduciary requirements of the development partners will additionally be needed to be reported by the auditors. Copies of the legal agreements and other project documents will be provided to the auditors, if needed, by SHS/ concerned Programme Division in the State



**(12) 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.

It is to be noted that the Selected Agency (audit firm) to whom a district is allotted shall conduct the audits for Medical College, RHFUTC, RJD offices and Nursing centers situated in that respective district.

**4.1.2 Cluster-wise breakup**

For the purpose of conducting audit across the state as per above mentioned facilities and set- ups, the districts have been divided into a Cluster of 02,03 & 04 districts as the case may be. The list of districts and respective clusters, which need to be quarterly audited are as follows:

Cluster No.	Name of the districts	Cluster No.	Name of the districts
01	Shivpuri, Sheopur, Morena	11	Chhindwara, Hoshangabad, Betul
02	Gwalior, Bhind, Datia	12	Harda, Khandwa, Burhanpur
03	Ashoknagar, Guna, Rajgarh	13	Indore, Dewas, Khargone
04	Bhopal, Vidisha, Raisen	14	Dhar, Alirajpur, Barwani
05	Tikamgarh, Niwari, Chhatarpur	15	Neemuch, Mandsaur
06	Sidhi, Singrauli, Shahdol	16	Ujjain, Sehore, Shajapur, Agar Malwa
07	Panna, Satna, Rewa	17	Jhabua, Ratlam
08	Katni, Anuppur, Umaria	18	Damoh, Sagar
09	Dindori, Mandla, Jabalpur	19	State Health Society, Bhopal
10	Narsinghpur, Seoni, Balaghat		

**Note:**

- The Selected Agency, which is awarded Cluster 19 shall be responsible to submit consolidated Financial Statements for entire state and shall also be responsible for deployment of at least one Chartered Accountant at NHM-MP, Bhopal
- The minimum fees for the each of the abovementioned clusters is enclosed as **Annexure-13**
- For Cluster no. 19 (SHS, Bhopal) Bidder should have a registered Head office/ Headquarter in Bhopal, M.P. at the time of Proposal submission i.e., on Proposal Due Date, for rest of the clusters the Head office/ Headquarter could be located anywhere in the State (Madhya Pradesh)

**4.1.3 Responsibilities of Selected Agency to whom cluster 19 is awarded**

1. The Selected Agency, which is awarded Cluster 19 shall be responsible to submit consolidated Financial Statements for entire state and shall also be responsible for deployment of at least one Chartered Accountant at NHM-MP, Bhopal

2. Preparation of summarised details of drawing & disbursing Officer (DDO) wise bank transaction:
  - Monthly/ Quarterly basis
  - Bank Account-wise summary (Parent/ Prasuti Sahayata Yojana/ eNET/ TB Nikshay)
  - Review of transaction wise details in each DDO and identifying discrepancies if any
  - confirmation to be taken from concerning District Accounts Manager (DAM) Block Accounts Manager (BAM) of each DDO for unidentified transaction
3. Sharing summarised copy of bank account wise summary of each scheme (Parent/ Prasuti Sahayata Yojana/ eNET/ TB Nikshay) with all the concurrent auditor and discuss with them for any queries raised from concurrent auditor and District Accounts Manager (DAM)/ Block Accounts Manager (BAM) of each DDO
4. Reconciliation of funds received with bank accounts for all schemes
5. Preparation of format of financial statements on FMR basis submitted by the all the concurrent auditor
6. Reversal of transaction to be checked during Financial Year 2025-26 and same was crossed checked with the e- Vitt software for discrepancies if any
7. Reviewing of Concurrent Audit Reports of each quarter of all the clusters
8. Provide support to all the concurrent auditors regarding fund reconciliation and other program related queries raised by them from time to time
9. Provide support for Preparation of Action Taken Report from all the District in response to comments raised by the statutory Auditor for the Financial Year 2025-26

#### **4.1.4 Instructions for Concurrent Auditors**

- (1) Audit for the Financial Year will include all the components under NHM-MP
- (2) In case any special task given by the NHM-MP, Bhopal, the auditor shall submit special audit report within time period given by NHM-MP, Bhopal. No extra fees shall be payable for special tasks
- (3) The auditor will specifically mention in the audit report about the coverage of audit
- (4) The District Auditor have to issue separate Audit Report for each Programme individually for each accounting unit & consolidation financial reports at the end of financial (01-04-2025- to 31-03-2026) at district level
- (5) The auditor shall also furnish an audited FMR with all the line activities for each quarter showing cumulative and head wise expenditure along with the Audited Statement of Accounts. Auditor shall certify a comparative statement showing expenditure as per FMR and as per Audit Report. Auditor must also document the reason for variances between the FMR figures and audited figures in cases where the variances are significant e.g., more than 15% (fifteen percent) from the audited figures at each component level
- (6) Audit team once deployed for district audit (including all blocks, VHSCs), cannot be changed without prior intimation & consent of state office.
- (7) The audit team must consist of at least four members, including one Qualified Chartered Accountant (CA), one Semi-Qualified CA, and two support staff/other assistants. The team is required to visit each district for a minimum of five days every quarter. The agency required to submit CVs of the audit team members to the department before execution of the audit.

- (8) Reporting on the adequacy of internal controls, the accuracy and propriety of transaction, the extent to, which assets are accounted for and safeguarded, and the level of compliance with financial norms and procedures of the operational guidelines
- (9) Audit of the SHS / DHS accounts and expenditure incurred by SHS/DHS
- (10) Verification of Quarterly FMR with Books of Accounts.
- (11) Audit of Advance at the SHS/DHS level
- (12) Vetting of the Action Taken reports (“**ATRs**”) and providing observation thereon
- (13) Follow-up & monitoring over the ATRs prepared on the observations made in the audit
- (14) Any other evaluation work, as desired by the State Audit Committee.
- (15) Review of the Account and expenditure incurred by the SHS/DHS & submit the audited financial
- (16) Statement of SHS/ DHS
- (17) Comparison between financial and physical performance and analysis.
- (18) The District Concurrent Auditor should ensure that audit of all financial transactions incurred during the financial year must be 100% (one hundred percent) covered under concurrent audit, all distribution centers in a district must be covered under audit of Free Drug Distribution Scheme, visit of all blocks are covered for financial audit in every quarter, audit of 05% (five percent) VHSCs at block level must be covered in every quarter
- (19) Expenditure is incurred against various activities approved in the Annual Work Plan & Budget (i.e.PIP) from funds released by Government of India. The internal auditor is required to exercise tests of accounting records, internal checks, and control and other necessary audit practices for the internal audit of the accounts as per general principles. In conducting the Audit, specific attention should be given to the following:
  - (i) 100% (one hundred percent) checking of all entries made in Tally software at all levels on the basis of cash book
  - (ii) The internal audit activities should include payment audit as well as independent appraisals of the financial, operational and control activities of the programme
  - (iii) The responsibilities of the internal auditor should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safe guarded, and the level of compliance with financial norms and State Government procedures
  - (iv) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which funds are provided
  - (v) Generally accepted accounting principles are followed by all entities that are authorized to incur expenditure
  - (vi) Goods, works and services financed have been procured in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, Travel Allowance (TA) bills, etc. are maintained and linked to the transactions

- (vii) All necessary supporting documents, records and accounts have been kept in respect of all programme expenditure. Clear linkages should exist between the books of accounts and Financial Statements presented to the GOI as well as to the State Government
- (viii) Expenditure incurred is strictly in accordance with the prescribed financial norms as per guidelines issued time to time. The expenditure statements / financial statements are drawn from the books of accounts and reporting proper utilization of funds as per the prescribed norms and in the best interest of the programme
- (ix) Verification of approval of competent authority in case, actual expenditures exceed the budget allocation sanctioned
- (x) Funds are used efficiently and economically to the purpose which they are provided
- (xi) Ensure the monthly bank reconciliation of all the bank accounts at all level
- (xii) The auditor has to ensure that each item of expenditure has been covered by a sanction, either general or specific, accorded by competent authority, authorizing such expenditure. The audit of sanction is directed both in respect of ensuring that the expenditure is properly covered by a sanction and also to satisfy that the authority sanctioning it is competent for the purpose by virtue of powers vested in it
- (xiii) It is required to be seen that the expenditure is incurred with due regard to the broad and general principle of financial propriety. The auditor needs to bring out the cases of improper, avoidable or in-fructuous expenditure even though the expenditure has been incurred in conformity with the existing rules and regulations. The Auditor is required to secure a reasonably high standard of public morality by looking into the wisdom, faithfulness and economy of transactions
- (xiv) Further, the auditor is expected to analyze the various programmes, schemes and projects run by the concerned district/block where large financial expenditure has been incurred are being run properly and are yielding results as expected of them
- (xv) The auditor shall submit necessary details as required by the State Health Society from time to time
- (xvi) Specific Scope of Internal Audit at each level:

S.N	Particulars	Scope	Remarks
1.	Carry forward of Opening Balance on 1 <sup>st</sup> April of each year correctly	100%	
2.	Checking of Cash / Bank Book Totals including carried forwards	100%	
3.	Vouching of receipts and payment with supporting documents	100%	
4.	Whether sanctioned amount of all vouchers are tallying with approved budget and Cash / Bank –Book?	100%	
5.	JV entries of TSD, GST and EPF to booking in appropriate head	100%	
6.	Verify all vouchers entered in the Cash / Bank Book duly sanctioned/ attested by Officer in charge?	100%	
7.	Physical Cash Verification – if any	Once each visit	
8.	Preparation of Bank Reconciliation Statements	100%	
9.	General Ledger scrutiny, accounting transactions are correctly accounted for in the respective Account Heads	100%	
10.	Check calculation of salary payments, EPF payments and entry for the salary payments	100%	

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S.N	Particulars	Scope	Remarks
11.	Check that payment to government and other departments towards TDS, GST (If any), and Labour Tax etc. are made on time	100%	
12.	Verification of different deductions against the staff advances	100%	
13.	Ensure timely Compliance of Statutory liabilities - Ex. EPF liability, TDS and GST	100%	
14.	TDS has been deducted as per the provisions of the Income Tax Act and deposit of same within prescribed timelines	100%	
15.	Check irregularities in payments on the following counts	100%	
	a) Splitting of Bills		
	b) Purchase expenses without following procurement norms		
	c) Overwriting on bills		
	d) Inadequate/ improper supporting/ authorization for payments		
	e) Inadequate delays in payments		
	f) Purchase made directly for which rate contract is available		
16	Guidelines for verification of Procurement	100%	
	a) The proposal of purchase has been approved by the competent authority or purchase committee		
	b) Indent for purchase should give details of the quantity required, last purchase rate, lead time and the name/ address of the consignee, etc.		
	c) Approval of mode of procurement		
	d) Tender documents		
	f) Contract award and its execution		
	g) The internal audit should check that the stores/ goods received are properly recorded in the stock registers		
	h) The quality of the Goods/ stores purchased are certified by the competent person and are as per the purchase order in terms of quality, quantity specification and price and store register number is recorded on the bill/ invoice		
	i) A summary of number of contracts awarded with their values, with the full particulars should be included in the report		
	j) Ascertain whether all tendering procedures like invitation of bids, the requirement of Earnest Money, Deposit, specifying Bid opening date, awarding of tender has been done as per the requirement		
	k) Analyze and comment on the reasonableness of the justification given in cases where contracts have been awarded on single tender basis		
	l) Ascertain whether financial capabilities of tenderers have been properly assessed and award of contract made to financially sound and capable parties		
	m) Verify whether the comparative statement which shows the evaluation of the tenderers has been drawn up correctly		
	n) Examine the cases where the most evaluated commercially and technically viable tenders have been overlooked and the reasons thereof		
	o) Verify whether the delegation of powers have been followed strictly at all stages-i.e., at the time of technical approval, administrative approval, calling for tenders, calling for negotiation and approval of the award		
	p) Examine whether any approved qualifying requirements were set before invitation of bids and whether successful bidders meet such requirements		

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S.N	Particulars		Scope	Remarks
	q)	Review and comment on the progress of work in respect of contracts under execution with reference to scheduled completion period provided in respective contracts. Also refer to the penal action taken against defaulting contractors/ suppliers		
	r)	Comment on the reasonableness of the rates against proprietary and standardized purchases		
	s)	Examine whether the payment for supplies is in line with the terms of the payment and are not prejudicial to the interest of the NRHM. Also highlight the deviations thereof		
	t)	Examine whether the items purchased made on urgent basis has been utilized for the purpose for which it was procured or is still laying in stores		
	u)	Examine and comment on the control maintained by the competent authority over high value contract		
	v)	Auditor also have to furnish a certificate for having checked at least -----% of the awards		
17.	Guidelines for verification of Procurement		100%	
	a)	Original bill duly signed by the supplier is submitted		
	b)	Supplier has put his initials in all cuttings/ corrections in the bill		
	c)	All supporting documents are attached with the bills		
	d)	Job completion certificate should be processed by the dealing Officer		
	e)	Bills are passed for payment as per the norms of mission		
	f)	Before passing bills it is to be checked that all the terms and conditions have been complied with		
	g)	Every final bill is checked in details with the measurement books if required		
	h)	Review and comment on the reasonableness of number of old cases of materials rejected upon inspection where advances have been realized		
	i)	Examine whether the discrepancies observed on physical verification have been investigated and adjusted with due approval of competent authority		
	j)	Whether all the deposits/retention money held by whatsoever name called have been released only after approval of competent authority		
	k)	Whether advances, if paid any, have been properly adjusted while making the final settlement with the supplier or the contractor as the case may be		
18.	Checking those legal recourses that have been taken in due course against defaulting contractors or suppliers		100%	
19.	Physical Verification of Fixed Assets with the Fixed Assets Register		100%	

