



## OFFICE OF THE MISSION DIRECTOR, NATIONAL RURAL HEALTH MISSION, ASSAM

**Saikia Commercial Complex, Srinagar Path, Christianbasti, G.S. Road, Guwahati-781005**

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No. NRHM/ FIN/Concurrent Audit/1719/ 2013-14/ **6085**

Dated: 22<sup>nd</sup> May'2013

### Advertisement

Government of Assam

Health & Family Welfare Department

State Health Society

#### Selection of Auditors- Request for Proposal (RFP)

**Hiring Services of Chartered Accountant Firm for Concurrent Audit of 27 Districts Health Societies (DHSs) and State Health Society for the Financial Year 2013-14 under National Rural Health Mission (NRHM), Assam**

The State Health Society, Assam invites proposal from Chartered Accountant firms empanelled with C & AG and which meet all the conditions in the eligibility criteria listed below for carrying out the Concurrent Audit of District(s) and State for the Financial Year 2013-14 as per the Terms of Reference provided in the RFP.

#### **Eligibility Criteria:**

CA Firm to qualify following minimum criteria however the management have the right to relax any of the criteria in case of existing CA firm(s) depending on the professional services rendered by them as concurrent auditor in the previous year(s) to NRHM.

Sl. No	Particulars	Minimum Criteria	
		For SHS	For DHS
1	Number for full time FCA associated with the firm for not less than 3 years (As per Certificate of ICAI as on 01-01-2012)	1	1
2	Number for full time ACA associated with the firm for not less than 3 years (As per Certificate ICAI as on 01-01-2012)	2	1
3	Turnover of the firm (Average annual in last three years)	Rs. 10 Lakh (Min)	Rs. 10 Lakh (Min)
4	No. of years of firm Existence	3 years	3 years
5	No. of Assignments of Concurrent/ Statutory Audit (Having a turnover of not less than Rs. 2 crores in the last years)	3	3
6	No. of Assignment: Experience of audit of Externally/ Internally Aided projects Social Sector Projects (other than audit of Charitable Institutions & NGOs) in the last 3 years	3	3

#### **Reporting:**

- Monthly FMR in GOI format along with Statement of Expenditure in prescribed format and Statement of fund Position at the end of the each month with Bank Reconciliation Statement within 7 days of the following month to the State/ District Health Society.
- Monthly Income & Expenditure Account, Receipt & Payment Account, along with Executive Summary in GOI format within 7 days of the following month.
- Action Taken Report on last Audit report and monthly Executive Summary by DHS along with Accounts.
- Compilation and submission of Quarterly Balance sheet for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> quarter and yearly report on 4<sup>th</sup> quarter ending 31<sup>st</sup> March 2014 by end of the following month incorporating all the vertical programme of respective Health Institutions of the District where NRHM fund has been released.

#### **Submission of Expression of Interest (EOI):**

The eligible Chartered Accountants Firm can download the format for Technical Bid and Financial Bid from the website [www.nrhmassam.in](http://www.nrhmassam.in) and submit the RFP by post or courier to the O/o Mission Director, NRHM, Assam, Saikia Commercial Complex, G.S. Road, Christianbasti, Guwahati-05.

#### **Important Dates:**

- Date for pre-bid conference 5<sup>th</sup> June'2013 at 3.00 PM
- Last date for submission of Proposal to State Health Society, Assam : 21<sup>st</sup> June'2013 upto 2.00 PM
- Date of opening of Technical bid : 21<sup>st</sup> June'2013 at 3.30 PM

Mission Director, NRHM, Assam and  
Commissioner & Secretary to the Govt. of Assam,  
Health & Family Welfare Deptt.