



Government of Chhattisgarh



Request for Proposal (RFP)

For Appointment of Concurrent Auditor for State Health Society and Divisions (District Health Societies) of Chhattisgarh State for Audit of all programmes under NHM including FC-XV, Prime Minister Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) Tele Manas & others.

(For the Financial Year 2023-24)

Ref. No.: RFP/RT/CA-S/01/2023-24

Date of Issue: 14- September,2023

Issued by:

National Health Mission, Chhattisgarh
(Department of Health and Family Welfare, Chhattisgarh)
3rd Floor, Swasthya Bhawan, Sector-19, Nawa Raipur,
Atal Nagar, -Chhattisgarh, PIN Code-492101

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**Selection of Concurrent Auditor(s) for the Financial Year 2023-24 for the all programmes implemented under
NHM-CG including FC-XV, PM-ABHIM, Tele Manas & Others**

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National Health Mission, Chhattisgarh

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Notice for Request for Proposal (RFP) for Concurrent Auditor:

State Health Society, National Health Mission -Chhattisgarh seeks to invite Proposal from interested entities (CA/CMA) firms meeting the minimum eligibility criteria for providing their services for conducting concurrent audit for the financial year 2023-24 of **State Health Society and Divisions (District Health Societies)** implementing various programs under the National Health Mission including FC-XV, Prime Minister Ayushman Bharat Health Infrastructure Mission (PM-ABHIM) , Tele -Manas and others. **In Chhattisgarh State there are 5 divisions (Bastar, Bilaspur, Durg Raipur & Surguja) 33 districts and 146 blocks.**

Proposals are invited for **State Health Society and for Divisions (District Health Society)** under National Health Mission - Chhattisgarh State.

S. No	Particulars	Date & Time
1.	Date of Advertisement	14- September 2023
2.	Date of Pre-Bid Meeting at State Office	25 -September 2023 (Time: 12 PM)
3.	Last date for submission of Proposal	4- October 2023 (Time: 5.30 PM)
4.	Date for opening of Technical & Financial Bid	5 -October 2023 (Time:11.00 AM & 5.00 PM)
5.	Bid Opening Place	State Office, National Health Mission 3rd Floor, Swasthya Bhawan, Sector-19, Nawa Raipur, Atal Nagar, District Raipur-Chhattisgarh, PIN Code-492101
6.	Nature of Work	Concurrent Audit of various programs implemented under NHM-C. G & Other programmes for the FY 2023-24
7.	Proposals Invited By	Mission Director, National Health Mission 3rd Floor, Swasthya Bhawan, Sector-19, Nawa Raipur, Atal Nagar, District Raipur-Chhattisgarh, PIN Code-492101
8.	Mode of Submission of Proposal (Technical & Financial Bid)	At State Office directly or through Speed Post for State Health Society and for Divisions.
9.	Website for Downloading RFP document, Corrigendum/ Addendum and any other RFP related Information or updates.	http://www.cghealth.nic.in
10.	Tender Fee	Rs.3000 (Three thousand only). Refer tender clause for details.
11.	Earnest Money Deposit (EMD)	Rs.30000 (Thirty thousand only). Refer EMD clause for details.

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12.	Performance Security Deposit (PSD)	5% of total cost of financial proposal. Refer PSD clause for details.
13.	Method of Selection	Least Cost Selection (L-1) basis
14.	Validity of this tender document	6 months from the date of opening of tender
15.	Appointing & Selection authority	State Office NHM-Chhattisgarh
16.	Term of Appointment	Bidder can apply for multiple units, but they are appointed for one unit only. Auditor appointed for State office will not be considered for appointment as an auditor for any other divisions.
17.	Meaning of Unit	State Health Society and 5-Divisions covered under Chhattisgarh State.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the minimum eligibility criteria for selection of the C.A./CMA firms are given in the following paragraph.

1. Introduction: -

National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare was launched on 12th 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. NHM is overarching NUHM and includes Communicable and Non-Communicable Diseases (NCD) as well. The NHM seeks to provide accessible, affordable, and quality health care to the population, especially the vulnerable sections. It also seeks to reduce the Maternal Mortality Ratio (MMR) in the country from 160 to 100 per 1,00,000 live births, Infant Mortality Rate (IMR) from 38 to 30 per 1000 live births and the Total Fertility Rate (TFR) from 3.0 to 2.1.

One of the visions of the Mission is to increase public spending on health from 1.3% to 2-3% of GDP, with the 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 Non-Communicable Disease Programme (NCDs) have been repositioned. National Urban Health Mission (NUHM) has also been added as Submission of National Health Mission.

At present the following Programmes/Schemes fall under the National Health Mission:

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1. There are Five Pool and the Eleven sector under the National Health Mission. Details of Such are:

A. Details of Pool:

1. **RCH** including Routine Immunization (RI), Pulse Polio Immunization (PPI) and National Iodine Deficiency Disease Control Programme (NIDDCP)

2. National Disease Control Programme:

- i. Integrated Disease Surveillance Programme (IDSP).
- ii. National Vector Borne Disease Control Programme (NVBDCP).
- iii. National Leprosy Eradication Programme (NLEP),
- iv. National Tuberculosis Elimination Programme (NTEP)
- v. National Viral Hepatitis Control Program (NVHCP).
- vi. National Rabies Control Programme (NRCP).
- vii. Implementation of Programme for Prevention and Control of Leptospirosis (PPCL).

3. Non-Communicable Diseases Flexible Pool:

- i. National Programme for Control of Blindness & Vision Impairment. (NPCB&VI),
- ii. National Mental Health Programme (NMHP),
- iii. National Programme for Health Care for the Elderly (NPHCE),
- iv. National Tobacco Control Programme (NTCP),
- v. National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).
- vi. Pradhan Mantri National Dialysis Programme (PMNDP).
- vii. Implementation of National Program for Climate Change and Human Health (NPCCHH)
- viii. National Oral Health Programme (NOHP)
- ix. Implementation of National Programme on Palliative Care (NPPC)
- x. Implementation of National Programme for Prevention and Control of Fluorosis (NPPCF).
- xi. National Programme for Prevention and Control of Deafness (NPPCD)
- xii. National programme for Prevention and Management of Burn & Injuries (NPPMPI)

4. (a) Health System Strengthening (HSS). -Urban

(b) Health System Strengthening (HSS). -Rural

5. Infrastructure Management.

B. Details of Sectors:

- 1. Direct Benefit Transfer (DBT)
- 2. Infrastructure - Civil works (Infrastructure & Construction)
- 3. Equipment (Including Furniture, Excluding Computers)
- 4. Drugs and supplies

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5. Diagnostics (Consumables, PPP, Sample Transport)
6. Capacity building incl. training
7. ASHA incentives
8. Others including operating costs (OOC)
9. IEC & Printing
10. Planning & M&E
11. Surveillance, Research, Review, Evaluation (SRRE)

C. Other Programmes:

1. 15th Finance Commission.
2. Prime Minister Ayushman Bharat Health Infrastructure Mission (PM-ABHIM).
3. Tele -Manas.
4. Others.