**Following are some specific points which should be specially looked into by the Selected Agency (C.A. firm) while conducting the audit:**

- (1) The books and accounts kept by State/ District/ Block are maintained as per operational guidelines issued by Financial Management. Similarly, for procurement; State Procurement Rules must be followed strictly
- (2) Expenditures must not exceed from available budget
- (3) Audit must check 100% (one hundred percent) expenditures, vouchers and report accordingly

- (4) The discrepancies regarding accounts, procurements and bank reconciliation should be covered in report
- (5) It should be seen that separate expenditure accounts are prepared for each NDCPs/ NCD separately at State as well as District level and proper authentic vouchers are kept by every office whose accounts have been audited
- (6) As per directions given by MoHFW & Head office from time to time should be followed
- (7) Regulation regarding adjustment of advances has been described in Point no.5.5.2 of the MoHFW “Operational Guidelines for Financial Management” which should strictly be followed
- (8) Examine whether payments vouchers are serially numbered
- (9) Verify whether any capital expenditure has been charged to revenue and vice versa
- (10) Comment on old outstanding items in bank reconciliation along with reasons and whether the same have been reversed if stale
- (11) Whether all provisions for expenses and liabilities have been duly made following the accrual concept as per Accounting Standard I “Disclosure of Accounting policy”. Whether proper documentary evidence are available for the same. Comment on the cases of under provision or over provision
- (12) Checking of salary as per attendance records
- (13) Whether salary advances are outstanding for a period exceeding 06 (six) months or a reasonable period as the circumstances may permit
- (14) Internal Auditors to report on cases of irregular/unreasonable payments made to employees in case of transfer/retirement/absent on sick leave
- (15) Verify whether proper deductions have been made from the salary of the employees
- (16) Verify whether TDS deducted from the salary of the employees as well as payments to contractors, professionals or others is as per the rules and regulation prescribed by The Income Tax 1961 and its amendment from time to time
- (17) Whether TDS returns have been filed within the prescribed time limit and whether PAN of employees is correctly mentioned
- (18) Verify whether TA advance has been released by the approval of proficient authority and the same has been adjusted in the TA final bill. Also analyze the cases where an earlier advance is outstanding, and a subsequent advance has been released. Refer to the approval of specific authority in such cases and report the discrepancy, if any. Also report the advances remaining unadjusted for a period exceeding 03 (three) months
- (19) Whether staff advances have been released by specific approval of competent authority. Whether the same have been recovered from the employee’s salary within the prescribed time limit
- (20) Whether any discrepancy observed on the physical verification of fixed assets or stores. If yes, whether the same has been accounted for in the books of accounts
- (21) Auditors should verify and comment upon the system being followed for maintenance of leave records and encashment of leave not availed
- (22) Whether accounting treatment with regard to any estimate made, valuation etc. is in line with the Accounting Standards and other pronouncements made by The Institute of Chartered Accountants of India from time to time
- (23) For procurement, NHM-MP has adopted the State Store purchase rules and all the procurement should be made complying with specified purchase rules
- (24) It should be seen that properly conveyed committee has accorded sanctions on the matter regarding them
- (25) Financial and administrative regulations have been issued and powers have been delegated at various levels under NHM. It should be seen that only the competent authority has utilized the powers delegated to them

- (26) The manual on Financial Management and Procurement has prescribed financial norms for NHM, which should be followed while according sanctions

#### **4.1.5 Project Financial Statements**

- (1) Concurrent Audit Report of a District Health Society (DHS), District Hospital (DH), Block offices, Office of Regional Joint Directors (RJD), Medical College, Nursing Centre, and RHFUTC should be submitted separately & contain the following Financial statements and documents:

- (i) Audited of trial balance
- (ii) Audited statement of expenditure
- (iii) Duly filled Checklist provided in the guidelines
- (iv) Financial statements as prescribed
- (v) Audited Receipts & Payments A/c
- (vi) Audited Income & Expenditure A/c
- (vii) Balance Sheet (along with schedules and annexure) including accounting policies and notes to accounts
- (viii) Programme wise Expenditure account
- (ix) Program-wise reconciliation of *E-Vitt* & audited expenditure based on Tally
- (x) Bank Reconciliation Statement of all bank account operated
- (xi) Reconciliation of old Fund between DHS & Block, DHS & DH.
- (xii) Statement of fund allotment from blocks to PHCs/ SHC/ VHNSC & reconciliation of their balances
- (xiii) List of outstanding advances – Activity wise & Age-wise
- (xiv) Observation and recommendation of Auditor – particularly covering the following aspects :
  - a. Serious audit observations
  - b. Deficiencies noticed in internal control
  - c. Suggestions to improve the internal control
  - d. Extent of non-compliance with Guidelines issued by GOI
  - e. **Reporting of Financial irregularities and violation of program guidelines and instructions must be specifically covered, which includes scrutiny of tenders executed at units**
  - f. The Auditor Responsibility to completing accounting entries and finalization of books of accounts
  - g. **Quarterly Executive summary of District in the prescribed format**
  - h. **Consolidated financial report at the end of the financial year at district level**
  - i. **Other task as & when required from the side of management in the interest of organization**

- (2) Audit of 20% (twenty percent) VHSCs, covering 05% (five percent) in every quarter:

- (i) Report on correctness of expenditures incurred at VHSC level and comment on physical verification of items purchased
- (ii) Statement of fund received during the financial year, expended, bank interest earned and unspent balance at VHSC
- (iii) Check & report on compliances by VHSCs with respect to untied fund guidelines



#### **4.1.6 Financial Monitoring Reports (“FMR”)**

In addition to the primary opinion on the financial statements, the auditor is required,

- (i) **To audit every quarter ended FMR submitted to MoHFW by State.** The auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective
- (ii) **Where ineligible expenditures are identified as having been included in the reports, these should be separately noted by the auditors. The audit report should include a separate paragraph commenting on the accuracy and propriety of expenditures included in the financial statements and including whether procurement procedures have been followed, and the extent to which the Management can rely on these reports**
- (iii) **Other general terms and conditions**
  - (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; 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. However, for various programmes, **special attention must be paid to the requirements of the agreement between GOI and development partners (such as for RCH-II, RNTCP, IDSP and National Vector Borne Disease Control Programme (NVBDCP)).** Such requirements are available within the State concerned Program Officers. For such externally funded programmes, 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) Expenditures if any, ineligible for financing by the development partners (as documented in the Development Credit Agreement with International Development Association (IDA) and equivalent agreement with Department for International Development (DFID)) are disclosed adequately in the financial statements
  - (e) All necessary supporting documents, records and accounts have been kept in respect of the project.

#### **4.1.7 Reporting Timelines**

The timelines for submission of quarterly concurrent audit report shall be communicated to the Selected Agency from time to time by NHM-MP

## **SECTION 5. PAYMENT TERMS**

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### **5.1 Invoicing and Payment**

#### **5.1.1 Invoicing (General)**

- (a) No advance payment shall be made by NHM-MP at the time of signing of Contract with the Selected Agency (s)
- (b) Prices (inclusive of all taxes), to be charged by the Selected Agency (s) for provision of services in terms of the Contract shall not vary from the rates agreed upon in the Financial Proposal/ Contract
- (c) No separate payments to be made for any consumables, printing related expenses, transportation & supply costs, manpower deployed etc. to the Selected Agency (s). The cost for the same shall be borne by the Selected Agency and has to be accounted for in the Financial Proposal
- (d) The Selected Agency(s) shall not be paid any extra charges (or any out-of-pocket expense) against such items which are required for providing proper and efficient working of the Project during Contract Period
- (e) The Selected Agency (s) shall raise its invoice to NHM-MP on quarterly basis with the relevant document proofs at the end of every quarter (of the Financial Year) during which the audit has been carried out
- (f) Invoices for payment for each quarter to be submitted by the 10<sup>th</sup> (tenth) day of first month of the next quarter
- (g) The payment will be subject to deduction of taxes at source (TDS) as per Income Tax Rules/ GST [(“**Goods and Service Tax**”) if applicable] and other statutory deductions as per Applicable Laws
- (h) GST, (if applicable), should not be included in the Proposal rates and shall be paid by NHM-MP separately on prevailing rates. All other taxes, duties, license fee and levies shall be included in the Proposal price
- (i) All the remittances due to the Selected Agency (s) shall be remitted to the bank account of the Selected Agency for all payments relating to reimbursement of the invoices or any other payments related to the Project that shall become due in favour of the Selected Agency (s)
- (j) All the payments will be made in Indian Rupees (INR) only
- (k) Payments shall be subject to deductions of any amount for which the Selected Agency is liable as per the liquidated damages clauses set out in the RFP/ Contract

### **5.1.2 Invoicing**

- (a) The rate shall encompass all the costs for TA/ DA, manpower deployed, transportation cost etc. (manpower and mode of transportation, fuel, etc.)
- (b) Payment shall be made to the Selected Agency (s) on a quarterly basis.
- (c) Operational expenditure shall include the costs for all the services provided by the Selected Agency (s) as mentioned in the Scope of Work section and any other pre-approved written expenses.
- (d) Invoice in 03 (three) copies with requisite documents/proofs to be submitted to NHM-MP, State Office, District Office.
- (e) The Selected Agency (s) shall submit the Quarterly Audit Reports of all programs to State Health Society and District Health Societies in signed hard copy & soft copy along with Quarterly Executive Summary.
- (f) The Selected Agency (s) must provide additional/ supplementary documents for verification of the invoices to NHM-MP, if required from time to time.
- (g) The payment in favor of the Selected Agency (s) shall be released after successfully completion of audit work and submission of invoice by the Selected Agency but no interest/charges shall be paid on delayed payments.

### **5.2 Disputed Invoice**

- (a) In case of a dispute on the invoice amount, or any other payment related matter; such matter shall be discussed with NHM-MP and/ or any other authority designated by the Nodal, NHM-MP. In such cases, the Selected Agency, shall produce requisite supporting documents, communications, acknowledgement of NHM-MP, etc. to support the disputed Invoice amount, or any other payment related matter; however, the decision of the Nodal, NHM-MP in this matter shall be considered as final.
- (b) Any dispute or difference or claim arising out of or in relation to the terms of the RFP, will be settled by reaching a mutual understanding and amicable settlement between the parties.

## **SECTION 6. KPIs AND LIQUIDATED DAMAGES**

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The Key Performance Indicators (“**KPIs**”) below defines the terms of the Selected Agency’s responsibility in ensuring the timely delivery of the Scope of Work, quality of deliverables and other aspects of selection as per the RFP. The KPIs mentioned below are not exhaustive and any addition/deletion to this list of KPIs shall be with the mutual consent of both Nodal, NHM-MP and the Selected Agency.

It is required for the auditor to make 100% (one hundred percent) coverage of the points mentioned in scope & coverage of audit. In case of failure to do so or disclose misappropriation of fund/ irregularity and if it is disclosed in future that some major points have not been recorded in the audit report of district, block and other units , then same will be treated as default on the part of audit firm, and liquidated damages @10% (ten percent) of the audit fees will be deductible from quarterly payments as liquidated damages and disciplinary action may be taken if serious negligence shall be found on the part of auditor.

**Note:**

- NHM-MP shall recover liquidated damages at first instance from the amount due to the Selected Agency (s), then the invoice of the subsequent quarter and thereafter, from the Performance Security furnished by the Selected Agency (s)
- These liquidated damages will be monitored and deducted for the entire Contract Period on a quarterly basis. KPI adherence will be monitored on quarterly basis by NHM-MP designated Nodal or authorized officer(s) or representative and/ or any third party

## **SECTION 7. GENERAL TERMS OF RFP**

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### **7.1 Period of Contract**

The Contract will be signed with the Selected Bidder initially for a period of 01 (one) year. The Contract, post 01 (one) year, may be extended further for a period of 01 (one) more year based on the performance of the Selected Agency and mutual agreement between NHM-MP and the Selected Agency. The maximum extension of the engagement of the Selected Agency shall be up to 02 (two) years only and at the sole discretion of NHM-MP.

### **7.2 Performance Security**

7.2.1 The Performance security equivalent to 3% (three percent) of the Financial Proposal for each of the awarded cluster (“**Performance Security**”) shall be furnished from a Nationalized/ Scheduled Bank, before execution of the Contract, in form of a Bank Guarantee substantially in the form specified in this RFP.

