

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust



GOVERNMENT OF ANDHRA PRADESH

**Tender call through e-procurement platform for selection of
Internal auditor and Statutory Auditor for Dr. NTR VAIDYA
SEVA TRUST for conduct of Internal Audit for the F.Y. 2025-26
and statutory Audit for the F.Y. 2024-25**

Tender No: 7.1B/APMSIDC/2024-25

Dated: 04.03.2025

Managing Director, APMSIDC

Plot No:09, survey number: 49, IT Park,

Mangalagiri, Guntur District- 522503

URL: www.tender.apeprocurement.gov.in

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**Andhra Pradesh Medical Services & Infrastructure Development Corporation
(APMSIDC) Department of Health, Medical & Family Welfare
Government of Andhra Pradesh**

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust

Disclaimer

Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC) on behalf of Dr NTR Vaidya Seva Trust is inviting Proposal from the Comptroller & Auditor General of India (C&AG) empanelled Chartered Accountant (CA) firms those are eligible for major Public Sector Undertakings (PSU) audits for the year 2025-26 for conducting the statutory audit of Dr NTR Vaidya Seva Trust for the FY 2025-26.

Bids are invited on the e-procurement platform for services as described in the scope of work. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform of Government of Andhra Pradesh i.e. www.tender.apecurement.gov.in

Bidders would be required to register on the e-Procurement marketplace “www.tender.apecurement.gov.in” and submit their bids online. On registration with the e-Procurement marketplace they will be provided with a user id and password by the system through which they can submit their bids online.

This RFP document is not an agreement and is not an offer or invitation by Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC), Department of Health, Medical & Family Welfare or its representatives to any other party. The purpose of this RFP document is to provide interested parties with information to assist the formulation of their Proposal. This RFP document does not purport to contain all the information each Applicant may require.

This RFP document may not be appropriate for all persons, and it is not possible for APMSIDC, Department of Health, Medical & Family Welfare, their employees or advisors to consider the investment objectives, financial situation and particular needs of each entity/bidder who reads or uses this RFP document. Certain bidders may have a better knowledge of the proposed Project than others. Each applicant should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and obtain independent advice from appropriate sources. Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC), Department of Health, Medical & Family Welfare, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document.

Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC) may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Notice Inviting Tender

Managing Director AP Medical Services and Infrastructure Development Corporation (APMSIDC) having its Office at Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503, Guntur Dist, Andhra Pradesh India invites responses (“Proposals”/ “Bids”) to this RFP from eligible Bidders to be appointed as internal auditor and statutory auditor to perform audits of the Dr. NTR Vaidya Seva Scheme to help identify (if any) instances of frauds, misuse and system abuses.

Interested Bidders are advised to study this RFP document carefully before submitting their proposals in response to this RFP Document. Submission of a proposal in response to this RFP shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

Interested Bidders are advised to download the RFP document. The RFP can be downloaded from website at www.tender.apemprocurement.gov.in. Any subsequent corrigenda / clarifications will be placed at www.tender.apemprocurement.gov.in .

The time, date and venue details related to the pre-bid meeting and proposal submission are mentioned in the Bid Data Sheet. Proposals must be received not later than time, date and venue mentioned in the Bid Data Sheet. Proposals that are received after the deadline will not be considered. Bidder will be selected as per the procedures described in this RFP.

To obtain first-hand information on the assignment, Bidder is encouraged to attend the pre-bid meeting on the date and venue mentioned in the Bid Data Sheet. Attending the pre-bid meeting is optional.

Email ID: aphmhidc@gmail.com & ed.apmsidc16@gmail.com

Checklist for the bidders

S. No.	Bid Enclosures	Yes/No
1	Tender Processing Fee	Online
2	Company Particulars of the Bidder	Online & Offline
3	PAN Card copy	Online & Offline
4	GST Certification copy	Online & Offline
5	Certificate of Incorporation of the Bidder	Online & Offline
6	Registration Copy of Firm having H.O./Local Branch Office in the State capital of AP	Online & Offline
7	Empanelment Letter Copy with C&AG for the year 2024-25	Online & Offline
8	Proof for Firm is eligible for conducting audit of major PSUs	Online & Offline
9	Experience list in handling Government Contracts on the Organization Letter Head	Online & Offline
10	Turnover of the firm CA Certificate	Online & Offline
11	Pre-Qualification documents	Online & Offline
12	Annexures	Online & Offline
13	Authorized Power of Attorney (In case of the JV)	Online & Offline

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Bid Data Sheet

Sl. No.	Item	Description
1	Name of the RFP	Selection of Internal auditor and Statutory Auditor for Dr. NTR VAIDYA SEVA TRUST for conduct of Internal Audit for the F.Y. 2025-26 and statutory Audit for the F.Y. 2024-25
2	Tender Inviting Authority	Managing Director, AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC)
3	Bid submission	Bids have to be submitted online on www.tender.apecurement.gov.in
4	Method of Selection	Least Cost Selection (LCS)
5	Availability of RFP documents	RFP would be available at www.tender.apecurement.gov.in & apmsidc.ap.nic.in
6	Date of RFP issue	21.03.2025 @ 01.00 P.M
7	Processing fee (Non-refundable and not exempted)	INR. 11,800/-in Online only
8	Bid Security/ Earnest Money Deposit (EMD)	INR 1,00,000 /- in Online/BG/DD in favour of MD, APMSIDC, Mangalagiri
9	Last date for Procurement of RFP	04.04.2025 @ 03.00 P.M
10	Pre-Bid Conference Time, Date, & Venue	Time: 11.00 A.M Date: 24.03.2025 Venue: Conference Hall, at 2 nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503
11	Publishing of Responses to pre-bid queries / corrigendum by Managing Director, DR. NTR VAIDYA SEVA TRUST	To be intimated later. Responses to the pre-bid queries would be published on www.tender.apecurement.gov.in

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Sl. No.	Item	Description
12	Last date and time for Bid/Proposal submission (on or before)	Date: 04.04.2025 Time: 03.00 P.M
13	Pre-Qualification and Technical Bid Opening - