



**TELANGANA STATE
MEDICAL SERVICES INFRASTRUCTURE DEVELOPMENT
CORPORATION**
(An Enterprise of Govt. of Telangana)
2nd Floor, DM & HS Campus, Sultan Bazar, Hyderabad



Tender Notice No: 02/TSMSIDC-Accts/Internal Audit/2023, Date:05-07-2023

Invitation of e-tenders for Selection of Chartered Accountant firm to conduct Internal Audit and filing of GST returns for the financial year 2023-'24, 2024-'25 and ensuing two financial years in the Division Offices and Head Office of Telangana State Medical Services Infrastructure Development Corporation (TSMSIDC), Hyderabad.

**The Managing Director, Telangana State Medical Services Infrastructure Development Corporation.
(TSMSIDC)**

TSMSIDC Building, 4th Floor, DM&HS Campus, Sultan Bazar,
Koti, Hyderabad – 500 095, Telangana, India.
Ph. No.040-40032555
Email ID : md_msidc@telangana.gov.in

Disclaimer:

The information contained in this Terms of Reference (ToR) or subsequently provided to bidders whether verbally or in any other form by or on behalf of the Managing Director, Telangana State Medical Services Infrastructure Development Corporation or any of the employees or advisors on the terms and conditions set out in this ToR.

The ToR is not an agreement and neither is an offer nor invitation by the TSMSIDC to the prospective Bidders or any other person. The purpose of the ToR is to provide interested parties with information that may be useful to them in formulation of their Bids pursuant to this ToR.

Information provided in this ToR to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of Statutory requirements and should not be regarded as a complete or authoritative statement of law. The TSMSIDC accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

The Managing Director, TSMSIDC and employees and advisors make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or terms, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this ToR or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the ToR and any assessment, assumption, statement or information contained therein or deemed to form part of this ToR or arising in the way in this Selection process.

The Managing Director, TSMSIDC also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in this ToR.

The Managing Director, TSMSIDC may in his absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this ToR.

The issue of this ToR does not imply that the M.D., TSMSIDC is bound to select a Bidder or to appoint the selected Applicant, as the case may be and the TSMSIDC reserves the right to reject all or any of the Bids without assigning any reasons whatsoever.

Time and Quality is of essence, the M.D., TSMSIDC reserves the right to go ahead with the bid process in case of single bidder. It is also not bound to accept the lowest financial offer and may negotiate with the most technically qualified bidder.

The Bidder shall bear all the costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the M.D., TSMSIDC 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 the M.D., TSMSIDC shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or in submission of the proposal, regardless of the conduct or outcome of the selection process.

The M.D., TSMSIDC reserves the right to accept or reject any bid without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any prior notice.

Conditional bids are not acceptable and are liable for rejection. Bidders are advised to study this tender document along with Corrigendum (if any) carefully before submitting their proposals.

GOVERNMENT OF TELANGANA
Health, Medical & Family Welfare Department,
OFFICE OF THE MANAGING DIRECTOR, TSMSIDC, HYDERABAD.

General Information About Tender

T.Doc.No.02/TSMSIDC-Accts/Internal Audit/2023

Date:05-07-2023

e-TENDER NOTIFICATION

**“e-TENDER FOR SELECTION OF CHARTERED ACCOUNTANT FIRM TO CONDUCT
INTERNAL AND FILING OF GST RETURNS FOR THE FINANCIAL YEARS 2023-24 &
2024-25 TELANGANA STATE MEDICAL SERVICES INFRASTRUCTURE
DEVELOPMENT CORPORATION (TSMSIDC)”**

The Managing Director, TSMSIDC invites e-Tenders for Services Category for “Conducting Internal Audit and filing of GST returns for the F.Y. 2023-24 & 2024-25 as per the eligibility, terms and conditions, specifications mentioned are as follows.

The details of work/ items are here under:

1. Bids should be submitted only on e-Procurement Website – <https://tender.telangana.gov.in>.
2. EMD should be valid for 90 days from the date of opening of bids.
3. The M.D., TSMSIDC reserves the right to accept or reject any bid without assigning any reasons thereof and to add, modify or delete any of the terms and conditions without any prior notice.
4. Conditional bids are not acceptable and are liable for rejection.
5. Bidders are advised to study this tender document along with Corrigendum (if any) carefully before submitting their proposals.

The e-Tender Schedule issue, last date for submission & other details are as follows.

1	Department Name	MANAGING DIRECTOR, TELANGANA STATE MEDICAL SERVICES INFRASTRUCTURE DEVELOPMENT CORPORATION (TSMSIDC)
2	Tender Number	e-Tender No.02/TSMSIDC-Accts/Internal Audit/2023, dt.05-07-2023
3	Tender Category	Services
4	EMD	Rs.25,000/- (Rupees Twenty Five Thousand only) by way of DD drawn in favour of the Managing Director, TSMSIDC on any nationalized bank payable at Hyderabad.
5	Cost of Tender Document/ application Fee	Rs.2,950/- including 18% GST (Rupees Two Thousand Nine Hundred and Fifty only) by way of DD drawn in favour of the Managing Director, TSMSIDC any nationalized bank payable at Hyderabad. (Non-Refundable)
6	Bid Calling Date	On e-procurement market place https://tender.telangana.gov.in Date:05-07-2023 from 11.00 AM

7	Date and time of submission of online bid	From dt:05-07-2023, 11.00 AM to dt:20-07-2023, 3.00PM
8	Bid Submission	Online only.
9	Schedule Sale Closing Date	Dt.20-07-2023, 3.00 P.M.
10	Bid Submission -Hard copies	<p>The following documents are to be submitted physically to the Managing Director, TSMSIDC before 1.00 pm on dt. -06-2026.</p> <ol style="list-style-type: none"> 1. Application fee DD of Rs.2,950/- (Rupees Two Thousand Nine hundred and Fifty only) 2. EMD DD of Rs.25,000/- (Rupees Twenty Five Thousand only) <p>Previous service experience and sample papers as per specifications mentioned in the e-Tender of bid which were uploaded online.</p>
11	Bid Validity	90 days from the date of opening of the Bid
12	Pre-Bid Meeting	<p>Dt. 11-07-2023 @11.00 AM at O/o The Managing Director, TSMSIDC, TSMSIDC Building, DM&HS Campus, Sultan Bazar, Koti,Hyderabad-500095</p>
13	Pre-Qualification/ Technical Bid Opening Date (Technical bid stage)	Dt.20-07-2023, 4.00 PM
14	Price bid opening date (Financial bid stage)	Dt.25-07-2023, 11.30 AM
15	Place of tender opening	<p>O/o The Managing Director, TSMSIDC, TSMSIDC Building, DM&HS Campus, Sultan Bazar, Koti,Hyderabad-500095 Ph. No.040-40032555 Email ID : md_msdc@telangana.gov.in</p>
16	Eligibility Criteria	As per Tender Document

Annexure - I

Terms of Reference (ToR) for Internal Audit for the FY 2023-'24 & 2024-'25.

I. Introduction:

The Government has created Telangana State Medical Services Infrastructure Development Corporation (TSMSIDC) vide G.O.MS.No.14, HEALTH, MEDICAL & FAMILY WELFARE (C2) DEPARTMENT Dated: 28.08.2014 to facilitate prompt and effective implementation of medical facilities in Telangana State. TSMSIDC is registered under Andhra Pradesh Societies Registration Act, 2001 as a Society on 22.09.2014.

The e-Tender is called for, to conduct Internal Audit for all the TSMSIDC Division Offices throughout state of Telangana and Head Office at Hyderabad under the Control of the Managing Director, TSMSIDC for the Financial Year 2023-'24 & 2024-25.

II. Objective of audit services:

- a) The books of accounts as maintained by the TSMSIDC shall form the basis for preparation of the financial statements.

The objective of the audit is to ensure that the grants/funds proceeds provided by the Government are used for purposes intended in line with proper approvals and that the annual financial statements are free from material mis-statements.

The objective of the audit of the financial statements i.e. Balance Sheet, Income & Expenditure. Receipts & Payments, together with relevant accounting policies, notes to accounts and schedules such as Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditure as per Audited Financial statements is to be enable the auditor to express a professional opinion as to whether:-

- The Financial Statements give a true and fair view of the Financial Position of the TSMSIDC at the end of fiscal year and of the funds received and expenditure incurred for the accounting period ended March, 31 financial year.
 - The Funds were utilized for the purposes for which they were provided.
- b) Internal Audit is a control that functions by examining and evaluating the adequacy and effectiveness of other controls throughout the organization. The objective of the current internal audit is to seek a professional opinion on the adequacy of internal control framework and adherence to the internal control procedures provided in various guidelines, manuals etc., identifying areas for improvement and critical weaknesses, if any and that funds received and expenditure incurred for the accounting period are in accordance with the laid down financial regulations and other orders issued from time to time and that proper accounts are maintained at all levels.

III. Coverage:

The units covered along with head office are as follows:

S. No.	Division Name	District Name
1	2	3
1	Hyderabad	Hyderabad
2	Hyderabad – II (NIMs Division)	Hyderabad
3	Ranga Reddy	Ranga Reddy
4	Nalgonda	Nalgonda
5	Nizamabad	Nizamabad
6	Warangal	Warangal
7	Karimnagar	Karimnagar
8	Adilabad	Adilabad
9	Mahabubnagar	Mahabubnagar
10	Mahabubnagar Spl. Division	Mahabubnagar
11	Medak at Sangareddy	Medak
12	Siddipet	Siddipet
13	Khammam	Khammam
14	Head Office	Hyderabad

IV. VOLUME OF THE WORK:

The Corporation is booking around 10,000 vouchers per annum at Head office and an around 2,000 vouchers per annum in all division offices of the TSMSIDC for all transactions.

V. SCOPE OF AUDIT:

The scope of work will include a quarterly audit of TSMSIDC Head Office and Division Offices across of Telangana State. The responsibilities of the internal auditor includes reporting on the adequacy of internal controls, accuracy and propriety of transactions, the extent to which assets are accounted for and safeguarded, and the level of compliance with financial norms and State Government procedures. While conducting the audit, specific attention should be given to the following:

A) Audit of following records/documents

1. Verification of vouchers with reference to supporting documents and as per norms.
2. Verification of Salaries Bills and Non-Salary bills of the Head Office and Division Offices of the TSMSIDC.
3. Preparation of Trial Balance including the verification of opening ledger balances and suggesting

reversal/year end entries wherever necessary.

4. Calculation of provisions for depreciation on fixed assets.
5. Verification of detailed schedule of interests received on implementing agencies of accrued interest.
6. Scrutiny of all Fund Transfer Orders (FTOs) shall be verified with relevant sanctioned orders, vouchers, bills including salary bills approved by competent authority.
7. Checking of transactions in accordance with State Government norms and schemes guidelines.
8. Verification of Books of accounts, Registers with reference to relevant documents.
9. Verification of funds received from NHM and expenditure incurred during the year (scheme-wise).
10. Verification of Recurring & Non-recurring expenditure as per norms.
11. Physical stock verification of fixed assets, vehicles, Random audit of Central Medical Stores etc.
12. Compliance report as per prescribed Terms & Conditions for Utilization of funds from time to time.
13. Verification of Bank Reconciliation.
14. Verification of Staff Loans/Advances and recoveries.
15. Verification of outstanding advances and settlement of advances.
16. Verification of receipts and payments pertaining to scheme at various levels.
17. Verification of Asset Register, Security Deposits Register, EMD Register and Liability Register, etc.
18. The Audit shall be conducted at the Division Offices located in Districts of Telangana and Head Office of TSMSIDC, Hyderabad.
19. Detailed information if any, about the defects traced out.

VI. GST related matters:

- Filing of GSTR Returns at Head Office and Division Offices of the TSMSIDC.
- Advice for proper accounting and maintenance of records.
- Representing before Goods and Service Tax authorities and providing clarifications and opinions on issues.

VII. DELIVERABLES:

AUDIT REPORTS FOR EACH QUARTERLY & GST RETURNS AS PER GST ACT.

1. *Audit reports for the each quarter on Finance and Accounts* performance along with the reports of all the Divisions Offices with observations to be submitted to the Managing Director, TSMSIDC.
2. The Internal Audit on accounts of Division Offices and Head Office, preparation of Trial Balance for each quarter (for the financial years 2023-'24 & 2024-'25) and financial Statements, Schedules, Notes and any other reports required as per prevailing laws of the Corporation and preparation by 31st July.