7.2.2 The Selected Bidder shall supply the Performance Security, as mentioned in the above Clause 7.2.1 on an annual basis with a validity of 14 Months. In case of any extension beyond 01 (one) year, the Selected Agency shall supply the same as per extended Contract Period.

7.2.3 The Performance Security will be retained by NHM-MP until the completion of the Project by the Selected Agency and be released 60 (sixty) days after the completion of the Project. The Selected Agency shall be required to submit a request in writing to NHM-MP (post completion of 60 (sixty) days) for the return of Performance Security. On receipt of such letter NHM-MP shall process the request within 30 (thirty) days and return the Performance Security upon being satisfied that there has been due performance of the obligations of the Selected Agency under the Contract. However, no interest shall be payable on the Performance Security.

7.2.4 The Performance Security may be invoked on violation of any of the conditions given below:

- (a) The Selected Agency is not able to deliver services as per KPIs as set out in the Contract
- (b) The Selected Agency or its employee(s) is involved in any unlawful activity during its engagement with NHM-MP

7.2.5 The Selected Agency shall keep the Performance Security replenished at all times. Such replenishment may be required if NHM-MP has withdrawn/ deducted from the Performance Security owing to a default and the replenishment shall have to be done by the Selected Agency within 30 (thirty) working days of the withdrawal by NHM-MP from the Performance Security. Failure to do so on part of the Selected Agency shall result in an event of default by the Selected Agency

### **7.3 Confidentiality**

7.3.1 This RFP document is meant for the specific use by such parties who are interested to participate in the Selection Process. This RFP document in its entirety is subject to Copyright Laws. National Health Mission, Madhya Pradesh expects the Bidders or any person acting on behalf of the Bidders strictly adhere to the instructions given in the document and maintain confidentiality of information

- 7.3.2 The Bidders shall be held responsible for any misuse of information contained in the document, and liable to be prosecuted by NHM- MP in the event that such a circumstance is brought to the notice of NHM-MP. By downloading/purchasing the RFP document, the interested party is subject to confidentiality clauses
- 7.3.3 Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising NHM-MP in relation to, or matters arising out of, or concerning the Selection Process. NHM-MP will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. NHM-MP may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or NHM-MP or as may be required by law or in connection with any legal process
- 7.3.4 The Selected Agency shall comply with all the Applicable Laws including but not limited to all acts, amendments, rules, guidelines, notifications as issued by Central Government/ State Government/ MoHFW/ NHM-MP in connection to protection of data privacy and confidentiality as applicable on the Project

#### **7.4 Interference with Tender Process**

For a Bidder who withdraws from the Tender Process after opening of Financial Proposal/ withdraws from the Tender Process after being declared the Selected Bidder/ fails to enter into Contract after being declared the Selected Bidder/ fails to provide Performance Security or any other document or security required in terms of the RFP document after being declared the Selected Bidder, without valid grounds, shall, in addition to the recourse available in the RFP document or the Contract, EMD submitted shall be forfeited

#### **7.5 Fraud and corrupt practices**

- 7.5.1 The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this RFP, NHM-MP will reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. In such an event, NHM-MP will, without prejudice to its any other rights or remedies, forfeit and appropriate the Earnest Money Deposit, as mutually agreed genuine pre-estimated compensation and damages payable to NHM-MP for, *inter alia*, time, cost and effort of NHM-MP, in regard to the RFP, including consideration and evaluation of such Bidder’s Proposal
- 7.5.2 Without prejudice to the rights of NHM-MP under this Clause 7.5, hereinabove and the rights and remedies which NHM-MP may have under the Work Order or the Contract or otherwise, if a Bidder or Selected Agency, as the case may be, is found by NHM-MP to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection

Process, or after the issue of the work order or the execution of the Contract, such Bidder or Selected Agency shall not be eligible to participate in any tender issued by NHM-MP during a period of 3 (three) years from the date such Bidder or Selected Agency, as the case may be, is found by NHM-MP to have directly or through an agent, engaged or indulged in any Prohibited Practices

7.5.3 For the purposes of this Clause 7.5.2 hereinabove, the following terms shall have the meaning hereinafter respectively assigned to them:

- (a) **“corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of NHM-MP who is or has been associated in any manner, directly or indirectly with the Selection Process or the Work Order or has dealt with matters concerning the Contract or arising there from, before or after the execution thereof, at any time prior to the expiry of 01 (one) year from the date such official resigns or retires from or otherwise ceases to be in the service of NHM-MP, shall be deemed to constitute influencing the actions of a person connected with the Selection Process; or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the issue of the Work Order or after the execution of the Contract, as the case may be, any person in respect of any matter relating to the Project or the Work Order or the Contract, who at any time has been or is a legal, financial or technical consultant/ adviser of NHM-MP in relation to any matter concerning the Project;
- (b) **“fraudulent practice”** means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process;
- (c) **“coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person’s participation or action in the Selection Process;
- (d) **“undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by NHM-MP with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and
- (e) **“restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Bidders with the objective of restricting or manipulating a full and fair competition in the Selection Process

## **7.6 Debarment from Bidding**

7.6.1 If NHM-MP finds that a Bidder has breached the code of integrity prescribed in Clause 7.5 hereinabove, it may debar the Bidder for a period of 03 (three) years.

7.6.2 Where the entire EMD or the entire Performance Security or any substitute thereof, as the case may be, of a Bidder has been forfeited by NHM-MP in respect of the Selection Process or procurement Contract, the Bidder shall be debarred from participating in any tender process undertaken by NHM-MP for a period of 03 (three) years

7.6.3 NHM-MP shall not debar a Bidder under this section unless such Bidder has been given a

reasonable opportunity of being heard

## **7.7 Language**

7.7.1 Bidder shall deliver all Bidding documents in English language only

7.7.2 If any other documents submitted as part of the Proposal are in a language other than English, the Bidder shall submit an English translation for the same, which is duly attested and notarized as per Applicable Laws along with the copy of the original document. For all purposes of evaluation of the Proposal, the translation provided in English shall prevail

7.7.3 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Selected Bidder/Agency and NHM-MP, shall be written in English or Hindi language only

7.7.4 All notices required to be given under the Contract and all communications, documentation and proceedings which are in any way relevant to this Contract shall be in writing and in English and/or Hindi language, as applicable

## **7.8 Taxes and Duties**

7.8.1 GST, if applicable, should not be included in the Proposal price and shall be paid by NHM-MP separately on prevailing rates. All other taxes, duties, license fee and levies shall be included in Financial Proposal price

7.8.2 TDS, if applicable for any tax, shall be deducted as per law in force at the time of execution of the Contract

## **7.9 Failure to agree with the “Terms and Conditions” of the RFP/ Contract**

Failure of the Selected Bidder(s) to agree with the terms and conditions of the RFP/ Contract shall constitute sufficient grounds for the annulment of the Proposal or the award. In such circumstances, NHM-MP would reject the Proposal and forfeit the Earnest Money Deposit as specified in this RFP document

## **7.10 No Partnerships**

Nothing contained in this RFP/Contract shall be construed or interpreted as constituting a partnership between NHM- MP and the Selected Agency

## **7.11 Signing of Contract**

The Selected Bidder shall execute the Contract within 01 (one) month from the date of Work Order with NHM-MP. In exceptional circumstances, on request of the Selected Bidder in writing for extension, NHM-MP reserves the right to grant an extension for appropriate period after getting satisfied with the reasons given. In addition to terms and conditions being mentioned hereunder, all terms and conditions of the RFP and corrigenda issued shall also be applicable for the Contract

## **7.12 Contract Documents**

Subject to the order of precedence set forth in the Contract, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually



explanatory. In the event of an inconsistency between the terms of this Contract, the RFP and the Bid, the terms hereof shall prevail.

### **7.13 Execution of Contract**

During the Contract Period, the Selected Agency will work closely with NHM-MP and will perform the activities as per the SOW. In case of poor performance, or unjustified and repeated delays in execution and implementation of the Project, NHM-MP will issue a notice in writing to the Selected Agency. If the Selected Agency fails to provide an explanation or resolve the issues raised within time allotted, then NHM-MP shall be entitled to terminate the Contract. In this case, the Performance Security shall be forfeited

### **7.14 Costs of Signing**

The Selected Agency shall bear all the costs related to the signing and registration of the Contract between NHM-MP and the Selected Agency including but not limited to stamp duties and registration charges

### **7.15 Sub-Contracting**

Sub-contracting of the Scope of Work or any part thereof shall not be allowed under this RFP/ Contract

### **7.16 Monitoring of Contract**

7.16.1 NHM-MP shall designate a Nodal or authorized officer(s) or representative and/ or any third party for monitoring of the Project and delivery of the services under this Contract

7.16.2 If delay in delivery of service is observed, a performance notice would be given to the Selected Agency to speed up the delivery. Any change in the constitution of the Selected Agency (as the case may be) etc. shall be notified forth with by the Selected Agency in writing to NHM-MP and such change shall not relieve Selected Agency, from any liability under the Contract

### **7.17 Reporting**

All correspondences by the Selected Agency shall be addressed to the Mission Director of NHM-MP. However, on a regular basis, the Selected Agency shall be in contact with the designated staff of NHM-MP for day-to-day requirements for implementation of the Project

### **7.18 Copyright**

The copyright in all materials containing data and information furnished to the Selected Agency herein shall remain vested in NHM-MP, or, if they are furnished to NHM-MP directly or through the Selected Agency by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party

### **7.19 Responsibility for accuracy of Project documents**

The Selected Agency shall be responsible for accuracy of the contents of all deliverables and prescribed Project documents prepared and submitted to NHM-MP, as a part of these services.

The Selected Agency shall indemnify NHM-MP against any adverse outcomes attributable to inaccuracies in the defined SOW, which might surface and arise during the implementation of the Project

## **7.20 Recoveries from Contracted Agency**

- 7.20.1 Recovery of liquidated damages shall be made from quarterly invoice payment to be made to the Selected Agency
- 7.20.2 In the event of default, NHM-MP shall recover liquidated damages as levied upon failure to meet the Key Performance Indicators at the first instance from the payment due to the Selected Agency. In the event of the subsequent default, NHM-MP shall recover the liquidated damages from the invoices of the subsequent quarter(s). Without prejudice to its other rights and remedies hereunder or in law, NHM-MP shall be entitled to encash and appropriate the amounts due and payable as liquidated damages from the Performance Security as damages for such default by the Selected Agency under and in accordance with the provisions of the Contract. If liquidated damages or any other payment recovered from Performance Security, then the Selected Agency is required to replenish the Performance Security to make it to its original amount within 30 (thirty) working days from such deductions. The balance, if any, shall be demanded from the Selected Agency and when recovery is not possible, NHM-MP shall take recourse to law in force

## **7.21 Force Majeure (“Force Majeure”)**

- 7.21.1 Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country
- 7.21.2 Force Majeure shall not include,
- (a) any event which is caused by the negligence or intentional action of a party or by or of such party's agents or employees; nor,
  - (b) any event which a diligent party could reasonably have been expected both to take into account at the time of being assigned the work and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder
- 7.21.3 A party affected by an event of Force Majeure shall immediately notify the other party within 07 (seven) working days of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible
- 7.21.4 The failure of a party to fulfill any of its obligations under the Contract shall not be considered to be a breach of, or default under the Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event,
- (a) has taken all precautions, due care, and reasonable alternative measures in order to carry out the terms and conditions of the Contract; and
  - (b) has informed the other party within 07 (seven) working days from the occurrence of such an event, including the dates of commencement and estimated cessation of such event of

- Force Majeure; and,
- (c) the manner in which Force Majeure event(s) affects Party's obligation(s) under the Work Order/ Contract

## **7.22 Events of Default and Termination**

### **7.22.1 Agency Events of Default**

- (a) The Selected Agency has failed to replenish the Performance Security within 30 (thirty) working days of the encashment by NHM-MP of the earlier Performance Security;
- (b) The Selected Agency has abandoned the Project for a period of more than 30 (thirty) days;
- (c) Any representation made or warranty given by the Selected Agency under the RFP/Contract is found to be false or misleading;
- (d) The Selected Agency has unlawfully repudiated the Contract or has otherwise expressed an intention not to be bound by the Contract;
- (e) The Selected Agency is in material breach of any of its obligations as mentioned in the RFP/ Contract;
- (f) Any other instance explicitly mentioned in the RFP/ Contract as having constituted an event of default

### **7.22.2 Termination for Default**

- (a) NHM-MP may, without prejudice to any other remedy for breach of Contract, by written 30 (thirty) days' notice of default send to the Selected Agency, terminate the Contract in whole or part if the Selected Agency fails to deliver any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by NHM-MP pursuant to conditions of the terms and conditions set out in the Contract or if the Selected Agency fails to perform any other obligation(s) under the Contract
- (b) In event of termination resulting under the aforesaid Clause 7.22.2, NHM-MP shall be liable to make no payments in favor of the Selected Agency; however, NHM-MP will be entitled to forfeit the Performance Security in addition to taking any other recourse available under the law, including blacklisting the Selected Agency
- (c) In the event that NHM-MP terminates the Contract in whole or in part, pursuant to the terms and conditions set out in the Contract, it may procure, upon such terms and in such manner, as it deems appropriate, services similar to those undelivered and the Selected Agency shall be liable to pay NHM-MP for all costs and expenses relating to procurement of such similar services. However, Selected Agency shall continue the performance of the Contract to the extent not terminated