1.2 Institutional and Funding Arrangements:

For the implementation of the above programmes, Ministry of Health and Family Welfare (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). Such integrated State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and District Health Societies (DHSs) work in coordination with the District Collector and District Chief Medical Officer (CMO). Program implementation is done through its District Chief Medical Officer's office, Blocks, Community Health Centres (CHCs), Primary Health Centres (PHCs), Sub- Centres (SCs), Rogi Kalyan Samities (RKS) and Village Health Sanitation & Nutrition Committees (VHSNC). Certain activities may be managed at the State level such as drug procurement, IEC, civil works, training using specialized entities such as SIHFW, CGMSC, 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 participation (PPP) arrangements.

1.3 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 SHS based on respective State Programme Implementation Plan (SPIPs) and approved Annual Work Plans which are prepared based on District Health Action Plans (DHAP) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS all the financial operation are carried out through Digi-Gov software and SNA (Single Nodal Account) bank accounts and grants provided by **SHS to DHS** and blocks in form of virtual **limit** for all the programmes of NHM, PM-ABHIM other than FC-XV, Tele-Manas, and others. Maintained the books of accounts and other financial records as per the requirements of SHS/DHS and submit separate financial activity reports at varying frequencies to the respective monitoring unit in MOHFW (GOI).

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1.4 Financing by Development Partners/ Donors:

Some of the programs of NHM are also supported by development partners such as the Asian Development Bank (ADB), GFATM/World Bank etc. 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 need to be reported by the auditors.

1.5 Audit & Assurance 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.

2. Objective of Audit & Audit Service: -

2.1 The objective of the audit of the financial statements – Prepare a Separate Financial Statements of State Health Society, District Health Society, and its blocks and consolidated (Division wise) i.e. (Balance Sheet, Income & Expenditure, Receipt & Payment etc.) together with relevant accounting policies, notes to accounts and schedules details audit observation along with the checklist. (Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per the Audited financial statements with the expenditure reported as per the Financial Monitoring Report (FMR) is to enable the auditor to express a professional opinion as to whether: -

- a) The Separate and consolidated (NHM & other programmes) financial statements give a true and fair view of the Financial Position of the SHS, DHS and Blocks at the end of Month/quarter of fiscal year.
- b) The funds were utilized for the purposes for which they were sanctioned, and
- c) Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement.

The books of accounts as maintained by the District Health Societies and other participating implementing units such as District Hospital, Blocks, CHC, PHCs, Sub-Centres, Village Health Nutrition and Sanitation Committees (VHNSCs) etc. shall form the basis for preparation of the Separate DHS financial statement.

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

- (a) 100% Vouching will be covered at all levels i.e., State, Districts and Blocks on monthly basis.
- (b) 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.
- (c) To certify whether funds were utilized for the purposes for which they were provided or not.
- (d) The Separate and consolidated (NHM & other programmes) financial statements of the SHS, DHS, Division and Blocks along with relevant accounting policies, notes to accounts and schedules at the end of Month/quarter of fiscal year.
- (e) To ensure presence of voucher's/ evidence's based on payment to improve transparency.
- (f) To ensure accuracy and timeliness in maintenance of book of accounts.
- (g) To Improve the accuracy and timeliness of financial reporting & Submission of MIS to the Management at all levels i.e., State, Districts & block.
- (h) To ensure compliance with laid down systems, procedures, and policies.
- (i) To regularly track, follow up and settle advances on a priority basis.
- (j) To asses & improve overall internal control systems.
- (k) To help in accounting entries at all levels State, Districts & Blocks.
- (l) To ensure that expenditure incurred should not exceed the budget limit and expenditure should be booked in correct heads.
- (m) To ensure the Statutory compliance like GST, TDS, EPF etc. on timey basis at all levels.
- (n) To ensure the expenditure booked in FMR is matched with the PFMS and Cash book for given period.
- (o) **For the Block, the auditor must visit the block on monthly basis and should prepare and submit the Financial Statement on quarterly basis and observation report on monthly basis.**

3. Validity of this tender document: -

Validity of the tender document will be for **6 months** from the date of opening of tender.

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4. Appointing & Selection authority: -

Bid of State Health Society and Divisions (District Health Societies) must be submitted in the State office and the selection process will be carried out from State office for State Health Society and for all the divisions (District Health Society) covered under the Chhattisgarh State.

Address of State Office
3 rd Floor, Swasthya Bhawan, Sector-19, Nawa Raipur, Atal Nagar, District Raipur- Chhattisgarh, PIN-492101

5. Reporting & Submission of Audit Report: -

5.1 Reporting:

- (a) Auditor should take the opening balances in their audit report from previous year Statutory audit report for all the quarters. Only the current month/quarterly transaction will be change and same will be shown in cumulative manner. If statutory audit does not finalise then provisional opening will be taken, as and when statutory audit report finalised then opening should be reflect accordingly in concurrent audit report.
- (b) Audit report consist of Financial Statement, Checklist (provided by State office) observation/ queries (if any) & suggestions (if any) in respect to the internal control for the organization.
- (c) State auditor must submit the separate signed copy of audit report for State Health Society Monthly basis and a consolidate audit report on quarterly basis.
- (d) Divisional auditor must submit the separate signed copy of audit report for districts (Monthly) and for blocks monthly (Observation/ queries& others)/quarterly (Financial Statement) basis covered under the division.
- (e) Divisional auditor must submit the consolidated signed copy of audit report for divisions on quarterly basis.

5.2 Submission:

- (a) **Audit Report of State Health Society:** - State auditor shall ensure to submit audit report duly signed by auditor and concerned State authorities on monthly basis to State office (Hard & Soft copy).
- (b) **Audit Report of Districts Health Society:** - Divisional auditor shall ensure to submit audit report duly signed by auditor and concerned districts authorities on monthly basis to State office (Soft copy) and at concerned Districts (Hard & Soft copy).
- (c) **Audit Report of Block:** - Divisional auditor shall ensure to submit financial Statement duly signed by auditor and concerned block authorities on quarterly basis and observation/queries and

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others if any, on monthly basis to State office (Soft copy), districts office (Soft copy) and at concerned Block (Hard & Soft copy).

- (d) **Consolidate Audit Report of Divisions:** Divisional auditor shall ensure to submit audit report duly signed by auditor and concerned authorities on quarterly basis to State office (Hard & Soft copy).
- (e) **Consolidate Audit Report of NHM & Others:** - State auditor (Lead Auditor) shall ensure to submit audit report duly signed by auditor and concerned State authorities on quarterly basis to State office (Hard & Soft copy).

S. No	Level of Reporting	Facility needs to cover	Period	To report whom	Timeline
i.	State Level	State	Monthly	State Office	20 th of next month
		State implementing agencies	Quarterly	State Office	After completion of Qtr., 20 th of next month
		State and its implementing agencies, District, and block (Consolidated Report)	Quarterly	State Office	After completion of Qtr., 30 th of next month
ii.	District Level	District and its block	Monthly	District & State Office	20 th of next month
iii.	Block Level	Block	Monthly/Quarterly	State, District & Block	After completion of Qtr., 20 th of next month
iv.	Divisional report	All District and Block	Quarterly	State Office	After completion of Qtr., 25 th of next month

Note:

- (1) Soft copy of signed separate and consolidated audit report of Districts, blocks and divisions must be submitted at State office.
- (2) Hard & Soft copy of signed audit report must be submitted at concerned units- State, districts, and blocks.
- (3) **First two quarter report of the financial year must be submitted within 35 days from the date of appointments of the firm.**
- (4) State office concurrent auditor will play the role as a lead auditor for consolidation of all reports, also co-ordination with divisional auditor for report finalisation and timely submission of reports.
- (5) Consolidated Annual Report - For the NHM & other Programmes at State Level must be submitted by State Auditor by 15th May of the subsequent financial year.

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6. Role of State HQ Auditor (Lead Auditor): -

6.1 The Selected Bidder, which is awarded as state HQ / lead auditor shall be responsible for the Following: -

- (a) To submit consolidated Financial Statements for entire state, co-ordination & collection of all data and reports from the divisional auditor.
- (b) Reconciliation of funds received from State/ GOI.
- (c) Reversal of transaction to be checked during Financial Year 2023-24 and same was crossed checked with the Digi gov software for discrepancies if any.
- (d) Reviewing of Concurrent Audit Reports of each quarter of all the Divisions.
- (e) Provide support to all the concurrent auditors regarding fund reconciliation and other program related queries raised by them from time to time.
- (f) To Prepare a summary report for NHM and others programme.
- (g) Provide suggestion if any for strengthening of internal control system of the organization.
- (h) Any other work with the mutual consent of the Auditee and Auditor.
- (i) To provide quarterly executive summary report to State.

7. Instructions for Concurrent Auditors

- (a) Audit for the Financial Year will include all the components under NHM-CG
- (b) The auditor will specifically mention in the audit report about the coverage of audit.
- (c) 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 10% from the audited figures at each component level.
- (d) Audit team once deployed for division (including all blocks), cannot be changed without prior intimation to the State office.
- (e) 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.
- (f) Audit of the SHS / DHS accounts and expenditure incurred by them.
- (g) Verification of monthly FMR with Books of Accounts.
- (h) Audit of Advance at the SHS/DHS level.

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- (i) Vetting of the Action Taken reports (“ATRs”) and providing observation thereon
- (j) Follow-up & monitoring over the ATRs prepared on the observations made in the audit.
- (k) Any other evaluation work, as desired by the State Audit Committee.
- (l) Review of the Account and expenditure incurred by the SHS/DHS & submit the audited financial Statement of SHS/ DHS
- (m) The Concurrent Auditor should ensure that audit of all financial transactions incurred during the financial year must be 100% covered under concurrent audit.
- (n) 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% 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 concurrent 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 & used only for the purpose for which funds are provided.
 - (v) 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.
 - (vi) Expenditure incurred is strictly in accordance with the prescribed financial norms as per guidelines issued time to time.
 - (vii) Verification of approval of competent authority in case, actual expenditures exceed the budget allocation sanctioned.
 - (viii) Ensure the monthly bank reconciliation of all the bank accounts at all levels.
 - (ix) The auditor shall submit necessary details as required by the State Health Society

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from time to time.

(x) Specific Scope of Internal Audit at each level:

S. No	Particulars	Scope	Remarks
1.	Carry forward of Opening Balance on 1 st 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 is 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.	100%	
7.	Physical Cash Verification – if any	Once each visit	
8.	Checking of Bank Reconciliation Statements	100%	
9.	General Ledger scrutiny, accounting transactions are correctly accounted for in the respective Account Heads	100%	
10.	Ensure timely Compliance of Statutory liabilities - Ex. EPF liability, TDS, and GST	100%	
11.	Check irregularities in payments.	100%	
12.	Checking the procurement as per the CG Store & Purchase rule.	100%	

8. Payment Terms and Conditions: -

- Payment will be made from State office proportionately on quarterly basis on submission of all reports (as per the clause Reporting & Submission of Audit Report) to the State office.
- The Quarterly invoice must be in the name of “State Health Society, National Health Mission Chhattisgarh”.
- 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
- No separate payments to be made for any consumables, printing related expenses, transportation & supply costs, manpower deployed or any out-of-pocket expense etc. to the Selected Bidder (s). The cost for the same shall be borne by the Selected Bidder and must be accounted for in the Financial Proposal.
- Payments shall be subject to deductions of any amount for which the Selected Bidder is liable as per the penalty clauses set out in the RFP/ Contract.

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9. 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-CG 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-CG and not by way of penalty for, *inter alia*, the time, cost and effort of NHM- CG, including consideration of such Bidder’s Proposal (“the **Damages**”), without prejudice to any other right or remedy that may be available to NHM-CG 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 ~~and~~ during 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 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- CG in the preparation of any Bidding Documents, design, or technical specifications of the Project.

9.1 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 penalty 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

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any contract terminated by any public entity for breach by such Bidder or Associate

9.2 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.

9.3 A Bidder shall be liable for disqualification if any legal, financial, or technical adviser of NHM-CG 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?

9.4 The firms who were selected as auditors of SHS/DHS for the last Financial Year 2022-23 and found that the selected auditor did not follow all the conditions mentioned in the RFP for that Financial Year or the department not satisfied with the work done by selected auditor, SHS reserve right to not to entertain the bid of such firm.

9.5 The awarded firm shall not sublet the work. Such cases if brought into notice/found at any point of time before/after selection the concerned firms will be deferred from bidding process for next 3 years and contract will be cancelled along with the penalty.

10. Prebid Meeting: -

10.1 The Prebid meeting shall be held in a physical mode at State office, National Health Mission, Raipur, C.G. Interested Bidders shall attend the Prebid meeting **dated 25 -September 2023 (Time: 12 PM)**

10.2 Bidders willing to attend the Prebid Meeting should inform NHM-CG beforehand in writing/ email. 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

10.3 During Prebid Meeting, the Bidders will be free to seek clarifications and make suggestions for consideration of NHM-CG. NHM-CG will endeavour 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.

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11. Clarification and amendment of RFP documents: -

- 11.1 Bidders may seek clarification on this RFP within the stipulated date as set out in the RFP document or within 03 (three) working days of the Prebid Meeting (03 (three) days exclusive of Prebid Meeting date)
- 11.2 Any request for clarification(s) must be sent through mail (Excel and PDF file) in email **address:** **office.mdnrh@gmail.com**
- 11.3 NHM-CG will post the reply to such queries on their official website **www.cghealth.nic.in**
- 11.4 NHM-CG 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-CG shall be deemed to be part of the Bidding Documents. Verbal clarification(s) and information given by NHM-CG, or its employees or representatives shall not in any way or manner be binding on NHM-CG and shall not alter the terms of the RFP. However, NHM-CG 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-CG to respond to any question(s) or to provide any clarification(s)
- 11.5 At any time before the proposal due date, NHM-CG 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 NHM -CG official website.
- 11.6 To afford the Bidders a reasonable time for taking an amendment/Corrigendum into account, or for any other reason, NHM-CG may at its discretion extend the proposal due date.

12. Settlement of Dispute: -

- 12.1 In case of 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 the Selected Bidder will at first, attempt in good faith to resolve any dispute initially through mutual understanding and amicable settlement with NHM-CG and/ or any other authority designated by the NHM-CG. The decision of the NHM-CG in this matter shall be considered as final.
- 12.2 The adjudication of all Disputes shall be subject to the laws of India and the exclusive jurisdiction of the courts at Raipur-Chhattisgarh.

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13. Minimum Eligibility Criteria: -

13.1 Minimum Eligibility Criteria for State Health Society and For Divisions: -

S. No	Minimum Criteria	Remarks/ Supporting Documents
1.	The Chartered Accountant firms registered under ICAI.	-
2.	The Cost Accountants firms registered under ICMAI	-
3.	Turnover of the CA/CMA firm (Average annual in consecutive last three financial years among the FY 2022-23, 2021-22, 2020-21 & 2019-20)	Minimum Rs.30 Lakhs
4.	Minimum Number of Partners	Minimum 5 Partner*
5.	No. of Years of Firm Existence (Minimum)	10 Years
6.	<u>No. of assignments:</u> The Bidder(s) must have handled at least 10 assignments in conducting Internal/Concurrent/ Statutory audit services with a Govt., PSU, Semi-govt.	Minimum 10
7.	Bidder(s) should have a minimum of 05 (five) Semi-qualified CA/CMA 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 semi-qualified CA/CMA staff (Inter)
8.	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. The Bidder(s) shall inform NHM-CG 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 Annexure-I [Self-attested affidavit on Rs.100/- stamp paper to be given in this regard by the authorised person of the firm].
9.	Income Tax return of the firm duly acknowledged by the IT Department	ITR Copy for the FY 2021-22
10.	Registered under the GST Act.	Copy of GST registration Certificate.

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11.	Firm must have at least one branch in Chhattisgarh.	Self-declaration on the Bidder's letter head confirming the registered Head office/ Headquarter address in Chhattisgarh. And Copy of registration with ICAI/ICMAI.
12.	The Bidder(s) must submit the Tender Fee, EMD & Performance Security Deposit as mentioned in the respective clause.	In form of DD in favour of "State Health Society Non- NRHM-Fund A/c Chhattisgarh", payable at Raipur.

* For counting number of partners, Partner who joins on or after 01-01-2023 will not be considered.

Any firm not qualifying the above minimum criteria need not apply as their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criteria: Following supporting documents must be submitted by the firm along with the technical proposal: -

- For S. No. 1 above, the firm must submit a self-attested copy of registration certificate of ICAI.
- For S. No. 2 the firm must submit a self-attested copy of registration certificate of ICMAI.
- For S. No. 3, the firm must submit **audited** financial statements for consecutive last financial years among the FY 2022-23, 2021-22, 2020-21 & 2019-20)
- For S. No. 4 & 5 the firm must submit a copy of the latest constitution certificate from ICAI/ ICMAI.
- For S. No. 6 the firm must submit the Contract/ Agreement/ Work Orders/ offer Letter from client(s) that clearly states the details of the scope of work, date of commencement, details of Internal audit ,concurrent audits and Statutory audit done and all other essential details of the contract.

12.2 Tender Fee: Rs 3000/- only (Rs. Three Thousand Only) (non-refundable) by way of DD in favour of "State Health Society -Non NRHM-Fund A/c Chhattisgarh", payable at Raipur., shall be required to be submitted by each Bidder along with the technical proposal.

Note: -

- In case of any unforeseen circumstances, if tender/RFP is cancelled tender fee is not refunded to the Bidder.
- If any firm apply for more than one unit then tender fees will be Rs. 3000/- only (Rs. Three thousand only). Firm need not to pay separate tender fees for separate applying units.

12.3 Earnest Money Deposit: Rs 30,000/- only (Rs. Thirty thousand only) (refundable after completion of process of Auditor) by way of DD in favour of "State Health Society -Non NRHM-Fund A/c Chhattisgarh", payable at Raipur., shall be required to be submitted by each Bidder along with the technical proposal.

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EMD amount of unselected bidder shall be returned after the 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 the department. EMD amount of Selected Bidder's shall be returned after acceptance of 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.

The amount of EMD may be forfeited by the department in the following cases:

- (a) Any breach of terms and/or condition of the RFP and/or contract; or.
- (b) If a Bidder engages in a corrupt, fraudulent, coercive, undesirable, or restrictive practice as envisaged under RFP; 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,

Note:

- (a) No interest shall be payable on EMD amount.
- (b) If any firm apply for more than one unit than EMD will be Rs 30,000/- only (Rs. Thirty thousand only). Firm need not to pay separate EMD for separate applying units.

13.4 Performance Security Deposit: 5% of total cost of financial proposal shall be required to be submitted by selected bidder within 15 days from the receipt of award of work (refundable after successful completion of Audit process as per the term & condition mentioned on RFP) by way of DD in favour of **"State Health Society -Non NRHM-Fund A/c Chhattisgarh", payable at Raipur.,**

The Selected firm after completion of work shall be required to submit a request in writing to SHS for the return of Performance Security deposit. On receipt of such letter SHS shall process the request and return the Performance Security upon being satisfied that there has been due performance of the obligations of the Selected firm under the Contract. However, no interest shall be payable on the Performance Security. Department may forfeit the amount of Performance Security Deposit if the selected bidder fails to execute and complete the contract as the term and/or condition mentioned in the RFP and contract.

Note: If less than three firms' bids are submitted or no bid is received for any units, then department reserved the rights to extent the validity of tender. No -new advertisement/re-tender will be carried out or decision of audit committee if any other in favour of department.

(Information for extension of tender/any updation will be uploaded on official website: <http://www.cghealth.nic.in>)

Kindly visit the official website regularly for the any update.

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13. Audit Team(s): -

Your firm would deploy suitable teams for undertaking the audit. The audit work of each unit shall be executed by audit teams consisting minimum of: -

- a) One CA / CMA having minimum 1 year's post qualification experience in audit.
- b) Two Audit Assistance having minimum qualification of CA (Inter) / CMA (Inter with minimum experience of 2 years or M.BA finance /M.com with minimum experience of 3 years in relevant field.

The above is minimum requirement of workforce to be deployed. However, your firm shall also ensure that size and quality of the team is commensurate with the volume of the work involved, time limit allowed and finally the quality of output expected. Accordingly, number of members of audit team may be increased as per audit to be carried out.

14. Terms of appointment of the Auditor:

- (a) State concurrent auditor is the lead auditor for the National Health Mission-Chhattisgarh.
- (b) The concurrent auditor appointed once can be retained / reappointed for a maximum total term of **three (3) Financial Years i.e., current year and next two Financial Year** based on auditor's performance.
- (c) Audit will be conducted on monthly basis for SHS and its implementing agencies. It will be the responsibility of the auditor to prepared separate financial statement on monthly basis for **SHS, quarterly for its implementing agencies** and consolidate financial statement on quarterly/annually basis as whole (**Complied State, Agencies, Districts, Block, and Divisions**)
- (d) Audit will be conducted on monthly basis for DHS and Monthly/quarterly basis for blocks. It will be the responsibility of the auditor to prepared separate financial statement on monthly basis for each DHS, quarterly basis for each Blocks covered under the division. And observation/ queries on monthly basis for block and a consolidated financial statement of division on quarterly basis.
- (e) Concurrent auditor will have to file **Quarterly TDS and Monthly GST returns** for each unit based on data provided by SHS/DHS on or before due date. In respect of the GST Returns, it will be responsibility of the auditor to generate E-Challan from the GST portal. **No separate fee will be paid for Quarterly TDS and Monthly GST returns.**
- (f) It is the responsibility of the divisional auditor to co-ordinate with the State auditor (Lead Auditor).
- (g) Auditor can apply for multiple divisions, but they will be appointed for one division at a time.

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- (h) Auditor appointed for State office will not be considered for appointment as an auditor for any other divisions.
- (i) It may be noted that a record of the team shall be maintained at the facility visited and team must collect a certificate of their attendance giving their name, designation, and date of visit etc. from the head of that facility and shall incorporate with the Audit report.
- (j) **Penalty: - @ 5%** of proposnately of financial proposal shall be deducted for delay in submission of audit report or in case of non-compliance of term & conditions of RFP. **In case auditor does not submit audit report continuously for 03 month then a disciplinary action may be taken if serious negligence shall be found on the part of auditor along with the penalty.**

Note: In cases auditor faces the problem in receiving the data at any level. They must intimate to the State office immediately through letter or mail.

15. Key Timelines: -

S. No	Level of Reporting	Facility needs to cover	Period	To report whom	Timeline
1.	State Level	State	Monthly	State Office	20 th of next month
		State implementing agencies	Quarterly	State Office	After completion of Qtr., 20 th of next month
		State and its implementing agencies, District, and block (Consolidated Report)	Quarterly	State Office	After completion of Qtr., 30 th of next month
2.	District Level	District and block	Monthly	District & State Office	20 th of next month
3.	Block Level	Block	Monthly	State, District & Block	20 th of next month
			Quarterly	State, District & Block	After completion of Qtr., 20 th of next month
4.	Divisional report	All District and Block	Quarterly	State Office	After completion of Qtr., 25 th of next month

Note: -

- Annual Report - For the NHM & other Programmes at State Level must be submitted by State Auditor.**
- Annual concurrent report must be submitted by 15th May of the subsequent financial year.**

16. Guidelines for Submitting the Proposals:

A. General Guidelines:

- i. Firms are required to submit the proposal (RFP) (in two separate & sealed cover envelopes) duly writing on Top as proposal for _____ & Last date _____ as per the guidelines and formats detailed out in the following paras:
- ii. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked **"TECHNICAL PROPOSAL" SIMILARY**, the original Financial Proposal shall be placed in a separate sealed envelope for each applying audit assignment clearly marked **"FINANCIAL PROPOSAL" followed by the name of the applying unit (State & Division name)**, and with a warning **"DO NOT OPEN WITH THE TECHNICAL PROPOSAL"**. "The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. **This outer envelope shall bear the submission address, reference Number and Name of applying unit**, and be clearly marked **"DO NOT OPEN, EXCEPT IN PRESENCE OF THE STANDING COMMITTEE FOR AUDIT"**. The State Health Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.
- iii. Applying firm should submit the name of **unit /units in Form-T 1 (Letter of Transmittal)** for which they intend to propose the bid.
- iv. **Association with Other firms & Quality Assurance:** Only single firm is eligible to apply. Association with other firms or Joint ventures of two or more firms are not allowed.
- v. **Single Proposal:** The interested firm should submit the single proposal if they are applying for more than units for which they intend to do the Audit work, hence there is no need to submit the separate Proposal for each unit. The Audit committee of the state shall evaluate the technical proposal and finalize the same for opening of financial bids of eligible firms. **The Mission Director-NHM-Chhattisgarh shall be the appointing authority of concurrent auditors for the State and divisions.**
- vi. Single proposal includes:
 - (a) **One technical bid if you are applying for one/ more than one unit.**
 - (b) **Separate financial bid (F-1) for each applying division and State.**
- vii. **Maximum Number of Assignment:** Firm should assign for **maximum 01 assignments (i.e., one division or State office).**
- viii. Firm must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.

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- ix. The Technical Proposal shall be marked "**ORIGINAL**" or "**COPY**" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- x. Financial proposals submitted by the firm should be valid for **6 months** from the date of submission of the proposal by the firm.
- xi. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorised signatory of the firm. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- xii. State reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.
- xiii. If any further amendment in RFP or corrigendum notices require, then that shall be uploaded in the official website - <http://www.cghealth.nic.in/> only and no any publication shall be done in the news paper and hence Bidder(s) are kindly requested to check our official website time to time.
- xiv. The detailed scheduled with regard to the tendering process shall be as under-

Date of Advertisement: - 14 -September 2023

Date of Pre-Bid Meeting at State Office: 25- September 2023 (Time: 12 PM)

Last date for submission of Proposal: 4-October 2023 (Time: 5.30 PM)

Date for opening of Technical & Financial Bid: 5-October 2023

(Time: 11.00 AM & 5.00 PM)

17. Mode of Submission of Proposal- (Technical & Financial Bid):

Technical and Financial must be submitted at State Office directly or through registered Speed Post.

"Keep in touch with our official website time to time for any Update."

18.1 Technical Proposal/Bid:

- i. Letter of Transmittal (*Form T-1*)
- ii. Details of the Firm along with Details of Partners (*Form T-2*)
- iii. Details of Firms, Partners, Branches, Turnover etc (*Form T-2A*)
- iv. Brief of the relevant experience (*Form T-3*),

18.2 Financial Proposal/Bid:

- i. The financial bid shall be submitted as per *Form F-1*.

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- ii. The revised financial bid shall be submitted as per **Form F-2**.
- iii. Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the audit fee.

19 Technical Evaluation:

The evaluation committee ("Evaluation Committee") appointed by the NHM-CG will carry out the evaluation of Proposals on the basis of the following evaluation criteria and points system. If required, the NHM- CG may seek specific clarifications from any or all Bidder (s) at this stage.

- (a) Technical evaluation of only those Bidder(s) shall be carried out of those meeting all the defined minimum pre-qualification criteria. After the technical evaluation each Proposal will be given a technical score (TS) as detailed below.

Sl. No.	Particulars	Max Marks	Division
1.	Number of Partners*	20	5 to 10 Partners = 10 marks 11 to 15 Partners = 15 marks More than 15 Partners = 20 marks
2.	Turnover of the firm (Average annual in three financial years.)	20	30 to 50 Lakhs= 10 marks ">50" to 70 Lakh = 15 marks above 70 Lakhs = 20 marks
3.	No. of assignments: Experience in conducting Internal/Concurrent/ Statutory audit services with a Govt., PSU,	20	Assignments 10 to 15 = 10 marks, Assignments 16 to 20 = 15 marks, Assignments more than 20 = 20 marks

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	Qualification of Key Professionals staff: Nos of qualified, Support staff Member, no of year experience in Govt sector and Existence of firms HQ.	40	<p>1) Qualified Key Professionals staff (10 Marks) CA/CMA staff 1 to 2= 4 marks CA/CMA staff 3 to 5= 7 marks CA/CMA staff 6 or more= 10 marks</p> <p>2) Semi-Qualified Staff Member (Inter [CA/CMA] (5 Marks) No of staff 5 to 10 = 2 marks No of staff 11 to 15 = 3 marks No of staff more than 15 = 5 marks</p> <p>3) No of year experience in Govt sector (5 Marks). No of year experience in Govt 10 to 15 = 2 marks No of year experience in Govt 15 to 20 = 3 marks No of year experience in Govt more than 20 = 5 marks</p> <p>4) No of year experience in NHM sector (10 Marks). No of year experience in NHM 1 to 3 = 5 marks No of year experience in NHM more than 3=10 marks</p> <p>5) Existence of the firm (5 marks). Firms existing 10 to 15 year = 2 marks, Firms existing 16 to 20 year = 3 marks, Firms existing more than 20 year = 5 marks,</p> <p>6) Firm having Branch Office / HQ (5 Marks). Head office within the State = 3 marks Branch office within State = 2 marks Head office/Branch office within applying Division = 5 marks</p>
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* For counting number of partners, Partner who joins **on or after 01-01-2023** will not be considered.

**Counting of number of assignments will be done according to party wise and not the year wise.

- (b) For semi qualified/qualified staff a proof (mark sheet/certificate) should be attached along with the bid documents. For article assistant only those who have passed Intermediate/IPCC/PCC/CMA -Inter will be considered.
- (c) In case of CA firm, Chartered accountant qualified staff shall be taken from ICAI constitution certificate only & if the CA firm is having CMA qualified staff, then the firm must attach a qualification certificate of that staff along with a declaration that such CMA staff is in full time employment of the firm.
- (d) In case of CMA firm, Cost accountant qualified staff shall be taken from ICMAI constitution certificate only & if the CMA firm is having CA qualified staff, then the firm must attach a qualification certificate of that staff along with a declaration that such CA staff is in full time employment of the firm.
- (e) The firm must achieve **at least 65%** of the above marks to qualify on technical parameters.





- (f) In case after the technical evaluation, if less than three firms did not achieve the minimum 65% marks then department reserved the rights to extent the validity of tender. No -new advertisement/re-tender will be carried out or decision of audit committee if any other in favour of department.

(Information for extension of tender/any updation will be uploaded on official website:
<http://www.cghealth.nic.in>)

20. Selection Process of the Auditor:

A two-stage procedure shall be adopted in evaluating the proposals. The final selection will be done on Least Cost (L-1) methodology basis.

20.1 First Stage:

- (a) Only Technical Proposals shall be opened first for all the firms.
- (b) Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the "Technical Evaluation" section.
- (c) The technical proposal scoring at least **65%** of the marks shall be considered as "Qualified on Technical Parameters". A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP and particularly the Terms of Reference.

20.2 Second Stage:

- (a) Financial proposals shall be opened only for those firms who have Qualified on Technical Parameters (i.e., **secured at least 65% of maximum marks on evaluation criteria**). Financial Proposals (Bid) of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- (b) In case after the technical evaluation, if minimum 3 firms didn't find technical qualified (i.e., achieve the minimum 65% marks) then department reserved the rights to extent the validity of tender. No -new advertisement/re-tender will be carried out or decision of audit committee if any other in favour of department.
- (c) 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 Division R. 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:

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BIDDER 1	BIDDER 2	BIDDER 3
Professional Audit Fees = Rs. 5,00,000/-	Professional Audit Fees = Rs. 10,00,000/-	Professional Audit Fees = Rs. 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 Division R, 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 5 divisions and for the State office.

Any L-1 Bidder would be awarded a maximum of 01 (One) unit (State office/ one of 5-Divisions) only.

- (d) 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 shall be awarded as L-1 Bidder. Further, if 02 (two) or more Bidders are found to be having the same average annual turnover (As per the clause of Minimum eligibility criteria) also, then the number of assignments (as mentioned in RFP) shall be taken into consideration and the Bidder having the higher number of assignments shall be awarded as L-1 Bidder. In case, 02 (two) or more Bidders are found to be having the same number of assignments undertaken also, then NHM-CG shall 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.
- (e) If the L-1 Bidder refuse to accept the assignment, then 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 term & condition of this RFP for the respective Unit (SHS / Divisions). 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).
- (f) In case if one bidder selected L1 in one or more unit, then such bidder will be selected for that unit where financial bid quoted by that bidder is lower. Further L2 of another unit will be selected at the rate of L1 price of that unit (In such cases if L2 is does not agree to take up the contract, the process would be repeated with L-3, L-4 and so on Bidder(s)). Selection methodology to be followed for selection of Bidder would be as follows:

Bidder	UNIT 1	UNIT 2	UNIT 3
ABC	Professional Audit Fees = Rs. 5,00,000/- (L1)	Professional Audit Fees = Rs. 10,00,000/- (L2)	Professional Audit Fees = Rs. 15,00,000/- (L1)
XYZ	Professional Audit Fees = Rs. 10,00,000/- (L2)	Professional Audit Fees = Rs. 15,00,000/- (L3)	Professional Audit Fees = Rs. 20,00,000/- (L2)

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

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Hence, the Bidder ABC will be selected for UNIT 1, 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 divisions and for the State office.

Further, the Bidder XYZ will be selected for UNIT 3, at the rate of L1 price (ABC UNIT -3 Price Rs. 15,00,000) since ABC 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 divisions and for the State office.

- (g) In case if less than 3 bids are received for SHS or for any divisions then NHM-CG reserves the right to call the financial bid within 5- working days from all the technically qualified participating firms of other units 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. And the term and conditions will be the same as per the RFP.
- (h) In case if one bidder selected L1 in one or more unit where the quoted financial bid is same in one or more unit then NHM-CG may give choice to the Selected bidder for the selection of unit in which they are selected as L1. After the selection of unit by L1 Bidder, offer will be given to L2 to work on L1 rate of that unit (In such cases if L2 is does not agree to take up the contract, the process would be repeated with L-3, L-4 and so on Bidder(s)). Selection methodology to be followed for selection of Bidder would be as follows:

Bidder	UNIT 1	UNIT 2	UNIT 3
ABC	Professional Audit Fees = Rs. 5,00,000/- (L1)	Professional Audit Fees = Rs. 8,00,000/- (L2)	Professional Audit Fees = Rs. 5,00,000/- (L1)
XYZ	Professional Audit Fees = Rs. 6,00,000/- (L2)	Professional Audit Fees = Rs. 7,00,000/- (L3)	Professional Audit Fees = Rs. 7,00,000/- (L2)

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

Hence, NHM-CG may give choice to the Bidder ABC for selection of UNIT out of UNIT 1 & UNIT 3, 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 divisions and for the State office.

Further, the Bidder XYZ will be selected for the balance UNIT (UNIT left after selection of Bidder ABC), at the rate of L1 price of that UNIT since ABC 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 divisions and for the State office. (In such cases if L2 is does not agree to take up the contract, the process would be repeated with L-3, L-4 and so on Bidder(s)).

- (i) In case if there is a heavy difference between the rate quoted by the Bidder(s) (L1 & L2 and so on...) for any Units, NHM-CG reserve the rights to negotiate with the selected Bidder(s) or may call for reverse bidding of that Units or decision of the audit committee may decide if any other in favour of the department.

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- (j) The sequence of division 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-II and consequently L-1 bidder will be the selected as Concurrent Auditor for that respective unit.

21. Award of Contract:

- 21.1 On completion of selection process, selected bidder shall enter into an agreement with the NHM-CG within 15-days of the award and shall work in accordance with the Term & Conditions mentioned in the RFP.

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Form T-1

Letter of Transmittal

To,

Mission Director
National Health Mission
State -Chhattisgarh
Name & Address of State

Dear Sir,

We, the undersigned, offer to provide the audit services for [*Name of Applying Units*] in accordance with your Expression of Interest dated [*Insert Date*]. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with (*Name of Firm*). We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that State Health Society is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [*Insert Name of the C.A. Firm*] to submit the proposal and to negotiate on its behalf.

Yours faithfully,

()

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Form T-2

Details of the Firm and Partners

- (a) Name of the firm (in Capital letters) _____
- (b) Address of the Head Office _____
(Please also give telephone no. _____
and e-mail address) _____
- (c) PAN No. of the firm _____
- (d) GSTIN Number _____
2. ICAI/ICMAI Registration No. _____ Region Name _____
Region Code No. _____
3. (a) Date of constitution of the firm: _____
(b) Date since when the firms have a full time FCA/FCMA _____
4. Full-time Partners of the firm

S. No.	Years of continuous association with the firm	Number of FCA/FCMA	Number of ACA/ACMA
(a)	Less than one year		
(b)	1 year or more but less than 5 years		
(c)	5 year or more but less than 10 years		
(d)	10 year or more but less than 15 years		
(e)	15 year or more		

Note: Please attach the latest copy of Firm's Constitution Certificate issued by ICAI/ICMAI.

5. Number of Part time Partners if any, _____
6. Number of Full time Chartered Accountant/Cost Accountant _____
7. Number of audit staff employed full-time with the firm.
(a) Articles/Audit Assistant _____

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(b) Other Audit Staff (with knowledge of book Keeping and accountancy)

(c) Other Professional Staff (Please specify) _____

8. Number of Branches if any (Please mention _____
Places & locations):

9. The Bidder(s) must have handled at least 10 assignments.
in conducting Internal/Concurrent/ Statutory audit services
with a Govt., PSU, Semi-govt.

Yes/No

10. Whether the firm is implementing quality control
Policies and procedures designed to ensure
that all audit is conducted in accordance with
Statements on **Standard Auditing Practices**.

Yes/No

(If yes, a brief note on the procedure adopted is to be enclosed)

11. Whether there are any court/arbitration/any
other legal case against the firm

Yes/No

(If yes, give a brief note of the case indicating its percent status)

Undertaking

I/We do hereby declare that the above mentioned in formations are true & correct and I /We also undertake to abide the terms & condition of the contract and would make compliance of terms laid down in the contract if executed by us with the State/District.

Date:

Place:

Signature of Partner

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Form T-2A

Details of Firms, Partners, Branches, Turnover etc

	Criteria		Details	Remarks
1.	No. of partners – FCA/FCMA, ACA/ACMA			
2.	Years of experience- Partner A + Partner B + Partner C + Partner D +			
3.	Years of Partners association with the firm – Partner A + Partner B + Partner C + Partner D +.			
4.	No. of Staff –			
	i. Qualified			
	ii. Semi Qualified			
	iii. Others			
5.	Nature of experience (Giving Turnover/Project Cost/ Years of experience of the entities/projects audited)			
	i. NHM Audit			
	ii. Govt., Semi-Govt & PSU Sector Audit			
6.	No. of Branches			
7.	Total turnover of the firm in consecutive last three financial years among the FY 2022-23, 2021-22,2020-21& 2019-20)			
Note: 1. CA/CMA firms will also provide their latest Certificate of Firm Constitution issued by ICAI/ICMAI				
	Name of the Member:		Signature with date:	

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**Selection of Concurrent Auditor(s) for the Financial Year 2023-24 for the all programmes implemented under
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Form T-3

Brief of Relevant Experience:

A. Experience of audit in PSUs , Govt & Semi-govt etc.						
S. No.	Name of the Auditee Organization	Grant-in-aids handled of the auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

B. Experience of audit in PSUs etc.						
S. No.	Name of the Auditee Organization	Turnover of the Auditee organization	Type/Nature of Assignment	Scope & Coverage of the assignment	Duration of Completion of Assignment	Proof of the letter of Work or Assignment awarded by the Auditee Organization (Pl attach a copy of the letter)

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Selection of Concurrent Auditor(s) for the Financial Year 2023-24 for the all programmes implemented under
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Form F-1

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
Name of applying Unit: ----- AUDIT FEE (Inclusive of TA/DA, and all taxes as applicable)	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Note: Separate Financial bid is submitted for each applying Unit (SHS and Divisions).

(Authorised signatory)



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Form F-2

FORMAT FOR REVISED FINANCIAL BID

Item or Activity	Total Amount (in Rupees)
Name of applying Unit: AUDIT FEE (Inclusive of TA/DA, and all taxes as applicable)	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

(Authorised signatory)

Note: This format is used in case of revised financial bid.

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ANNEXURE-I: BLACKLISTING AND PENDING SUIT DECLARATION

(On Non-Judicial paper of INR 100/-duly notarized by Notary Public / First Class Magistrate)

AFFIDAVIT

I/We.....

(Full name in capital letters starting with surname), the Proprietor/ 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 is not declared insolvent any time in the past. Not debarred/ blacklisted by either NHM-CG/ Central Govt. / State Govt. / Public Sector Undertaking/any other local body till completion of the Selection Process 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-CG 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.
3. The firm do hereby agree that if in future, it comes to the notice of NHM-CG/ if it is brought to the notice of NHM-CG that any disciplinary/ penal action due to violation of terms and conditions of the RFP document/ Agreement which amounts to cheating /depicting of mala fide intention during the completion of the contract anywhere in NHM-CG or either by any of Central Govt. / State Govt. / Public sector undertaking/any other local body, NHM-CG will be at discretion to take appropriate action as it finds fit.

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

Authorized Signature

[In full and initials with Seal]:

(Name and seal of the Bidder)

[Location, Date]

Name and Title of Signatory:

Address:

Telephone:

Email:

WITNESS:

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

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

ANNEXURE-II: Name of Agencies, Divisions with its Districts and Blocks.
National Health Mission Chhattisgarh

A. List of Agencies

Sr. No	Name of Agency
1	SIHFW
2	SHRC
3	DHS
4	DFW
5	CGMSC
6	CGSACS
7	Medical College AMBIKAPUR
8	Medical College RAIPUR
9	Medical College RAJNANDGAON
10	Medical College BILASPUR
11	Medical College RAIGARH
12	Medical College BASTER
13	Medical College KANKER
14	Medical College Korba
15	Medical College Durg
16	Medical College Mahasamund
17	SHS

B. List of Division , Districts and Blocks

Sno	Division	District.	District Name	Block Name
1	BASTAR (1 to 7)	1	BASTAR	BAKAWAND
				BASTANAR
				BASTAR
				DARBHA
				JAGDALPUR
				LOHANDIGUDA
				TOKAPAL
		2	BIJAPUR	BHAIRAMGARH
				BHOPAL PATNAM
				BIJAPUR
				USOOR
		3	DANTEWADA	DANTEWADA
				GEEDAM
				KATEKALYAN
				KUWAKONDA
		4	KANKER	ANTAGARH
				BHANUPRATAPPUR

National Health Mission, Chhattisgarh

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2	BILASPUR (8 to 15)	5	KONDAGAON	CHARAMA
				DURGUKONDAL
				KANKER
				KOILEBEDA
				NARHARPUR
		6	NARAYANPUR	BADERAJPUR
				KESHKAL
				KONDAGAON
		7	SUKMA	MAKDI
				PHARASGAON
				NARAYANPUR
		8	BILASPUR	ORCHHA(ABHUJMA)
				CHHINDGARH
				KONTA
		9	GAURELA PENDRA MARWAHI	SUKMA
				BELHA
				KOTA
		10	JANJGIR CHAMPA	MASTURI
				TAKHATPUR
				PENDRA
		11	KORBA	GAURELLA
				MARWAHI
				AKALTARA
		12	MUNGELI	BAHMINDIH
				BALAUDA
				NAWAGARH
		13	RAIGARH	PAMGARH
				KARTALA
				KATGHORA
		14	SAKTI	KORBA
				PALI
				PODI UPARODA
				LORMI
				MUNGELI
				PATHARIYA
				DHARAMJAIGARH
				GHARGODA
				KHARSIA
				LAILUNGA
				PUSORE
				RAIGARH
				TAMNAR
				DABHARA
				JAIJAIPUR
				MALKHARAUDA

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3	DURG (16 to 22)	15	SARANGARH BILAIGARH	SAKTI BILAIGARH BARAMKELA SARANGARH
		16	BALOD	BALOD DONDI DONDILOHARA GUNDERDEHI GURUR
				BEMETARA BERLA NAWAGARH SAJA
				DHAMDHA DURG PATAN
				BODLA KAWARDHA PANDARIYA S.LOHARA
		20	KHAIRAGARH CHHUIKHADAN GANDAI	CHHUIKHADAN KHAIRAGARH
		21	MOHALA MANPUR	CHOWKI MANPUR MOHALA
		22	RAJNANDAGON	CHHURIA DONGERGAON DONGERGARH RAJNANDGAON
				BALODA BAZAR BHATAPARA KASDOL PALARI SIMGA
				DHAMTARI KURUD MAGARLOD NAGARI
				CHHURRA DEOBHOG FINGESHWAR GARIYABAND MAINPUR
		26	MAHASAMUND	BAGBAHARA BASNA
4	RAIPUR (23 to 27)	23	BALODA BAZAR	BALODA BAZAR BHATAPARA KASDOL PALARI SIMGA
				DHAMTARI KURUD MAGARLOD NAGARI
				CHHURRA DEOBHOG FINGESHWAR GARIYABAND MAINPUR
				BAGBAHARA BASNA
		24	DHAMTARI	BALODA BAZAR BHATAPARA KASDOL PALARI SIMGA
				DHAMTARI KURUD MAGARLOD NAGARI
				CHHURRA DEOBHOG FINGESHWAR GARIYABAND MAINPUR
				BAGBAHARA BASNA
		25	GARIYABAND	BALODA BAZAR BHATAPARA KASDOL PALARI SIMGA
				DHAMTARI KURUD MAGARLOD NAGARI
				CHHURRA DEOBHOG FINGESHWAR GARIYABAND MAINPUR
				BAGBAHARA BASNA
				BALODA BAZAR BHATAPARA KASDOL PALARI SIMGA

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5	SURGUJA (28 to 33)	27	RAIPUR	MAHASAMUND
				PITHORA
				SARAIPALI
				ABHANPUR
				ARANG
				DHARSIWA
				TILDA
		28	BALRAMPUR	BALRAMPUR
				KUSMI
				RAJPUR
				RAMCHANDRAPUR
				SHANKARGARH
				WADRAFNAGAR
		29	JASHPUR	BAGICHA
				DULDULA
				JASHPUR
				KANSABEL
				KUNKURI
				MANORA
		30	KORIYA	PATTHALGAON
				PHARSABAHAH
		31	MANENDRAGARH CHIRMIRI BHARATPUR	BAIKUNTHPUR
				SONHAT
				BHARATPUR
		32	SURAJPUR	KHADGAWANA
				MANENDRAGARH
				BHAIYATHAN
				ODGI
				PRATAPPUR
				PREMNAGAR
		33	SURGUJA	RAMANUJNAGAR
				SURAJPUR
				AMBIKAPUR
				BATAULI
				LAKHANPUR
				LUNDRA
				MAINPAT
				SITAPUR
				UDAIPUR

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Annexure-IV Average fee of Divisions and State for Informative Purpose

S. No.	Name of Unit	Average Fees (in Rs.)
1	Bastar	7,82,757.00
2	Bilaspur	8,94,579.00
3	Durg	7,82,757.00
4	Raipur	5,59,112.00
5	Surguja	6,70,934.00
6	State Health Society	3,06,327.00
	Grand Total	39,96,466.00

Note:

1. Proposal below average fees can be accepted by SHS/NHM-CG.
2. Above Average fees only for the informative purpose to the bidder.
3. Above average fees calculated on the basis of last three Financial years districts fees covered under the particular division.
4. Above Average fees inclusive of all TA,DA,GST and all Taxes.