



Government of Jammu & Kashmir
Ayushman Bharat - Pradhan Mantri Jan Arogya Yojana
State Health Agency Society
Registered under J&K Societies Registration Act VI (1941 A.D)
(Reg. No.: D18C/7188-RS/916)
Bemina Secretariat, Srinagar/Rail Head Complex, Jammu

NIT Notice

Subject: Hiring of professional Services of the CA firm.

The State Health Agency (Ayushman Bharat-PMJAY) J&K has invited Bids from C&AG empanelled Chartered Accountant firms for providing their services as Statuary Auditors under the Scheme Ayushman Bharat-PMJAY in respect of State Health Agency & District implementation Unit of J&K for the financial year 2018-19, 2019-20, 2020-21, & 2021-22 as per the guidelines issued by the National Health Authority, Govt. of India with minimum fee of Rs. 30,000/- (including TA/DA & GST) per year for SHA & Rs. 5,000/- (including TA/DA & GST) per year per district in compliance to the notification of ICAI regarding responding to tenders. Interested CA Firms of repute and duly registered should send their expression of interest to the office of the Chief Executive Officer, Ayushman Bharat PM-JAY, J&K by or before 04th Feb., 2022 (04.00 pm) and shall be opened on 7th Feb., 2022 (11.00 am). The detailed Request for Proposal (RFP) comprising background Term of Reference (ToR) and guidelines for submitting the proposals can be downloaded from our websites: jkpmjaysehat.co.in.

Note: -

1. Any clarifications regarding the same can be had from O/o Chief Executive Officer, SHA, J&K, Near Rail Head Complex, Jammu in person or through e-mail (abnhpmjk@gmail.com) by or before 04th Feb., 2022 (upto 4 pm)
2. Chief Executive Officer, Ayushman Bharat PM-JAY, J&K reserve the right to accept/reject any firm/ associated firm.
3. In case of public holiday, the last date for submission as well as opening of Technical/ Financial bid shall be on the next working day.


Chief Executive Officer
State Health Agency
Ayushman Bharat-PMJAY, J&K

No: SHA/AB-PMJAY/J&K/

Dated: /01/2022

1. SCOPE OF WORK: -

- i) To make review of the system of book keeping & accounting.
- ii) To make such tests and enquiries as the auditors consider necessary to form an opinion as to the reliability of the records as a basis for preparation of Accounts.
- iii) To verify accounts with reference to the books of accounts i.e. ledgers, journal and other subsidiary and supporting records to see that the accounts are in agreement with the books of accounts.
- iv) To make a review of the Income and Expenditure Account/Receipt & Payment Account and the Balance Sheet in order to make a report stating, whether in the opinion of the auditors, the financial statements are presented in conformity with the generally accepted accounting principles and the items therein are described in such a way to give a true and fair view of the financial position and results of operations of the entity.
- v) Adequacy of Internal Audit System.
- vi) System of Physical Verification of Inventory & Fixed Assets.
- vii) Regularity in Payment of Statutory Dues.
- viii) Checking of submission of Utilization Certificate.
- ix) Preparation of TDS statement and assist the office for timely payment of TDS. The TDS certificate to the concerned parties shall also be generated by stipulated dates and TDS returns shall also be filed within the stipulated date.
- x) Preparation of Statement, payment, filing of return etc. of any other taxes levied by Government from time to time.
- xi) Any other work assigned relating to accounts/statutory requirements etc.
- xii) Providing opinion on the matters relating to Income tax, GST, etc. as per Government notification from time to time.
- xiii) The Auditor will have to Visit at our premises in all Districts of J&K and perform Audit there as per the guidelines of the NHA.
- xiv) Separate Audit Reporting of Each District should be prepared and a Consolidated Report should also be prepared.

2. PRE-QUALIFICATION CRITERIA OF THE CA FIRM: -

The technical bids of only those CA firms will be considered, which satisfy the following eligibility criteria:

- i) The Chartered Accountant Firm should be empaneled with the office of C&AG of India for the Financial Year 2021-22.
- ii) The Chartered Accountant Firm is required to have Permanent Account Number (PAN) & GST Number.
- iii) The Chartered Accountant Firm should be a Partnership Firm with at least 2 CA Partners and one amongst them should be a FCA (Fellow Chartered Accountant).
- iv) The firm or any partner of the firm should not be black listed by any Government Departments, C&AG, PSUs or any other organization in respect of any assignment or behavior. The firm has to submit the No blacklisting certificate as per **Annexure I**.

- v) The CA firm should submit their turnover for the last three years in the format attached at **Annexure II**. Minimum Average turnover for Last 3 Years should be atleast Rs. 50 Lakhs.
- vi) The CA Firm should have been in operation for minimum 10 years. The firm should have undertaken and completed at least 3 assignments (of different organizations) in Last 3 years in J&K related to Audit of Annual Accounts of Central Autonomous bodies (CAB) / other state government organization/ Public Sector Undertakings (PSUs) relating to Health & Medical Education Department (to assess ability of doing this audit of J&K Stationed Partners of CA Firm). Firms should submit details of experience required in format attached at **Annexure III**.
- vii) Partnership firm should have at least one FCA engaged in full time Audit work and submit details of proprietor and/or partners in format attached at **Annexure IV**.
- viii) The CA Firm should have atleast one Stationed Partner in J&K who has done Certificate Course in Public Finance and Govt. Accounting. (To assess ability of J&K Stationed CA Partners to do Govt. Audit)

Points Structure:

Particular	Criteria	Max. Points
No. of CAs in Firm	3 Points for each FCA Partner and 1.5 Points for each ACA Partner	40
No. of Assignments in Health & Medical Department in Last 5 Years	4 Point for Each Assignment	24
Turnover	Turnover Upto Rs. 60 Lakhs (2 Points) Rs. 60 to 120 Lakhs (4 Points) Rs. 120 to 180 Lakhs (6 Points) Rs. 180 to 240 Lakhs(8 Points) Rs. 240 to 300 Lakhs (10 Points) Rs. 300 Lakhs and more (12 Points)	12
Head/Branch Office in J&K	10 Points	10
Certificate of Public Finance & Govt. Accounting Qualified Partner	10 Points	10
No. CA Employees in Firm	1 Points for each CA Employee	4

Note: Firms Scoring 70 Points & Above shall be eligible for opening of Financial Bids, Firm Quoting Lowest shall be Awarded Tender. In case Two or more Firms are L1 than Firm having maximum points shall be awarded Tender, in case Two or More Firms get 100 Points and are also L1 then Firm having Highest Points as per Latest CAG Empanelment Ranking for FY 2021-22 shall be selected.

3. PAYMENT TERMS: -

- i) The professional fee quoted by the firm shall be valid for the entire contract period. Payment shall be made on completion and submission of signed Audit Report.
- ii) Statutory Taxes will be paid at prescribed rate during the contract period.
- iii) TDS will be deducted as per prevailing rates prescribed in the Income Tax Act from all payment.
- iv) Minimum Professional Fees per year as Statutorily required by ICAI is Rs. 1,30,000 p.a. (inclusive of GST)

4. OTHER GENERAL TERMS: -

- i) Format of Application must be completely filled in. Incomplete applications will be rejected outright.
- ii) Please ensure that date of establishment of registered office, Branch office, details of all partners into the firm should be invariably indicated in the application.
- iii) All submitted documents should be signed by a Partner with his name and under the seal of the firm.
- iv) Any application received after the stipulated date & time, due to any reason whatsoever, will be rejected outright.
- v) CA Firms are requested to visit the office of the undersigned for further clarification/ query/ exact scope of the work etc.
- vi) No proposal shall be entertained in joint venture/Consortium.
- vii) Period of appointment can be extended upto five years subject to approval of competent authority and satisfactory performance of the audit firm.

5. LIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH APPLICATION :-

- i) Registration certificate of the firm issued by the Institute of Chartered Accountants of India (ICAI).
- ii) Copies of appointment orders for Audit of state or central autonomous bodies/PSUs. (To support certificate as per Annexure III)
- iii) Copy of PAN card of the CA Firm.
- iv) Copy of GST Registration of the Firm

- v) Copy of empanelment letter of C & AG for the FY 2021-22 & Copy of CAG Ranking Points for FY 2021-22
- vi) Copies of Balance sheet and Profit & Loss Account of last three years (2018-19, 2019-20 and 2020-21).
- vii) Certificate of No Blacklisting as per Annexure I.
- viii) Certificate of Turnover as per Annexure II.
- ix) Certificate of Experience as per Annexure III.
- x) Partners details as per Annexure IV.

6. SUBMISSION AND EVALUATION OF THE RFP: -

Interested firms meeting all the pre-qualification criteria as mentioned in point-2 above may submit their offer in the prescribed Technical and Financial bid form and Annexures of the RFP.

- i) **Application Part A** duly filled pre-qualification-cum-technical Bid along with all supporting documents duly signed with Seal of the authorized partner and should be submitted in a sealed envelope super scribed as 'PRE-QUALIFICATION AND TECHNICAL BID'.
- ii) **Application Part B** duly filled Financial Bid should be submitted separately in a separate sealed cover super scribed as 'FINANCIAL BID'.
- iii) The above two envelopes containing **Application Part A and Part B** should be placed in one covering envelop and sealed super scribed as Request for Proposal (RFP) FOR APPOINTMENT OF AUDITORS.
- iv) The Technical bid should not contain any indication of price offered; else the entire bid will be rejected.
- v) The RFP should reach at the following address latest by 16.00 hours of 04.02.2022.

PRE- QUALIFICATION-CUM-TECHNICAL BID
(To BE FILLED IN BY BIDDER AND ENCLOSE SUPPORTING AS INDICATED)

Sl.No.	Particulars	
1.	Name & address of the firm	
2.	Name & Address of partners	
3.	Telephone Number with STD code	
4.	Mobile No.(s) of Managing Partner/ Proprietor	
5.	e-mail ID	
6.	(Submit copy of Firm constitution document regarding address of the firm)	
7.	PAN of the firm (Submit Copy also)	
8.	GSTIN (Submit Copy also)	
9.	Empanelment Number with C&AG (Submit copy of Evidence)	
10.	The year-wise gross professional fee received/earned (Turnover) by the firm in last three financial years	
11.	Experience in Audit of Annual Accounts of Central Autonomous bodies / other state or central organization / Public Sector Undertakings for last five years	
12.	Details of Proprietor/ Partners	
13.	Numbers of Article Clerk/ Staff and other staff on payroll of firm	
14.	Other Experience of the firm	

Certified that the above particulars are correct. In the event of any information found to be incorrect, be it at any time. Your Office is at liberty to reject the proposal/work awarded to this CA Firm.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Application Part B

FINANCIAL BID
(To be filled by bidder)

Name & address of the firm: -

(Figures in Rupees)

S.No	Description of Service	Amount (Inclusive of GST)
1	Audit Work and Other Assistance work (as mentioned in Scope of audit)	
	Total	

(Amount in words _____ only)

Note:

- a) Rate are inclusive of all taxes.
- b) In case of discrepancy in the amount depicted above in figures and words, lower amount will be considered.
- c) The above fee is inclusive of out-of-pocket expenses including local travel, the Auditor shall have to Mandatorily Visit each district to Audit & no Extra amount shall be paid, except as Quoted above shall be paid.
- d) The minimum fee for the assignment as made mandatory by the ICAI shall be as under:
 - (i) For the 2018-19, 2019-20, 2020-21 & 2021-22. Minimum Fees of the assignment as per ICAI Tendering requirements shall be Rs. 1,30,000/- for each year. (Inclusive of GST).

Self – Declaration – No Blacklisting

(On the letter head of the Firm)

To,
Chief Executive Officer,
SHA, AB-PMJAY, J&K.

In response to the Request for Proposal (RFP) for selecting Statutory Auditors for the financial years mentioned in RFP, I/ We hereby declare that presently our Chartered Accountant (CA)..... is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State / Central Government / PSU / Autonomous Body.

We further declare that presently our CA firm..... is not blacklisted and not declared ineligible for reasons other than corrupt & fraudulent practices by any State / Central Government / PSU / Autonomous Body on the date of Bid Submission.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my / our security may be forfeited in full and the tender if any to the extent accepted may be cancelled.

Thanking you,

Yours faithfully,

Signatures _____

Name _____

Seal of the CA Firm _____

Place _____

Date _____

ANNEXURE II

Details of CA Firm's professional income
(Gross professional Fees received/earned)

(Rupees in lakhs)

Particulars	Financial Year 2018-19	Financial Year 2019-20	Financial Year 2020-21
Gross Professional fees received/ Earned			

Furnish the copy of the Profit & Loss Account and Balance Sheet as documentary evidence in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Experience of Similar Services as per details in RFP Document (last five years)

S.N.	Name of the assignment	Name of the organization	Nature of Assignments (Please specify the work involved as detailed in scope of work)	Details of Supporting Documents provided
1				
2				
3				
4				
5				
6				
7				

Furnish the copy of the documentary evidence in support of the information provided above.

Please attach additional sheets, if required.

Date:
OFFICE SEAL

Signature:
Name:
Designation:

Details of CA Firm's Partners/ Proprietor

S.N .	Name of the Member	Designation	Membership No.	Status	
				FCA	ACA
1					
2					
3					
4					
5					
6					

Furnish the copy of the firm constitution certificate in support of the information provided above.

Date:
OFFICE SEAL

Signature:
Name:
Designation