### **7.22.3 Termination for Insolvency**

NHM-MP may at any time terminate the Contract by giving a written notice of at least 30 (thirty) days to the Selected Bidder/Agency if the Selected Bidder/Agency becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Selected Bidder/Agency, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to NHM-MP

#### **7.22.4 Termination for Convenience**

NHM-MP, by giving 30 (thirty) days' written notice sent to the selected agency may terminate the Contract, in whole or in part at any time. The notice of termination shall specify that termination is for convenience, the extent to which performance under the Contract is terminated and the date upon which such termination becomes effective. However, any undisputed payment to the invoices of the task accomplished by Selected Agency would be paid by NHM-MP

#### **7.22.5 Termination for Force Majeure**

In event that a Force Majeure event continues for 90 (ninety) days and/or NHM-MP or the Selected Agency does not see any feasibility of continuing the Project due to a Force Majeure event, then NHM-MP may, on expiry of 90 (ninety) days or at any period before that in event of no foreseeability of Project, issue a termination notice to the Selected Agency, terminating the Contract with immediate effect. The Selected Agency shall be awarded 30 (thirty) days to complete any pending activities and clear the premises if any provided by NHM-MP. Payments for works done prior to the commencement of the Force Majeure period shall be duly paid to the Selected Agency by NHM-MP

#### **7.23 Premature Termination of Contract**

In the event of premature termination of the Contract by NHM-MP on the instances other than non-fulfillment or non-performance of the contractual obligation by the Selected Agency, the balance remaining payments as on the date of termination shall be released within 06 (six) months from the date of such termination

#### **7.24 Continuity of Operations**

In case of termination, the Selected Bidder/ Agency will continue operations on existing terms and conditions as mentioned in the RFP documents and the Agreement from the date of termination till the date of handing over of complete operations including assets owned by NHM-MP to the next service provider. All assistance shall be provided by the exiting Agency in handing over of all assets, policy documents, SOPs etc. to next service provider without any extra cost on behalf of NHM-MP

#### **7.25 Indemnity**

- 7.25.1 The Selected Agency shall at all times indemnify and keep indemnified NHM-MP against all claims, actions, proceedings, lawsuits, demands, losses, liabilities, damages, fines or expenses (including interest, liquidated damages, attorneys' fees and other costs of defense or investigation) related to or arising out of, whether directly or indirectly, (i) a breach by the resources appointed by or through the Selected Agency of any obligations specified in relevant clauses hereof; (ii) negligence, reckless or otherwise wrongful act or omission of the resources appointed by or through the Selected Agency including professional negligence or misconduct of any nature whatsoever in relation to services rendered by them;

- 7.25.2 The Selected Agency shall at all times indemnify and keep indemnified NHM-MP against all claims/damages etc. for any infringement of any Intellectual Property Rights (“IPR”) while providing its services under the Project
- 7.25.3 The Selected Agency shall at all times indemnify and keep indemnified NHM-MP against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by the Selected Agency’s employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the Selected Agency or its employees
- 7.25.4 The Selected Agency shall at all times indemnify and keep indemnified NHM-MP against any and all claims by employees, workman, contractors, sub-contractors, suppliers, agent(s), employed engaged or otherwise working for the Selected Agency, in respect of wages, salaries, remuneration, compensation or the like
- 7.25.5 All claims regarding indemnity shall survive the termination or expiry of the Contract

## **7.26 Severability**

If for any reason whatsoever any provision of this RFP is invalid, illegal or unenforceable or is declared by any court of competent jurisdiction or any other instrumentality to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner, and the parties shall negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions as nearly as is practicable. Provided that the failure to agree upon any such provisions shall not be subject to dispute resolution under this RFP or otherwise

## **7.27 Notices**

Unless otherwise stated, notices to be given under this RFP/ Contract including but not limited to notice of waiver of any term, breach of any term of this Contract and termination of this Contract, shall be in writing and shall be given by hand delivery, recognized international courier, mail, telex or facsimile transmission and delivered or transmitted to the parties at their respective addresses set forth below:

<b><u>To NHM-MP:</u></b>  Mission Director/ The Nodal, National Health Mission Link road no. 03, In front of Patrakar Colony, Bhopal 462003, Madhya Pradesh Email: <a href="mailto:tendersnhmmp@gmail.com">tendersnhmmp@gmail.com</a> Tel. No.: 0755-4092595 Attn.: Director, Finance	<b><u>To the Selected Agency:</u></b>  .....
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Or such address, telex number or facsimile number as may be duly notified by the respective parties from time to time and shall be deemed to have been made or delivered. In the case of any communication made by letter, when delivered by hand, by recognized international courier or by mail (registered, return receipt requested) at that address

## **7.28 Modification of Contract**

The Contract, to be signed between NHM-MP and the Selected Agency, may be supplemented, amended, or modified only by the mutual agreement of the Parties. No change, modification, addition, supplement, or amendment to the Contract shall be valid and binding unless in writing and signed by all Parties thereto

## **7.29 Settlement of Dispute**

- 7.29.1 In case of any dispute the Selected Agency will at first, attempt in good faith to resolve any dispute initially through mutual understanding and amicable settlement with NHM-MP and/or any other authority designated by the Nodal, NHM-MP. The decision of the Nodal, NHM-MP in this matter shall be considered as final
- 7.29.2 If any dispute or difference of any kind whatsoever arises between the parties with regard to the interpretation, difference or objection in connection with or arising out of or relating to or under this RFP, or the meaning of any part thereof, or on the rights, duties or liabilities of any party, which could not be settled through amicable discussions within 30 (thirty) days from the date of reference to discuss and attempt to amicably resolve the dispute, then the same shall be referred to the Principal Secretary, Health, GoMP for decision, whose decision shall be final
- 7.29.3 If either party is not satisfied with the decision of Principal Secretary, Health, GoMP, they may opt to proceed for arbitration

## **7.30 Arbitration**

- 7.30.1 Any disputes, differences of opinion, claims and controversy (“**Dispute**”) arising out of, relating to, or in connection with this Contract, termination, or validity thereof, shall initially be resolved by amicable negotiations between the Parties and, if not resolved through such negotiations within 30 (thirty) days of a written notice of the existence of such Dispute, be finally settled by arbitration. The Parties agree that the Dispute shall be referred to the sole arbitrator appointed mutually by the Parties who shall be based in Bhopal and in case the Parties are not able to agree the identity of the sole arbitrator, within a period of 15 (fifteen) days, then the arbitration shall be conducted by a panel of three arbitrators, one arbitrator being appointed by each of the two Parties and the third arbitrator appointed by the two arbitrators so appointed
- 7.30.2 The arbitration shall be conducted in accordance with the provisions mentioned under Madhya Pradesh Madhyastham Abhikaran Adhiniyam, 1983 and any amendments thereof in effect at the time of the arbitration or any statutory modification thereof. The seat of the arbitration shall be Bhopal, India and it shall be conducted in the English language and all written documents used during the arbitration shall be in English
- 7.30.3 During any period of arbitration, there shall be no suspension of this Contract. During the arbitration, the Selected Agency shall continue to fulfill its obligations under this Contract except for such obligations and other matters, which are the subject of arbitration

- 7.30.4 The arbitral award shall be in writing, state the reasons for the award, and be final and binding on the Parties concerned and any person affected by it. The award may include an award of costs, including reasonable attorneys' fees and disbursements. The parties also agree that any court of competent jurisdiction may enforce any arbitration award rendered pursuant to this clause
- 7.30.5 The parties specifically agree that any arbitration shall be pursuant to Clause 7.30 above and the Clause is governed by Indian Law
- 7.30.6 Subject to the arbitration proceedings as stated above, the adjudication of all Disputes shall be subject to the laws of India and the exclusive jurisdiction of the courts at Bhopal

### **7.31 Savings Clause**

In the absence of any specific provision in the Contract on any issue the guidelines issued/to be issued by the Mission Director, NHM-MP, Government of Madhya Pradesh shall be applicable

### **7.32 Miscellaneous**

- 7.32.1 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the High Court of Madhya Pradesh shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process
- 7.32.2 NHM-MP, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:
- (a) suspend and/or cancel the Selection Process and/or amend and/or supplement the Selection Process or modify the dates or other terms and conditions relating thereto;
  - (b) consult with any Bidder in order to receive clarification or further information;
  - (c) qualify or not to qualify any Bidder and/ or to consult with any Bidder in order to receive clarification or further information;
  - (d) retain any information and/or evidence submitted to NHM-MP by, on behalf of and/or in relation to any Bidder; and/or
  - (e) independently verify, disqualify, reject and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of any Bidder
- 7.32.3 It shall be deemed that by submitting the Proposal, the Bidder agrees and releases NHM-MP, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/or performance of any obligations hereunder, pursuant hereto and/or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future
- 7.32.4 All documents and other information provided by NHM-MP or submitted by a Bidder to NHM-MP shall remain or become the property of NHM-MP. Bidders or the Selected Agency, as the case may be, are to treat all information as strictly confidential. NHM-MP
- National Health Mission, Government of Madhya Pradesh, India

will not return any Proposal, or any information related thereto. All information collected, analyzed, processed or in whatever manner provided by the Bidder to NHM-MP in relation to the Project shall be the property of NHM-MP

- 7.32.5 NHM-MP reserves the right to make inquiries with any of the clients listed by the Bidders in their previous experience record
- 7.32.6 The Selected Bidder/ Agency shall bear all the expenses regarding delivery of services
- 7.32.7 The Selected Bidder/ Agency shall not, under any circumstances, revise the rates already approved for services. Any request for an increase in the rates will not be entertained under any circumstances during the Contract Period
- 7.32.8 The Selected Bidder/ Agency shall execute the whole work in strict accordance with the directions issued by NHM-MP from time to time
- 7.32.9 NHM-MP shall reserve the right to make any alterations in or additions to the original SOW on mutually agreed terms. Any additional work which the Selected Bidder/ Agency may be directed to do in the manner specified above as part of the work shall be carried out by the Selected Bidder/ Agency on the same conditions in all respects on which it had agreed to do the original work and at the same rates as specified by NHM-MP
- 7.32.10 Any publicity by the Selected Bidder/Agency in which the name of NHM-MP is to be used should be done only with the explicit written permission of NHM-MP
- 7.32.11 In addition to the provisions enumerated in Clause 7.32 hereinabove, the Selected Agency is required to comply with all the Applicable Laws including but not limited to all acts, amendments, rules, guidelines, notifications as issued by Central Government/ State Government/ MoHFW/ NHM-MP in connection to the performance of its obligations under this RFP/ Contract



## **SECTION 8. ANNEXURES**

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**ANNEXURE 1: COVER LETTER**

*(To be submitted on the letter head of the Bidder)*

To,  
Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No. 3, In front of Patrakar Colony,  
Bhopal, Madhya Pradesh 462003

**Sub.: “Request for Proposal for Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh”**

Dear Sir,

With reference to your RFP Ref. No. S. No. **N.H.M./ STORE/ 2025/1792** dated **25/04/2025**, we, having examined all relevant documents and understood their contents, hereby submit our Proposal for “*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*”

We are submitting our Proposal as [name of the Bidder].

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that NHM-MP will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals
2. This statement is made for the express purpose of appointment as the Selected Agency for the aforesaid Project
3. We shall make available to NHM-MP any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of NHM-MP to reject our Proposal without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by Applicable Law our right to challenge the same on any account whatsoever
5. We certify that in the last 3 (three) years, we/ or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a damages by an arbitral or judicial authority or a judicial pronouncement or arbitration award against us, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
  - (a) We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by NHM-MP;
  - (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;

- (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered with NHM-MP or any other public sector enterprise or any government, Central or State; and
  - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
  - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
  - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
7. We understand that NHM-MP may cancel the Selection Process at any time and that NHM-MP is neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders
  8. We declare that we or any of our Associates are not directly or indirectly related to any other Bidder applying for selection as an Agency for the Project
  9. We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community
  10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our Associates
  11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our CEO or any of our Partners /Directors/ Managers/ employees
  12. We declare that we or any of our Associates have not paid and shall not pay any bribe to any officer of NHM-MP for awarding this Project at any stage during its execution or at the time of payment of bills and further, if any officer of NHM-MP asks for bribe/gratification, we or our Associates shall immediately report it to the appropriate authority in NHM-MP
  13. We further certify that we or any of our Associates are not barred by the Central Government/ State Government or any entity controlled by it, from participating in any project, and no bar subsists as on the date of Proposal
  14. We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the provisions of this RFP, we shall intimate NHM-MP of the same immediately
  15. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in NHM-MP, apart from any other appropriate/legal action, as the case maybe

16. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NHM-MP in connection with the selection of Agency or in connection with the Selection Process itself in respect of the abovementioned Project. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
17. We agree to keep this offer valid for 120 (one twenty) days from the Proposal Due Date specified in the RFP, or provide extension of Bid Validity Period, if so, required by NHM-MP
18. We agree that if we fail to provide extension of Bid Validity Period, it will be construed that Bid is withdrawn and we will not be entitled to claim or receive any damages/ interest/charges, nor be entitled to return of the Bid documents submitted or refund of the EMD
19. A Power of Attorney in favor of the Authorized Signatory to sign and submit this Proposal and documents is attached herewith
20. The Financial Proposal has been/shall be submitted online as per the prescribed timeline set out in the RFP document. This Proposal read with the Technical and Financial Proposal shall constitute the Proposal which shall be binding on us
21. We agree and undertake to abide by all the terms and conditions of the RFP

In witness thereof, I/we submit this Bid under and in accordance with the terms of the RFP

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

(Name and seal of the Bidder)

Address:

Telephone:

Email:

**Bidder's Contact Details**

The Bidders are requested to provide the contact details of Authorized Representative/ Signatory in following format along with Annexure 1:

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Authorized Representative/ Signatory	1. .... 2. ....
2	Email ID	1. .... 2. ....
3	Phone number (mobile number preferable)	1. .... 2. ....

**ANNEXURE 2: TURNOVER AND NETWORTH DETAILS OF BIDDER**

*(To be submitted on the letterhead of the Chartered Accountant of the Bidder)*

**Average Annual Turnover**

S. No.	Financial years	Turnover (INR)	Positive Net worth (Yes/ No)
1.	2021-22		
2.	2022-23		
3.	2023-24		
	Average Annual Turnover		

This is to certify that the Net worth of \_\_\_\_\_ (*name of Bidder*) \_\_\_\_\_ is Positive for last 03 (three) Financial Years i.e., 2021-22, 2022-23 & 2023-24 as per the Audited Financial Statements.

**Note:**

- (a) Turnover includes revenue from professional services only and excludes revenue from manpower supply related work
- (b) Certificate issued by a statutory auditor along with Audited Financial Statements confirming the average annual turnover of the Bidder during the stated financial years must be submitted on the letterhead of the Statutory Auditor
- (c) Provide supporting Audited Financial Statements (Balance Sheets, Profit and Loss Statements, etc.) of the bidding organization/ firm

Name, Membership number and Signature of the Chartered Accountant:

Name and seal of the firm:

[*Location, Date*]

Authorized Signature

[*In full and initials with Seal*]:

[*Location, Date*]

Name and Title of Signatory:

(*Name and seal of the Bidder*)

Address:

Telephone:

Email:

**ANNEXURE 3: FORMAT FOR TECHNICAL PROPOSAL**

*(To be submitted on the letter head of the Bidder)*

To,  
Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No. 3, In front of Patrakar Colony,  
Bhopal, Madhya Pradesh 462003

**Sub.: “Request for Proposal for Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh”**

Dear Sir/Madam,

With reference to your RFP Ref. No. S. No. **N.H.M./ STORE/ 2025/1792** dated **25/04/2025**, we, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for “*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*” The Proposal is unconditional and unqualified.

We are submitting our Proposal as *[name of the Bidder]*.

We understand you are not bound to accept any Proposal you receive. Further:

1. We acknowledge that NHM-MP will be relying on the information provided in the Proposal and the documents accompanying the Proposal for selection of the Agency, and we certify that all information provided in the Proposal and in the supporting documents is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals
2. This statement is made for the express purpose of appointment as the Selected Agency for the aforesaid Project
3. We shall make available to NHM-MP any additional information it may deem necessary or require for supplementing or to authenticate the Proposal
4. We acknowledge the right of NHM-MP to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever
5. We certify that in the last 03 (three) years, we or our Associates have neither failed to perform on any assignment or contract, as evidenced by imposition of a damages by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project, assignment or contract by any public authority nor have had any assignment or contract terminated by any public authority for breach on our part
6. We declare that:
  - (a) We have examined and have no reservations to the RFP, including any corrigenda/addenda issued by NHM-MP;

- (b) We do not have any Conflict of Interest in accordance with the terms of the RFP;
  - (c) We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with NHM-MP or any other public sector enterprise or any government, Central or State; and
  - (d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice.
  - (e) We declare that the undertakings given by us along with the Proposal in response to the RFP for the Project are true and correct as on the date of making the Proposal and we shall continue to abide by them.
  - (f) We declare that there is no pending, active or previous legal action that prevents us from submitting the Proposal and executing the Agreement or fulfilling the conditions of the Project.
- 7. We understand that you may cancel the Selection Process at any time and that NHM-MP is neither bound to accept any Proposal that you may receive nor to select the Agency, without incurring any liability to the Bidders
  - 8. We declare that we or our Associates are not directly or indirectly related to any other Bidder applying for selection as an Agency for the Project
  - 9. We certify that in regard to matters other than security and integrity of the country, we or our Associates have not been convicted by a court of law or indicted or adverse orders passed by a regulatory NHM-MP which would cast a doubt on our ability to undertake the Project or which relates to a grave offence that outrages the moral sense of the community
  - 10. We further certify that in regard to matters relating to security and integrity of the country, we or our Associates have not been charge-sheeted by any agency of the Government or convicted by a court of law for any offence committed by us or by any of our Associates
  - 11. We further certify that no investigation by a court or regulatory authority is pending either against us or against our Associates or against our Chief Executive Officer (CEO) or any of our Partners/Directors/ Managers/ employees
  - 12. We agree that if at any stage, any information/documents submitted by us are found to be false, we or our Associates shall be liable for debarment from tendering in NHM-MP, apart from any other appropriate/ legal action, as the case maybe
  - 13. We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NHM-MP in connection with the selection of Agency or in connection with the selection process itself in respect of the above-mentioned Project
  - 14. We agree and understand that the Proposal is subject to the provisions of the RFP document. In no case, shall we have any claim or right of whatsoever nature if the Project is not awarded to us or our proposal is not opened or rejected
  - 15. The Financial Proposal is being submitted online only. This Technical Proposal read with the Financial Proposal shall be binding on us



16. We agree and undertake to abide by all the terms and conditions of the RFP

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

### **ANNEXURE 3A: FORMAT FOR SUBMITTING WORK EXPERIENCE**

#### **SUMMARY**

*(To be submitted on the letter head of the Bidder)*

S. No.	Particulars	Supporting Documents required to be submitted along with this Form
1.	Name of the Firm	
2.	Address of the Firm:	
	Head Office	Place : Phone No: Fax No: Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since HO is existed mentioned as above location	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Location: Address: Name of Partner In Charge: Date of opening of Branch: Phone No & Fax No: Mobile of each Branch Office In-charge:
	Mention the date since when each branch office came into existence	
3.	Firm Income Tax PAN No.	Attach copy of PAN card
4.	Firm Goods and Service Tax Registration No.	Attach copy of Registration
5.	Firm's Registration No. with ICAI	
6.	Empanelment No. with C & A G	Attach proof of latest empanelment with C&AG for the year under Audit
7.	No. of Years of Firms Existence & Date of establishment of Firm	Attach copy of Partnership Deed
8.	Audit Experience of the Firm: (a) Number of Assignments in Commercial/Statutory Audit (b) Experience in the relevant assignment (c) NRHM MP Relevant Experience	<ul style="list-style-type: none"> <li>▪ Copy of the Offer Letter &amp; the Fee Charged</li> <li>▪ Copy of the Offer Letter &amp; the Fee Charged (Relevant evidence to be given of the turnover and fee)</li> </ul>
9.	<b>Details of Partners (Provide following details):</b> <ul style="list-style-type: none"> <li>i. Number of Full Time Fellow Partners associated with the firm</li> <li>ii. Name of each partner</li> <li>iii. Date of becoming ACA and FCA</li> <li>iv. Date of joining the firm,</li> <li>v. Membership No.</li> <li>vi. Qualification</li> <li>vii. Experience</li> <li>viii. Whether the partners is engaged full time or part time with the firm</li> <li>ix. Their Contact Mobile No., email and full Address</li> </ul>	Attested copy of Certificate of ICAI as on 01.04.2024
10.	Whether firm is engaged in any internal / concurrent audit or any other services of any Govt. Companies/ Corporations etc. If yes, following details may be given:	

*Selection of Concurrent Auditor(s) for the Financial Year  
2025-26 for the various programs implemented under NHM-MP*

S. No.	Particulars	Supporting Documents required to be submitted along with this Form
	(a) Name of the PSU/ Unit (b) Nature of Assignment (c) Year for which appointed	

**Documents/Proofs are required for all of the above**

**NOTE:** *Kindly provide supporting work order/ agreement/ project completion certification/ auditor certificate*

**Details of Structure & Composition of Team and Task Assignments – Deployed For Proposed Assignment**

**Team of a District must constitute a minimum of 04 (four) members with qualifications as below:**

Name of the District	Category	Position/ Team Member	Min. no. reqd.	Names of Staff	Educational Qualification	Key Responsibilities	No. of man days estimated for task completion
	Chartered Accountant	Team Leader	01				
	Semi-Qualified (CA Inter)	Individual District Team Lead	01				
	Support Staff (Jr. Auditors)	Support to District/ State team lead	02				

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE-4: SELF-DECLARATION**

*(To be submitted on the letterhead of the Bidder)*

To,  
Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No. 3, In front of Patrakar Colony,  
Bhopal, Madhya Pradesh 462003

In response to the RFP Ref. No. S. No. **N.H.M./ STORE/ 2025/1792** dated **25/04/2025** for  
“*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under  
National Health Mission, Madhya Pradesh*”, as a Partner/ Director/ Auth. Sign.  
of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm  
\_\_\_\_\_, at the time of bidding,

- i. Possesses the necessary professional, technical, financial, and managerial resources and competence required under the RFP document issued by NHM-MP;
- ii. Have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the RFP;
- iii. Have an unblemished record and is/are not declared ineligible for corrupt and fraudulent practices either indefinitely or for a particular period by any State/ Central government/ PSU/ UT;
- iv. Do not have any previous transgressions with any entity in India or any other country during the last 03 (three) years;
- v. Is/are not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- vi. Do not have, and our directors and officers have not been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter a procurement contract within a period of 03 (three) years preceding the commencement of the Selection Process, or not have been otherwise disqualified pursuant to debarment proceedings;
- vii. Do not have a conflict of interest which materially affects the fair competition;
- viii. Will comply with the code of integrity as specified in the RFP

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoMP, my/ our security may be forfeited in full; our proposal, to the extent accepted, may be cancelled and NHM-MP may choose to blacklist me/us for a period it may deem fit

Thanking you,

National Health Mission, Government of Madhya Pradesh, India

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE-5: BLACKLISTING AND PENDING SUIT DECLARATION**

*(on Non-Judicial paper of INR 200/-duly notarized by Notary Public / First Class Magistrate)*

**AFFIDAVIT**

I / We .....  
(Full name in capital letters starting with surname), the Partner /Managing Director / Holder  
of power of attorney of .....  
the business, establishment / firm / registered company do hereby, in continuation of the terms  
and conditions underlying the RFP document and agreed to by me/us, give following  
undertaking.

1. It is declared that the firm (name of the Bidder) .....is not declared insolvent any time in the past. Not debarred/ blacklisted by either NHM-MP /Central Government / State Government / Public Sector Undertaking/ any other local body as on Bid Due Date under this RFP document nor convicted under the provision of Indian Penal Code,1860 or Prevention of Corruption (Amendment) Act, 2018, nor any criminal case is pending against me/us in any court of law.
2. It is further declared that the firm..... shall inform NHM-MP of any such pending suits/ enquiry/ investigation against the Bidder in any court of law, legal authority, any other authority which may hamper the execution of works under this RFP.
3. It is declared that if the firm (name of the Bidder)..... gets debarred/ blacklisted by either NHM-MP /Central Government / State Government / Public Sector Undertaking/ any other local body after Bid Due Date but during the selection process, the firm must inform the Authority of such debarment or blacklisting. In such a case, the firm will not be considered as qualified bidder.
4. The firm..... do hereby agree that if in future, it comes to the notice of NHM-MP/ if it is brought to the notice of NHM-MP that any disciplinary/ penal action due to violation of terms and conditions of the RFP document/Agreement which amounts to cheating /depicting of malafide intention during the completion of the contract anywhere in NHM-MP or either by any of Central Government / State Government / Public sector undertaking/any other local body or in any of the project submitted by us during selection process, NHM-MP will be at discretion to take appropriate action as its finds fit.

(Full name and complete address with Signature of Authorized Signatory)

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

*(Name and seal of the Bidder)*

Name and Title of Signatory:

Address:

Telephone:

Email:

WITNESS:

1) Full Name .....

Address .....

Signature .....

2) Full Name .....

Address .....

Signature .....

**ANNEXURE-6: FORM OF BANK GUARANTEE FOR PERFORMANCE  
SECURITY**

*(To be stamped in accordance with Stamp Act if any, of the country for issuing bank)*

Ref.:

Bank Guarantee:

Date:

Dear Sir/Madam,

In consideration of .....[*Name of Client*] (hereinafter referred as the ‘NHM-MP’, which expression shall, unless repugnant to the context of meaning thereof include its successors, administrators and assigns) having awarded to [*name of Selected Agency*] a [*provide nature of organization*], established under laws of [*country*] and having its registered office at [*address*] (hereinafter referred to as the ‘Selected Agency’, which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and permitted assigns), an Award for “*Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*” Work Order by issue of NHM-MP’s Work Order No. [*reference*] dated [*date*] and the same having been unequivocally accepted by the Selected Agency, resulting in a Work Order/Contract valued at INR [*amount in figures and words*] for [*Scope of Work*] (hereinafter called the “**Work Order**”) and the Selected Agency having agreed to furnish a Bank Guarantee amounting to INR [*amount in figures and words*] to NHM-MP for performance of the said Agreement.

We [*Name of Bank*] incorporated under [*law and country*] having its head office at [*address*](hereinafter referred to as the “**Bank**”), which expression shall, unless repugnant to the context or meaning thereof, include its successors, administrators executors and assigns) do hereby guarantee and undertake to pay NHM-MP immediately on demand an or, all monies payable by the Selected Agency to the extent of INR [*amount in figure and words*] (hereinafter referred to as “**Guarantee**”) as aforesaid at any time up to [*date*] without any demur, reservation, contest, recourse or protest and/ or without any reference to the Selected Agency if the Selected Agency shall fail to fulfil or comply with all or any of the terms and conditions contained in the said bidding documents. Any such written demand made by NHM-MP on the Bank shall be conclusive and binding notwithstanding any difference between NHM-MP and the Selected Agency or any dispute pending before any Court, Tribunal, Arbitrator, or any other authority.

We agree that the Guarantee herein contained shall be irrevocable and shall continue to be enforceable until NHM-MP discharges this guarantee.

NHM-MP shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee, from time to time to vary the advance or to extend the time for performance of the Work Order by the Selected Agency nor shall the responsibility of the bank be affected by any variations in the terms and conditions of the Work Order or other documents. NHM-MP shall have the fullest liberty without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against NHM-MP and to exercise the same at any time in any manner, and either to enforce or to forbear to enforce any covenants, contained or implied, in the Work Order between NHM-MP and the Selected Agency any other course or remedy or security available to NHM-MP. The Bank shall not be relieved of its obligations under these presents by any exercise by NHM-MP of its liberty with reference to the matters



aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of NHM-MP or any other indulgence shown by the authority or by any other matter or thing whatsoever which under law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that NHM-MP at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Selected Agency and notwithstanding any security or other guarantee that NHM-MP may have in relation to the Selected Agency's liabilities.

This Guarantee shall be irrevocable and shall remain in full force and effect until discharge by the Bank of all its obligations hereunder.

This Guarantee shall not be affected by any change in the constitution or winding up of the Selected Agency/the Bank or any absorption, merger, or amalgamation of the Selected Agency/the bank with any other Person.

Notwithstanding anything contained herein above our liability under this guarantee is limited to INR [amount in figure and words] and it shall remain in force up to and including [date] and shall extend from time to time for such period(s) (not exceeding one year), as may be desired by NHM -MP on whose behalf this guarantee has been given. Date this [date in words] day [month] of [year in 'yyyy' format] at [place].

WITNESS

1. [signature, name, and address]

2. [signature, name, and address]

[Official Address]

Designation

[With Bank Stamp]

Note:

The stamp papers of appropriate value shall be purchased in the name of bank which issues the 'Bank Guarantee.' The bank guarantee shall be issued either by a bank (Nationalized/Scheduled) located in India or a foreign bank through a correspondent bank (scheduled) located in India or directly by a foreign bank which has been determined in advance to be acceptable to NHM-MP.

**ANNEXURE-7: FORMAT FOR POWER OF ATTORNEY FOR AUTHORIZED  
SIGNATORY**

*(On Non – Judicial stamp paper of INR 100/- duly attested by Notary Public)*

**POWER OF ATTORNEY FOR SIGNING OF BID**

Know all men by these presents, We, ..... (name of the firm and address of the registered office) do hereby constitute, nominate, appoint, and authorize Mr. / Ms. (Name), ..... R/o.....(name and address of residence) and presently residing at ....., who is presently employed with us and holding the position of ....., as our true and lawful attorney (hereinafter referred to as the “**Attorney**”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal/Bid for the “*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*” for a period of 01 (one) year (“**Project**”) as defined under this RFP for the National Health Mission, Madhya Pradesh (the “**NHM-MP**”), representing us in all matters before NHM-MP, in connection with or relating to or arising out of our Bid for the said Project.

AND we hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

This Power of Attorney shall be effective, binding, and operative till completion of the Selection Process, if not revoked earlier or as long as the said Attorney is in the service of the organization, whichever is earlier.

IN WITNESS WHEREOF WE, ....., THE ABOVE-NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ..... DAY OF ..... 2025

**Accept**

*(Signature)*

*(Name, Title and Address of the Attorney)*

**Notarized**

**For** \_\_\_\_\_ *(Signature)*

*(Name, Title and Address of PoA Giver)*

**WITNESS:**

1) Full Name .....  
Address .....  
Signature .....

2) Full Name .....  
Address .....  
Signature .....

**Notes:**

- *The mode of execution of Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the executant(s) should submit for verification the extract of the charter documents and documents such as a resolution / Power of attorney in favor of the Person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder*

**ANNEXURE 8: DECLARATION FOR EXISTENCE OF THE FIRM**

*(To be submitted on the letterhead of the Bidder)*

To,  
Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No.03, In front of Patrakar Colony,  
Bhopal 462003 Madhya Pradesh

I / We (*Full name in capital letters*), Holder of Power of Attorney of \_\_\_\_\_ (*insert name of Bidder*) as the Partner /Managing Director/ Member certify and confirm that \_\_\_\_\_ (*insert name of the Bidder*) \_\_\_\_\_ has been in operation for at least 15 (fifteen) years in the field of providing concurrent audit services

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE 9: ANTI COLLUSION CERTIFICATE**

*(To be submitted on the Letterhead of the Bidder)*

To,  
Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No.03, In front of Patrakar Colony,  
Bhopal 462003 Madhya Pradesh

We hereby certify and confirm that in the preparation and submission of our proposal for RFP Ref. No. S. No/ **N.H.M./ STORE/ 2025/1792** dated **25/04/2025** for “*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*”, We have not acted in concert or in collusion with any other Bidder or other person(s) and not done any act, deed, or thing, which is or could be regarded as anti-competitive. We further confirm that we have not offered nor will offer any illegal gratification in cash or kind to any person or organisation in connection with instant proposal.

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE 10: LETTER OF EXCLUSIVITY**

*(To be submitted on the Letterhead of the Bidder)*

To,

Mission Director,  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No.03, In front of Patrakar Colony,  
Bhopal 462003 Madhya Pradesh

We, \_\_\_\_\_, hereby declare that we are/will not associate with any other firm/entity submitting a separate proposal for RFP Ref. No. S. No/ **N.H.M./ STORE/ 2025/1792** dated **25/04/2025** for “*Selection of Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under National Health Mission, Madhya Pradesh*” under consideration.

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE 11: LIST OF PREFERRED CLUSTERS**

*(To be submitted on the letterhead of the Bidder)*

To,

Mission Director  
National Health Mission - Madhya Pradesh (NHM-MP)  
Link Road No. 3, In front of Patrakar Colony,  
Bhopal, Madhya Pradesh 462003

**Sub.: Request for Proposal for Selection of Concurrent Auditor for the Financial Year 2025-26  
for the Programs implemented under NHM-MP**

Dear Sir/Madam,

We hereby submit proposed preference of Clusters wherein the Cluster mentioned at S. No.1 is the most preferred Cluster and the Cluster mentioned at S. No.5 is the least preferred Cluster for this engagement

S. No.	Number of the Cluster	Name of the districts under the cluster
1		
2		
3		
4		
5		

Yours sincerely,

Authorized Signature

*[In full and initials with Seal]:*

*[Location, Date]*

Name and Title of Signatory:

*(Name and seal of the Bidder)*

Address:

Telephone:

Email:

**ANNEXURE 12: FORMAT FOR PREBID QUERY AND CLARIFICATIONS**

The Bidder will have to ensure that their queries should reach through email at [tendersnhmmp@gmail.com](mailto:tendersnhmmp@gmail.com) in the prescribed format as mentioned below

<b>Bidder's Name:</b>			
<b>S. No.</b>	<b>Clause Reference &amp; Page number</b>	<b>Clause Details</b>	<b>Queries with Justification</b>

*\* Any other form of submission will not be entertained*



**ANNEXURE 13: CLUSTER-WISE BREAKUP OF MINIMUM FEES**

S. No.	Cluster	Name of District	Annual Minimum Fees (Excl. GST)
1	1	Shivpuri	8,69,440.00
2		Sheopur	
3		Morena	
4	2	Gwalior	4,53,570.00
5		Bhind	
6		Datia	
7	3	Ashoknagar	6,37,000.00
8		Guna	
9		Rajgarh	
10	4	Bhopal	6,36,870.00
11		Vidisha	
12		Raisen	
13	5	Tikamgarh	5,19,840.00
14		Niwari	
15		Chhatarpur	
16	6	Sidhi	7,93,286.00
17		Singrauli	
18		Shahdol	
19	7	Panna	8,43,700.00
20		Satna	
21		Rewa	
22	8	Katni	7,33,590.00
23		Anuppur	
24		Umaria	
25	9	Dindori	7,52,700.00
26		Mandla	
27		Jabalpur	
28	10	Narsinghpur	8,89,200.00
29		Seoni	
30		Balaghat	
31	11	Chhindwara	9,21,860.00
32		Hoshangabad	
33		Betul	
34	12	Harda	3,30,850.00
35		Khandwa	
36		Burhanpur	
37	13	Indore	6,36,870.00
38		Dewas	
39		Khargone	
40	14	Dhar	8,89,330.00
41		Alirajpur	

*Selection of Concurrent Auditor(s) for the Financial Year  
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42		Barwani	
43	15	Neemuch	2,32,845.00
44		Mandsaur	
45	16	Ujjain	6,39,990.00
46		Sehore	
47		Shajapur	
48		Agar	
49	17	Jhabua	1,93,375.00
50		Ratlam	
51	18	Damoh	6,43,500.00
52		Sagar	
53	19	SHS Bhopal	7,08,760.00

**Note:**

- Proposal below minimum fees can not be accepted by SHS/NHM-MP.
- The minimum fees mentioned in column no. 04 in the table above is inclusive of all TA, DA, taxes/ fees/ costs except GST.

**ANNEXURE 14: FORMATS FOR SCHEDULE OF ADVANCES**

S. No	NAME OF SCHEME UNDER DISTRICT	Opening Balance as on 01.04.2025 AT CMHO and All Block	Advance Given during the year	Expenditure during the year		Refunded during the year/Adjusted	Closing Balance as on 31.03.2026 At CMHO and All Block
		(A)		Revenue	Capital		(A+B-C- D-E)

**ANNEXURE 15: CHECK-LIST FOR AUDITORS OF STATE HEALTH SOCIETY**

S. No.	PARTICULARS	YES	NO	REMARKS
1.	Whether Audit Opinion is in the prescribed format giving the World Bank Credit No.			
2.	Whether the Annual Financial Statements (AFS) are in the prescribed format for Balance Sheet, Income & Expenditure Account and Receipt & Payment Account			
3.	Whether the Financial Statements include the Bank Reconciliation Statement as on last day of the year			
4.	Whether Financial Monitoring Report for the last quarter has been certified by the auditors and forms part of Annual Financial Statements			
5.	Confirm that no advances to Districts/ Blocks/PHCs/CHCs and any other Agency are shown as expenditure			
6.	Are there advances outstanding for long (greater than 6 months)			
7.	Whether the Utilization Certificate for all the Sanctions has been attached			
8.	Are the Utilization Certificates are signed by the Mission Director or any other authorized person, Program Manager and by the Auditor			
9.	Whether auditor has certified that the amount of utilization in the Utilization Certificate is tallied with the Income & expenditure Account of the relevant period			
10.	Confirm that the Consolidated Annual Financial Statements include all the districts annual statements based on the books maintained by them and have been duly audited by the same auditor or any other auditor			
11.	Whether Management Letter has been prepared by the Auditors			
12.	Whether Management has offered its comments on the observations of the Auditor in the Management Letter			
13.	Whether the Annual Financial Statements are consolidated on the basis of audited districts accounts and not on the basis of expenditures reported by the districts			
14.	Have you ensured that the Annual Financial Statements have been consolidated for all the Programmes i.e. RCH, NRHM, Immunization, NUHM, NDCPs and NCDs Programme			
15.	Whether Accounting Policies and Notes on Accounts have been appended to the AFS			
16.	Are you sure that none of expense of any activity has been merged with that of any other activity			
17.	Are you sure that all the expenses have been properly reflected as per the Heads of Accounts as shown in the FMR for each programme			
18.	Whether the accounts finalisation instructions issued by each Programme Division has been followed or not			
19.	Whether a confirmation certificate regarding the inclusion of all bank accounts of SHS etc. duly signed by Mission Director and Director Finance has been obtained and attached with the Report			
20.	Whether the SHS has claimed interest in delay of transfer of funds from State Treasury to SHS in case of Central Grants from the date of receipt of funds by the State			
21.	Whether the auditor has ascertained the delay in transfer of Central Government Grants from State Treasury to State Health Society			

## **ANNEXURE 16: FORMAT OF AUDIT REPORT**

**To,**

**The Mission Director,**

.....,  
.....

### **Introduction**

We have audited the accompanying expenditure statements / financial statements of the RCH Flexible Pool, Health System strengthening under NRHM, NHUM, Flexible Pool, NDCP, flexible pool, 20% (twenty percent) of Village Health Sanitation Committee of a District covering 05% (five percent) VHSCs in each quarter, Emergency COVID-19 Response Plan, 15<sup>th</sup> Finance Commission, Pradhan Mantri - Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) etc. implemented through the .....State Health Society, ..... as of 31<sup>st</sup> March, 202.....

Our responsibility is to express an opinion on these financial statements based on our audit.

### **Scope**

We conducted our audit in accordance with standards on auditing issued by the Institute of Chartered Accountants of India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. In forming our opinion we have relied upon the audit findings / observations in ....(nos.) District Health Society/ .....State Health Society's financial statements, which have been audited by other auditors. We believe that our audit provides a reasonable basis for our opinion.

### **Opinion**

- a. The statements of account dealing with this report include funds received from GFATM under RNTCP (Global Fund Grant No. IND-T-CTD 1620).**
- b. The audited financial statements include funds received from the Asian Development Bank under "Supporting National Urban Health Mission – Results Based Lending", Loan # 3257 dated July 28, 2015", and amounts claimed under the loan are eligible for financing under the credit arrangements. The expenditure as mentioned in the respective schedule for NUHM has been incurred during the year under review for the National Urban Health Mission by the SHS from all sources of funds including loan proceeds, and allocation for use of loan proceeds has not been shown separately.**

- c. We have obtained all the informations and explanations which to the best of our knowledge and belief were necessary for the purpose of our examination.
- d. In our opinion, proper books of account have been kept by the State Health Society, so far as appears from our examination of the books.
- e. The statements of account dealt with this report are in agreement with the books of account.
- f. Financial Statements of the State is the consolidated Financial Statements of the State and District Societies.
- g. In our opinion and to the best of our information and according to the explanations given to us the said consolidated accounts of the State and District Societies, gives the information in the manner so required and give a true and fair view:-
  - 1. In the case of the balance sheet, of the State of affairs of the Society as at 31<sup>st</sup> March,.....
  - 2. In the case of the Income and Expenditure Account of the excess of income over expenditure / deficit of income over expenditure for the year ended on that date.
  - 3. In case of Receipts and Payments Account of the receipts and payments during the year ended on that date.
- h. In addition with respect to FMR/SOEs, adequate supporting documentation has been maintained to support claims to the GFATM for reimbursements of expenditures incurred;
- i. The expenditures so claimed are eligible for financing under the Credit Agreement; and
- j. Procurement of goods and services has been carried out as per the Procurement manual by Central TB Division and other concerned division of the Govt. of India.

Place:

Date:

Signature of Auditor (s)

**Notes:-**

- 1. In case, a qualified opinion or disclaimer is given by the auditor, the audit report should state in a clear and informative manner all the reasons for such an opinion.
- 2. Audit Report to be accompanied by:
  - a) Management Letter
  - b) Reconciliation of Expenditure as per FMR/SOEs claims with the actual expenditure as reported in the audited financial statements.
- 3. Matters which have been underlined needs proper attention of the auditor.

### **ANNEXURE 17: FINANCIAL MANAGEMENT LETTER**

*(Format to be incorporated as part of the Audit Report)*

**Name of the State:**

S. No.	Item	Remarks/ Response
<b>1</b>	<b>Accounting and Funds flow</b> <ol style="list-style-type: none"> <li>a. Are District Units legally registered entities under the Societies Registration Act?</li> <li>b. Status in respect of guidelines issued in December 2006 on financial, accounting, auditing, funds flow &amp; banking arrangements at State &amp; district level.</li> <li>c. Are the books being maintained as suggested in the Finance and Accounts Manual? (please list the books of accounts maintained at the State and District level)</li> <li>d. In the General Ledger, are the ledger accounts (at a minimum) as per the activity heads in the Financial Reporting Formats? If not how are financial reports complied?</li> <li>e. Is there a clear understanding on the on the nature of expenditure to be charged under each account head?</li> <li>f. What is the basis of recording expenditure at State and District level i.e. is it based on actual expenditure reported by Districts/ sub district units or are transfers recorded as expenditures?</li> <li>g. In case transfers are recorded as expenditures, is there a system of monitoring the expenditures reported against the transfers and eliminating inter unit transfers, while submitting consolidated Financial Report of the State to MOHFW?</li> <li>h. Is any computerized accounting system in use and if yes, what are the outputs?</li> <li>i. Are there any delays in receiving funds from the centre to states and states to districts? Has the project or any component been out of funds in the last one year?</li> <li>j. Are funds transferred by State Health Society to District Societies or directly to Bank accounts in the same of CHMO or DMO?</li> <li>k. Whether the State is transferring the funds to Districts electronically or by physical transfer?</li> <li>l. Whether the fund transfer by State to Districts is being done pool wise like RCH flexible pool or does the State carry out activity wise fund transfer to the Districts</li> <li>m. What is the average frequency of fund transfer in a year?</li> <li>n. To what extent have financial powers been delegated at the state, district and block levels?</li> <li>o. Are they aware of the new draft guidelines circulated by the centre for delegation of administrative /financial powers under NRHM?</li> <li>p. Problems being faced/ outstanding issues on accounting or fund management or banking arrangements</li> </ol>	
<b>2</b>	<b>Internal Control</b>	

*Selection of Concurrent Auditor(s) for the Financial Year  
2025-26 for the various programs implemented under NHM-MP*

S. No.	Item	Remarks/ Response
	<ul style="list-style-type: none"> <li>a. Are Financial Management Indicators being compiled regularly? Copy of latest indicators may be requested</li> <li>b. How are FM Indicators being used or followed up?</li> <li>c. Has SPMU been carrying out field checks on basic financial controls (appendix 13 A of Manual)</li> <li>d. Is there a system of recording, monitoring and settlement of advances at all levels i.e. State, District and sub districts?</li> <li>e. Is there an ageing of the advance and are there old un-settled advances with staff and others?</li> <li>f. Are further advances provided without settlement of old advances?</li> <li>g. What steps are being taken to settle old advances, if any?</li> <li>h. Does the project follow the system of single signatory or joint signatories? Who are the signatories to the bank account (s)?</li> <li>i. How many Bank accounts are being maintained and are Bank reconciliations carried out on a monthly basis?</li> <li>j. Problems being faced/ outstanding issues on internal controls.</li> <li>k. Report any procurement which has not been carried out as per the procurement manual of the individual programmes such as; RCH-II, RNTCP, IDSP etc.</li> </ul>	
3	<p><b>Financial Reports:</b></p> <ul style="list-style-type: none"> <li>a. Are States familiar with the guidelines for preparation of Revised FMR</li> <li>b. Are the reporting heads in the FMR aligned with the AWP and with the ledger accounts in the General Ledger (to check both at the State and District units)</li> <li>c. Are monthly FMRs submitted by the districts to states on a regular basis? Has the state consolidated the monthly FMRs from the districts for the first quarter of the FY? If so, has it been sent to the Centre and when? (a copy of the last financial report sent may be requested)</li> <li>d. Statement of Fund Position: Whether prepared or not? (Verify the figures from the books of accounts for any quarter as a cross-check measure).</li> <li>e. Do the FMRs go to FMG and programme divisions</li> <li>f. What are the checks being exercised while preparing FMRs?</li> <li>g. Is physical progress being captured in time and consistently?</li> <li>h. Is physical progress is reported in the FMR along with the financial progress.</li> <li>i. Problems being faced/ outstanding issues on financial reporting</li> </ul>	
4	<p><b>Audit:</b></p> <p><u>External:</u></p> <ul style="list-style-type: none"> <li>a. Is there a TOR for external auditors and is it as per the TOR provided in the FM Manual/ RFP?</li> <li>b. Has the auditor(s) been appointed for State and District Societies for the year 2023-24?</li> <li>c. If yes/no, what was the process of selection of auditors? For 2023-24 were they from the shortlist circulated by FMG?</li> <li>d. Was a tendering processes were followed /will follow to appoint the Auditors?</li> </ul>	



*Selection of Concurrent Auditor(s) for the Financial Year  
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S. No.	Item	Remarks/ Response
	<p>e. Are the bids evaluated for contracting auditors based on technical inputs or are they cost based?</p> <p>f. What are the fee rates, the coverage and the time period for which auditors have been contracted?</p> <p>g. Has a single audit firm been appointed or have districts been divided amongst firms?</p> <p>h. Is there a concept of lead auditor to quality assure the audit?</p> <p>i. Has SPMU received the model audit report sent by FMG?</p> <p>j. Have the audit observations on the audit report for previous FY been shared by the FMG?</p> <p>k. What is the practice for follow up on audit observations?</p> <p>l. Did the auditor visit the districts or districts officials were called at the State along with the records?</p> <p><b>Internal:</b></p> <p>m. Does the State have a system of internal/ concurrent audit?</p> <p>n. Does State plan to have internal or concurrent audit on monthly or quarterly basis?</p> <p>o. Are internal audit observations being received regularly and being acted upon?</p> <p>p. Please elaborate on effectiveness and implementation of Concurrent Audit existed in the</p> <p style="padding-left: 20px;">i) State</p> <p style="padding-left: 20px;">ii) Districts</p> <p><b>Concurrent audit:</b></p> <p>q. Is the state has appointed concurrent auditor for audit of state and all districts?</p> <p>r. Is the concurrent auditor has been appointed as per the guidelines of the Ministry?</p> <p>s. Is the concurrent auditor has submitting concurrent audit report regularly?</p> <p>t. Is the action taken report (ATR) has been submitted by the district to the state and follow up has been taken by the state?</p> <p>u. Is the State has submitted executed summery to the Ministry?</p> <p>v. Concurrent audit is being done monthly or quarterly?</p>	

**ANNEXURE 18: FORMAT FOR DELAY IN TRANSFER OF FUNDS (IN DAYS)**

[illegible]

**ANNEXURE 19: FORM OF UTILIZATION CERTIFICATE (FOR STATE  
GOVERNMENTS)**

(Where expenditure incurred by Govt. bodies only)

S. No.	Letter no. and Date	Amount	Certificate

Certified that I have satisfied myself that the conditions on which the grants-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the propose for which it was sanctioned.

Director (Finance)  
National Health Mission

## **ANNEXURE 20: FINANCIAL FORMATS**

### **1. BALANCE SHEET**

#### **BALANCE SHEET**

**As on 31.03.2026**

<b>LIABILITIES</b>	<b>SCH.</b>	<b>DHS</b>	<b>CIVIL HOSPITAL</b>	<b>BLOCK 1</b>	<b>BLOCK 2</b>	<b>BLOCK 3</b>	<b>BLOCK N....</b>	<b>TOTAL</b>
Society Fund	A	-	-	-	-	-	-	-
Fixed assets reserve fund	B	-	-	-	-	-	-	-
Other Scheme Fund	C	-	-	-	-	-	-	-
Current Liabilities	D	-	-	-	-	-	-	-
Other Current Liabilities	E	-	-	-	-	-	-	-
Difference in Opening Balance								-
<b>TOTAL</b>		-	-	-	-	-	-	-
<b>ASSETS</b>	<b>SCH.</b>							
Fixed Assets	F	-	-	-	-	-	-	-
Current Assets								-
Loan & Advances	G	-	-	-	-	-	-	-
Deposits	H	-	-	-	-	-	-	-
Other Current Advance								
Fund in Transit								
Cash & Bank Balance	I	-	-	-	-	-	-	-
<b>TOTAL</b>		-	-	-	-	-	-	-
		-	-	-	-	-	-	-

## 2. INCOME AND EXPENDITURE ACCOUNT

### INCOME & EXPENDITURE ACCOUNT For the Period from 01.04.2025 to 31.03.2026

Income		DHS	CIVIL HOSPITAL	BLOC K 1	BLOC K 2	BLOC K 3	BLOCK N...	TOTAL
Grant In Aid .								-
Grant in Aid (PARENT A/C)								
Grant in Aid (E-NETT)								
Grant in Aid (TB Nikshay)								
(Up to the extent of Expenditure)								
TOTAL		-	-	-	-	-	-	-
Expenditure	Anne xure							
Service Delivery - Facility Based	1	-	-	-	-	-	-	-
Service Delivery - Community Based	2	-	-	-	-	-	-	-
Community Interventions	3	-	-	-	-	-	-	-
Untied Fund	4	-	-	-	-	-	-	-
Infrastructure	5	-	-	-	-	-	-	-
Procurement	6	-	-	-	-	-	-	-
Referral Transport	7	-	-	-	-	-	-	-
Human Resources	8	-	-	-	-	-	-	-
Training	9	-	-	-	-	-	-	-
Reviews, Research, Surveys and Surveillance	10	-	-	-	-	-	-	-
IEC/BCC	11	-	-	-	-	-	-	-
Printing	12	-	-	-	-	-	-	-
Quality Assurance	13	-	-	-	-	-	-	-
Drug Warehousing and Logistics	14	-	-	-	-	-	-	-
PPP	15	-	-	-	-	-	-	-
Programme Management	16	-	-	-	-	-	-	-
IT Initiatives for strengthening Service Delivery	17	-	-	-	-	-	-	-
Innovations (if any)	18	-	-	-	-	-	-	-
National Urban Mission	U	-	-	-	-	-	-	-
COVID-19 Vaccination	19	-	-	-	-	-	-	-
COVID 19	20	-	-	-	-	-	-	-
Ramping up Health Infrastructure with focus on Paediatric care units	21	-	-	-	-	-	-	-
MPSBTC	22	-	-	-	-	-	-	-
ECRP II	23	-	-	-	-	-	-	-
TOTAL		-	-	-	-	-	-	-
Difference if any		-	-	-	-	-	-	-
As per given Income & Expenditure A/c		-	-	-	-	-	-	-
As Per Others(FORMAT -2)		-	-	-	-	-	-	-
As Per RCH (FORMAT-3)		-	-	-	-	-	-	-
Difference in Format 2+3 & Total of Format 1		-	-	-	-	-	-	-

### **3. RECEIPT AND PAYMENT ACCOUNT**

**RECEIPT AND PAYMENT ACCOUNT  
For The Period from 1.04.2025 to 31.03.2026**

PARTICULARS	Annex ure	DHS	CIVIL HOSPITAL	BLOCK 1	BLOCK 2	BLOCK 3	BLOCK N.....	TOTAL
<b>RECEIPTS</b>								
Opening Balances								
Cash-at-Bank								-
Loans & Advances								-
Deposit								-
Fund in transit								-
Diff. in Opening Cash at Bank								-
<b>GRANT UNDER SCHEME</b>								
Grant in Aid (PARENT A/C)								-
Grant in Aid (E-NETT)								-
Grant in Aid (TB Nikshay)								-
Covid -19 Central Fund								
NON -NHM (PSY)								-
								-
MMPSY								-
Other Scheme Fund								-
<b>OTHER RECEIPTS</b>								
Bank Interest								-
Other Receipt								-
Current Liability								-
<b>TOTAL</b>		-	-	-	-	-	-	-
<b>PAYMENTS</b>								-
Service Delivery - Facility Based	1	-	-	-	-	-	-	-
Service Delivery - Community Based	2	-	-	-	-	-	-	-
Community Interventions	3	-	-	-	-	-	-	-
Untied Fund	4	-	-	-	-	-	-	-
Infrastructure	5	-	-	-	-	-	-	-
Procurement	6	-	-	-	-	-	-	-
Referral Transport	7	-	-	-	-	-	-	-
Human Resources	8	-	-	-	-	-	-	-
Training	9	-	-	-	-	-	-	-
Reviews, Research, Surveys and Surveillance	10	-	-	-	-	-	-	-
IEC/BCC	11	-	-	-	-	-	-	-
Printing	12	-	-	-	-	-	-	-
Quality Assurance	13	-	-	-	-	-	-	-
Drug Warehousing and Logistics	14	-	-	-	-	-	-	-
PPP	15	-	-	-	-	-	-	-
Programme Management	16	-	-	-	-	-	-	-
IT Initiatives for strengthening Service Delivery	17	-	-	-	-	-	-	-
Innovations (if any)	18	-	-	-	-	-	-	-
National Urban Mission	U	-	-	-	-	-	-	-
COVID-19 Vaccination	19	-	-	-	-	-	-	-
COVID 19	20	-	-	-	-	-	-	-
Ramping up Health Infrastructure with focus on Paediatric care units	21	-	-	-	-	-	-	-

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<b>PARTICULARS</b>	<b>Annex ure</b>	<b>DHS</b>	<b>CIVIL HOSPITAL</b>	<b>BLOCK 1</b>	<b>BLOCK 2</b>	<b>BLOCK 3</b>	<b>BLOCK N.....</b>	<b>TOTAL</b>
MPSBTC	22	-	-	-	-	-	-	-
MMSSPSY	23	-	-	-	-	-	-	-
ECRP II	24	-	-	-	-	-	-	-
OTHER PAYMENTS								
Other Payments								-
Other Scheme Fund								-
Current Liabilities								-
Closing Balances								
Cash-at-Bank								-
Loans & Advances								-
Deposit								-
Fund in transit								-
Diff. in Opening Cash at Bank								-
<b>TOTAL</b>		-	-	-	-	-	-	-
Diff		-	-	-	-	-	-	-

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED BY PROPOSAL DUE  
DATE**

S. No.	List of Documents	Y/ N (Yes/ No)	Filename/ Page no.
1.	<b>Annexure 1:</b> Cover Letter		
2.	<b>Annexure 2:</b> Turnover & Net worth details of Bidder Certificate issued by a statutory auditor (as per <b>Annexure-2</b> )		
(i)	Audited Financial Statements confirming the average annual turnover of the Bidder during the stated Financial Years		
3.	Registration documents of the Bidder as a company/firm or any legal entity along with:		
(i)	Details of Board of Director/ Managing Director/ CEO/ Partners		
(ii)	PAN Card of the registered legal entity		
(iii)	GST certificate of the registered legal entity		
(iv)	Any other supporting document, as may be required		
(v)	Undertaking on the letterhead of the Bidder (as per <b>Annexure-8</b> )		
4.	Copy of Registration Certificate issued by the Institute of Chartered Accountants of India (ICAI)		
5.	Copy of the valid empanelment letter issued by CAG		
6.	Self-declaration on the Bidder's letterhead confirming the registered Head office/Headquarter address in Madhya Pradesh  Copy of Rent Agreement with NOC from Landlord / copy of Registry along with Copy of latest Electricity Bill or Telephone Bill (not older than 03 (three) months from the Proposal Due date)		
7.	<b>Annexure 3:</b> Format For Technical Proposal		
8.	<b>Annexure 3A:</b> Format for submitting Work Experience Summary		
(i)	Concurrent Audit Experience: Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of concurrent audits done and all other essential details of the contract Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted		
(ii)	<b>Government Experience:</b> Contract/ Agreement/ Work Orders/ Letter of Invitation from client(s) that clearly states the details of the scope of work, date of commencement, details of concurrent audits done and all other essential details of the contract  Third party certification will not be admissible and		



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S. No.	List of Documents	Y/ N (Yes/ No)	Filename/ Page no.
	will be required from concerned Government authority only  Undertakings/ Declarations in lieu of/or in support of above requirement if submitted on Bidder's letter head shall not be accepted		
(iii)	<b>Manpower:</b> Self-Declaration by the Director/ Partner/ CEO or Authorized Signatory of the Bidder along with the name of full-time fellows		
9.	<b>Annexure 4:</b> Self-Declaration		
10.	<b>Annexure 5:</b> Blacklisting And Pending Suit (Undertaking to be submitted on a non-judicial stamp paper as per Annexure-5)		
11.	<b>Annexure 7:</b> Format For Power Of Attorney For Authorized Signatory		
12.	<b>Annexure 8:</b> Declaration for Existence of the Firm		
13.	<b>Annexure 9:</b> Format For Anti-Collusion Certificate		
14.	<b>Annexure 10:</b> Format For Letter Of Exclusivity		
15.	<b>Annexure 11:</b> List of Preferred Clusters		
16.	Any other supporting documents, as may be required		

**ANNEXURE-21: CONTRACT**

**For**

*“Concurrent Auditor for the Financial Year 2025-26 for the Programs implemented under  
National Health Mission, Madhya Pradesh”*

THIS CONTRACT (“**Contract**”) is entered into this [insert starting date of assignment] 2025, by and between **National Health Mission-Madhya Pradesh**, registered as State Health Society under the Madhya Pradesh Society Registrickaran Adhiniyam, 1973, having its registered office at Link Road No. 03, in front of Patrakar Colony, Bhopal 462003 Madhya Pradesh (hereinafter referred to as "**NHM-MP**") and M/s. .... (“**the Auditor**”) having its principal office located at....., for the Concurrent Audit of District Health Societies.....for the Financial Year 2025-26

WHEREAS, NHM-MP 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 RFP, Scope of Work (annexed in Schedule and appointment letter
- ii. The Auditor shall submit to NHM-MP the reports in the form specified in **RFP** within the time period covering **Scope as given in RFP and responsibilities mentioned in GOI guidelines**
- iii. The Auditor shall submit the **financial statements and all Reports given in RFP** within stipulated time
- iv. The Auditor shall follow all the **instructions contained in RFP** as well as instructions given by State Health Society

**2. Term**

- i. The Auditor shall complete the Quarterly Concurrent Audit as per RFP after signing this “Contract” or such extended time as may be mutually agreed with NHM-MP
- ii. The Audit is to be conducted on quarterly basis & audit reports will be submitted on quarterly basis in hard copy & soft copy up to 15<sup>th</sup> (fifteenth) of next following month
- iii. The Auditor should submit the soft copy & hard copy of Quarterly Concurrent Audit Report of DHS (as required by NHM-MP and as mentioned in RFP) to DPMUs as well as State within stipulated time along with copy to respective Divisional Joint Director Office Medical college, Nursing centre and RHFwTC for Monitoring
- iv. The Audit team visiting to District office must be headed by Chartered Accountant of the firm and collect the attendance certificate after visiting district and submit it along with Audit Report

**3. Payment**

- i. **Ceiling:** For Services rendered pursuant NHM-MP shall pay the Auditor an amount not to exceed INR..... per annum for..... This amount includes all of the Auditor's cost and profits inclusive of TA/DA
- ii. **Schedule of Payments:** Auditor's fee shall be reimbursed upon NHM-MP's receipt of the final reports as specified in RFP (in soft copy & hard copy) to State & Districts & acceptable to the NHM-MP. Other than this, State Health Society is not liable for any other payment to audit firm

**4. Project Administration:** NHM-MP designates .....as NHM-MP's '**Coordinator**'; the Coordinator shall 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 Standard issued by ICAI. Specific reference is invited to standard (SA 600-AAS 10-relying on the work of another auditor) and SA 230 (AAS 3 – Documentation). 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 at least the same level of qualification mentioned in RFP

**6. Ownership of Material:** Any Studies reports or other material, graphic, software or otherwise, prepared by the Auditor for the Client (NHM-MP) under the Contract shall belong to and remain the property of the Client (NHM-MP). The Auditor may retain a copy of such documents and software. Software of the report should be submitted on monthly basis at State Health Society as stated in the order

**7. Assignment:** The Auditor shall not assign this Contract or Sub-contract any portion of it without the Clients (NHM-MP) prior written consent.

**8. Law Governing the Contract and Language:** The Contract shall be governed by the Laws of State Health Society and language of the Contract shall be in English

**9. Dispute Resolution:** Any dispute arising out of the Contract, which cannot be amicably settled between the Parties, shall be referred to adjudication/arbitration in accordance with the laws of the State Health Society

**IN WITNESS WHEREOF THE PARTIES ABOVE NAMED HAVE THROUGH THEIR  
AUTHORIZED REPRESENTATIVES EXECUTED AND DELIVERED THIS  
AGREEMENT AS OF THE DATE FIRST ABOVE WRITTEN**

<p><b><u>Signed, Sealed and Delivered:</u></b>          (On behalf of National Health Mission,          Madhya Pradesh)</p> <p>Mission Director/ The Nodal,          National Health Mission          Link road no. 03,          In front of Patrakar Colony,          Bhopal 462003, Madhya Pradesh          Email: <a href="mailto:tendersnhmmp@gmail.com">tendersnhmmp@gmail.com</a>;          Tel. No.: 0755-4092595</p> <p>Attn.: Director, Finance</p>	<p><b><u>Signed, Sealed and Delivered:</u></b>          [On behalf of Agency]</p> <p>The Common Seal of the Agency has been affixed          pursuant to the resolution passed by the Board of          Directors of the Agency at its meeting held on the          ___day of __2025 hereunto affixed in the presence          of _____, Director who has signed these          presents in token thereof and _____,</p> <p>Authorized Signatory who has countersigned the          same in token thereof;</p> <p>(Signature)          (Name)          (Designation)          (Address)          (Fax No.)          (e-mail address)</p>
<p><b><u>In the Presence of:</u></b></p> <p><b>Witness</b></p> <p>1.</p> <p>2.</p>	

***{SCHEDULE 1: Scope of Work}***

***{SCHEDULE 2: Financial Proposal}***

***{SCHEDULE 3: Key Performance Indicators (KPIs)}***