VIII. Eligibility Criteria:

1. **C&AG empanelled audit firms:** Chartered Accountant firms those are empanelled with C&AG for the year 2021-22 or '2022-'23 only will be eligible for the Internal Audit of the TSMSIDC.
2. **Selection through Open Tender System:** The selection of the Auditor should be through an Open Tender basis.

3. The firm shall have its Registration and Head Quarters or Branch Office at Hyderabad. Documentary proof of addresses has to be enclosed.
4. Firms have to give an undertaking that the audit team members are proficient in State Official language (both oral and written) and will be headed by a Chartered Accountant on regular basis.
5. The firm should have permanent establishment in Telangana State to participate in tender process.
6. The firm should have the experience in conducting Audit of Government / Semi Government organization in the past 3 years excluding banks. The details / documents of evidence have to be enclosed.
7. Participating bidders will have to pay a **tender application fee (non-refundable) of Rs.2,500/-** in the form of a Demand Draft in favour of the Managing Director, Telanagana State Medical Services Infrastructure Development Corporation, Hyderabad.
8. **Earnest Money Deposit (EMD) of an amount of Rs.25,000/-** as Demand Draft in favour of the Managing Director, Telanagana State Medical Services Infrastructure Development Corporation, Hyderabad.
9. Bids received without application fee and EMD will be rejected.
10. The Chartered Accountant Firm should have minimum turnover of Rs.50.00 Lakh (Rupees Fifty lakh only) per annum during the last year and it should be as per the IT returns filed by the consultant firm. Copy of IT Return for last year i.e. 2021-22 should be enclosed.
11. The Chartered Accountant Firm should have a minimum standing experience of 5 years.
12. The Firm should not have been cautioned or apprehended by ICAI in the past 5 years.
13. The Firm should have at least 2 full time FCA/FCA Partner in Firm. Should have sufficient qualified and experienced staff.
14. The CA Firm should submit Service Tax / GST Returns for last year i.e. 2021-22 to be submitted.
15. Income & Expenditure statement of accounts and balance sheet for last 3 years viz., 2019-20, 2020-21 and 2021-22 have to be submitted.
16. Annexure II, III, IV and V duly filled in with supporting documents.
17. The employees of the firm should have acquainted with Tally ERP Accounting Systems.
18. If the firm block listed by any State Government Organization or Central Government Organization will be disqualified from the Tender.
19. The firm selected for Statutory Audit for TSMSIDC will not be considered for Internal Audit.
20. Firms fulfilling the above conditions will be considered for technical bid evaluation.

IX. Contract Value of the BID

The audit fee (excluding all taxes) prescribed is as follows.

1. The bids of those Firms which are technically qualified are only considered for financial bid evaluation.

2. Minimum Fee of Rs.5,00,000/- (excluding taxes) for Internal Audit & filing of GST returns as per the Act.
3. The lowest quoted tender will be awarded the contract.
4. While quoting the rate, the tenderer shall write the amount in figures as well as in words without any corrections or over writing, in case of discrepancy the rate quoted in words only will be taken into consideration.

X. Evaluation of Financial Proposal

The Audit firm has to quote price both in words and figures in **annexure V**

XI. Combined and final evaluation:

A two-stage procedure will be adopted in evaluating the proposals: i) a technical evaluation will be carried out prior to opening of any financial proposal; ii) After completion of Technical evaluation, all qualified firms will be invited for opening of the financial proposals and least cost quoted firm will be selected.

XII. Submission of proposal

1. The Bidder shall provide all the information sought under this **Terms of References (ToR)** would evaluate only those Bids that are received in the specified forms and are complete in all respects.
2. Bidders should note the **Bid Due Date (BDD)**, for submission of Bids. Except as specifically provided in this ToR, no supplementary material will be entertained, and that evaluation will be carried out only on the basis of documents received by the closing time of BDD. (Bidders will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted will be summarily rejected).
3. Bidders shall submit the technical proposal in the formats provided (the "Technical Proposal") while submitting the Technical Proposal, the Bidder shall, in particular, ensure that:
 - i. All the forms are submitted in the prescribed formats and signed by the prescribed signatories with seal.
 - ii. Signed Curriculum Vitae (CV) of team leader has been included in the line with conditions of eligibility.
 - iii. CVs shall contain an undertaking from the team leader about his/her availability for the duration specified in the ToR.
 - iv. Key Personnel proposed shall have good working knowledge of English language.
4. Failure to comply with the requirements spelt out shall make the Proposal liable to be rejected.
5. If an individual makes a false declaration regarding his/her qualification, experience or other shall be liable to be debarred for any future assignment for a period of 3 (three) years. The award of this work to the Bidder will also be liable to cancellation in such an event.
6. The Technical Proposal shall not include any financial information relating to the Financial Proposal.

7. The Managing Director, TSMSIDC reserves the right to verify all statements, information and documents, submitted by the Bidder in response to the ToR. Any such verification or the lack of such verification by the Managing Director, TSMSIDC to undertake such verification shall not relieve the Bidder of its obligations or liabilities here under nor will it affect any rights of the Managing Director, TSMSIDC there under.
8. In case it is found during the evaluation or at any time before issuance of **Letter of Agreement** (LOA) or after its issuance, that one or more of the eligibility conditions 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 by issue of the LOA and if the Selected Bidder has already been issued the LOA, the same shall, notwithstanding any thing to the contrary contained therein or in this ToR, be liable to be terminated, by a communication in writing by the Managing Director, TSMSIDC without being liable in any manner whatsoever to the Selected Bidder, as the case may be.
9. Bidders shall submit the financial proposal in the given format clearly indicating the cost of the services in both figures and words, in Indian Rupees, and signed by the Bidder's authorized representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.
10. While submitting the Financial Proposal, the Bidder shall ensure the following:
 - i. All the costs associated with the assignment shall be included in the Financial in words shall prevail.

Proposal. These shall normally cover remuneration for all the Personnel, experts required, accommodation, air fare/ local travel in the state, equipment, stationary, printing of documents, etc. 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 liable to be rejected.
 - i. The Financial Proposal shall consider all expenses and tax liabilities including GST. GST shall be included in the financial proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws.
 - ii. Costs shall be expressed in Rupees.
- k) The complete printed and sealed proposal must be delivered on or before the specified time on BDD.

Bids submitted by fax, telex or email or any other means shall not be entertained.
- l) The Proposal shall be made as per the terms and conditions specified in this ToR. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.
- m) Bids should be submitted on the BDD at the address provided in the matter and form as detailed

in this ToR. A receipt thereof should be obtained from the persons specified therein.

- n) The Managing Director, TSMSIDC may, in his sole discretion, extend the BDD by issuing an Addendum uniformly for all Bidders.
- o) Bidders are advised that the selection shall be based on an evaluation by Managing Director, TSMSIDC through the Selection Process specified in this ToR. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the Managing Director's decisions are final and binding without any right of appeal whatsoever.
- p) **Late Bids:** Bids received by The Managing Director, TSMSIDC after the specified time on BDD shall not be eligible for consideration and shall be summarily rejected.
- q) **Modification/ substitution/ withdrawal of Bids:** The Bidder may modify, substitute, or withdraw its Proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by Managing Director, TSMSIDC prior to BDD. No Proposal shall be modified, substituted, or withdrawn by the Bidder on or after the BDD. The modification, substitution, or withdrawal notice shall be prepared, sealed, marked, and delivered in, with the envelopes being additionally marked "Modification", "Substitution" or "Withdrawal", as appropriate. Any alteration/ modification in the Proposal or additional information or material supplied subsequent to the BDD, unless the same has been expressly sought for by Government, shall be disregarded.
- r) **Earnest Money Deposit (EMD):** An Earnest Money Deposit (EMD) in original shall be placed in an envelope and marked as – EMD (ToR for selection of agency for evaluation of schemes being implemented by the Managing Director, TSMSIDC and not to be opened except in the presence of Tender Evaluation Committee. This envelope shall be placed along with the "Original Technical Proposal". Bids received without the specified Earnest Money Deposit will be summarily rejected. The Managing Director, TSMSIDC will not be liable to pay any interest on Earnest Money Deposit. EMD of unsuccessful bidders shall be returned, without any interest, post issuance of the work order to the selected bidder or if the selection process is cancelled by the Client. The selected Bidder Earnest Money Deposit shall be returned without any interest after 2 months of completion of the work order. The Managing Director, TSMSIDC will be entitled forfeit and appropriate the Earnest Money Deposit as mutually agreed loss and damage payable to the TSMSIDC in regard to the ToR without prejudice to Government's any other right or remedy under the following conditions:
 - i. If a Bidder engages in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as envisaged under this ToR.
 - ii. If any Bidder withdraws its Proposal during the period of its validity as specified in this ToR and as extended by the Bidder from time to time.
 - iii. In the case of the Selected Bidder, if the Selected Bidder fails to accept the work order within the specified time limit, or
 - iv. If the Bidder commits any breach of terms of this ToR.

Note:

- a) Consortium Bidding /Subcontract in any form is not permitted.
- b) No Representations on Evaluation is acceptable. Evaluation Committee's decision will be final.
- c) Bidder shall not have conflict of interest that may affect the bidding process or the bidder (the "Conflict of Interest"). Any applicant found to have a Conflict of Interest shall be disqualified.
- d) Managing Director, TSMSIDC reserves the right in considering/not considering the bids.

XIII. Bidding Procedure:

The bidder shall submit (2) proposals – Technical Qualification proposal and Financial Proposal as per Annexures / Appendices on e-procurement portal. The bidder should upload all the ink signed required formats and documents as mentioned in the tender document.

The Evaluation Committee reserves the right to seek clarification from bidders on the bid (if required) and may disqualify the bidder for mistakes and non-submission of clarifications/gap documents.

Forms with relevant supporting documents to be submitted:

Technical Bid Proposal – **Annexure –II & Annexure –IV**

- i. General Information of the Bidder.
- ii. Local Office address along with phone, mobile email id.
- iii. Financial Turnover.
- iv. Past Experience details.
- v. Non-Blacklisting Self Declaration Certificate
- vi. Application Fee & EMD.
- vii. Technical proposal on Project scope, Understanding of the project & execution plan.

XIV. General Terms & Conditions:

- 1. **Period of Appointment:** The period of assignment of CAs will be not more than 4 years. Based on performance in the last two years, the assignment for another two years will be renewed only up on the satisfactory performance of the first two years.
- 2. The contract is initially for a period of two years to take up audit of the financial year 2023-24 & 2024-'25. Later on, for a period of another two years renewing the contract based on performance of previous two years assignment by increasing 10% of awarded contract value.
- 3. The successful bidder will have to enter in to an agreement within one week from the date of award of contract on a non-judicial stamp worth Rs.100/- failing which the EMD will be forfeited besides black listing the firm and the contract will be awarded to next lowest bidder with L1 rate.
- 4. If any tenderer withdraws tender before the bid validity period, EMD will be forfeited.
- 5. No interest will be paid on EMD and Security Deposit amount.
- 6. If the multiple bids are received with same bid amount, the firm having more experience in doing the audit of the Government Organization/s will be considered to finalize the bid.

7. The award of contract is at the sole discretion of the Managing Director, TSMSIDC and no complaints shall be entertained in this regard.
8. The EMD along with the Security deposit amount, without interest will be paid after six months from the date of expiry of agreement subject to fulfilling all other conditions. The successful bidder will have to adhere to the terms and conditions of contract and breach of contract will result in forfeiture of EMD / Security Deposit apart from penal action.
9. **Force Majeure:** Events under Force Majeure shall not be liable for forfeiture of performance security, liquidated damages. The party affected by Force Majeure shall not assume any liability under this Agreement. However, subject to the party affected by Force Majeure having taken its reasonable and practicable efforts to perform this Agreement, the party claiming for exemption of the liabilities may only be exempted within the limitation of past performance delayed or prevented by Force Majeure.
10. **Terminate the Contract:** The Managing Director, TSMSIDC may terminate the contract in whole or in part without any prior notice, and adjust EMD if the performance is not as per the self-declaration. It is requested that a thorough study of ToR may be done by the bidders before submitting the bid.
11. **Suspension of Work-** The Audit Firm shall not be entitled to claim compensation for any loss or damage sustained by them by reason of temporary suspension of the Work.
12. **Risk Management --** The Audit Firm shall at its own expense adopt suitable Risk Management methodology to mitigate all risks assumed under this contract.
13. **Applicable Law --** The contract shall be interpreted in accordance with appropriate Indian Laws.
14. **Taxes and Duties --** Bidder is responsible for all taxes, duties, license fee etc. incurred until delivery of Audit Report as per the terms of tender document.
15. **Arbitration (As per the State Government Rules) --** If any dispute arises between parties, such dispute shall be referred to arbitrator appointed under the provision of the Indian Arbitration and Conciliation Act, 1996. The arbitration proceedings shall be held in Hyderabad, Telangana, India.
16. e-Procurement Portal Conditions shall be applicable on e-corpus & transaction Fees.
17. The Managing Director, TSMSIDC will not be responsible of any delay in upload of the bid on e-Procurement portal.
18. The Managing Director, TSMSIDC reserves the right to cancel/change/reject the bid without assigning any reasons.
19. In case of any clarifications, further details, the Audit Officer (Finance), Mobile No.94910 36880 / 93910 03371, O/o. Managing Director, TSMSIDC may be contacted during the working hours (10:30 AM to 5:00 PM on all working days) of the scheduled period.

XV. PENALTY:

Non submission of Audit Reports in timely (Within 45 days from the date of issuance of LOA) and submission of deficient and incomplete Audit Reports will attract Penalty not exceeding 10% of the Contract Value.

XVI. TERMS OF PAYMENT:

1. **Payments will be made in** to the selected CA Firm by the Managing Director, TSMSIDC subject to satisfactory performance with regards to the scope and deliverables, as follows:
2. **State Audit Reports:**
 - a) 20% of the contract value will be paid on submission of Trial Balance on each quarter consolidated reports and submission of Audit Report along with satisfactory report from the Finance Officer for the financial year.
 - b) Balance 20% of the contract value will be paid after submission of GSTR 9 by the internal auditors and filing Income Tax Returns by the Statutory Auditors and on approval of assessment by the Income Tax Department.

Enclosed:

Managing Director, TSMSIDC

Annexure II

(On Bidder's letter head) (Date and Reference)

To,

.....

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Hyderabad

Sir,

Sub: - TSMSIDC - Selection and Appointment of CA Firm – for conduct of Internal Audit for the Financial Years **2023-2024 & 2024-2025** - Reg.

PROFILE OF THE FIRM

1 . Name of the firm with full address :
(In Capital Letters)

i. Contact details of the Head of the Organization :
Tele Phone No: Fax No: E-mail :

ii. ICAI registration No. of the Firm (Mandatory) enrollment for the last 3 years

S.No.	ICAI Registration (FRM) No.	Date
1.		

- Documentary evidence has to be enclosed separately

iii. The Firm should not have been cautioned / :
apprehended for the last 5 years

- Certification has to be enclosed

iv. Service Tax / GST Registration number and Service tax / GST return for the last year 2021-22

S.No.	Year	Service Tax / GST Regn. No.	Service Tax / GST returns (amount paid)
1.	2021-22		

- Documentary evidence has to be enclosed separately.

v. Turnover for the last year 2021-22 (Income Tax Return for 2021-22)

S.No.	Year	Turnover as per IT Statement (Rs.50.00 lakhs turnover is mandatory)
1.	2021-22	

vi. Income & Expenditure Statements and Balance sheet of the firms for the last 3 years

- (Documentary evidence is mandatory)

vii. Present Status: Partnership :

(It should be minimum of 2 full time FCAs/FCA partners)Details
of Full time Partners of the Firm

S.N o.	Name of the 2 Full time Partner(s)	Member ship No.	Date of joining the Firm as Partner	Date of Joining the Firm other than as partner	Specialization

viii. Firm total experience :

ix. Details of Part time Associate partners of the Firm

S. No.	Name of the Partner(s)	Membership No.	Date of Joining the Firm as Partner	Date of Joining the Firm other than as partner	Details of Other Employment(s)/ Firm(S) Associated With	Specialization

x. Details of Employees of the Firm.

S. No	Name	Member ship No.	Date of Joining the Firm As Employ ee	Whether Employed Full- Time/ Part Time	Qualifi cation	Speciali zation	Mobile No.
1							
2							
3							

xi. No. of Audit Staff employed Full time with the Firm :

1. Articles/ Audit Clerks – No of persons :
2. Other Audit Staff - No of persons
3. Other Professional Staff such as Lawyers, :
Values, ICWA, Engineers etc (mention distinctly)
(No of persons)

xii. Experience in conducting Audit of Government organization/ Institutions (excluding banks) in the past 3 years (mandatory)

S.No	Name of the client	Nature/Brief Description of the Assignment	Year	Assignment Handled by (Name of the Partner)	Is the Partner Continuing with the Firm

- Documentary evidence has to be enclosed separately

Yours faithfully,

Signature of Authorized Representative with seal

Firm's Name :

ANNEXURE – III DECLARATION FORM

(To be enclosed with the tender)

I / We do hereby declare that I / We shall keep my / our offer open during validity period of contract in the event of my / our offer being accepted. I / We shall abide by the terms and conditions of the contract and any other condition as per the agreement to be entered by us. It is hereby declared that the information furnished is true to the best of my / our knowledge.

I / We declare that I / we **had not been black listed** cautioned or apprehended by ICAI in the past 5 years.

I / We hereby unconditionally give an undertaking that I / We have gone through the tender schedule conditions. In the event of any of the information furnished by me / us in this tender is found to be fabricated / false at the time of tender or at later date, I / We may be disqualified.

In the event of such disqualification, I / We shall cease to be eligible to the contract and our Earnest Money Deposit / Security Deposit shall be forfeited and I / we shall be blacklisted and debarred from participating in any future tenders of the Rural Development Department.

I / We accept the penalty imposed if any (not exceed 10% of the Contract Value) for the deficiency in submission of deliverables in time. I / we abide the decision of the M.D., TSMSIDC.

I/We also understand that the M.D., TSMSIDC has the Right to accept/reject my/our Bid without assigning any reasons whatsoever and his/her decision will be binding on me/us.

Signature of the Tenderer (s) with seal

Place:

Date:

(In case of registered partnership firm, the tender documents have to be signed by the Managing partner).

ANNEXURE IV
Telangana State Medical Services Infrastructure Development Corporation, Hyderabad
(TSMSIDC)

CHECK LIST
For Selection of Chartered Accountant Firm to conduct the
INTERNAL AUDIT for the Financial Years 2023-24 & 2024-2025.

1. Name of the Chartered Accountant Firm	
2. Complete Address of the Firm with Telephone/Mobile Number and E-mail address	
3. Application Fees: D.D.No.	Date: Amount Rs.:
4. EMD Particulars: D.D.No.	Date: Amount Rs.
Name of the Bank:	

The Tenderer should mention YES or NO for the following points in the space provided.

	<u>Eligibility criteria: (copies to be enclosed)</u>	
	a. Whether enclosed application fee of Rs.2,500/- (non refundable)	YES/NO
	b. Whether the Chartered Accountant Firm is enrolled with C&AG.	YES/NO
	c. The Chartered Accountant Firm/tenderer should never have been cautioned or apprehended by ICAI in the past 5 years.	
	d. Whether the CA Firm / tenderer is having at least 5 years of minimum standing experience.	
	e. Whether the CA Firm / tenderer is having at least 2 full time FCAs with sufficient qualified and experienced staff.	
5	f. Available at all time for monitoring and supervision including reporting to State office.	
	h. Whether the CA Firm / tenderer is having permanent establishment or Branch office in Telangana State to participate in tender process.	
	i. Whether the CA Firm / tenderer is having experience in conducting Audit of Government / Semi Government Organization in the past 3 years.	
	j. Whether the CA Firm / tenderer is having annual turnover of Rs.50.00 lakhs (Rupees fifty lakhs only) per year during the last year i.e.2021-22 as per the IT Return filed by the consultant Firm.	
	k. Whether the CA Firm / Tenderer enclosed Income Tax Return for the last year 2021-'22.	
	l. Whether the CA Firm / Tenderer enclosed Service Tax / GST Returns for the last year i.e. 2021-22.	
	m. Whether the CA Firm / Tenderer enclosed Income & Expenditure statement and balance sheet for the last 3 years.	

Signature of the Tenderer with Seal

ANNEXURE – V

(To be submitted)

FINANCIAL BID

- (Rate quoted shall be inclusive of all taxes)

Amount in Rs.

Sl. No.	Audit fee offered (Rs.)	Rate quoted in figures (Rs.)	Rate quoted in words (Rs.)
1	Basic Price (Excluding Taxes)		
2	GST		
	Total amount in rupees		

- (Rates quoted without taxes will be treated as invalid quote)

Signature of the Bidder:
Name of the Bidder: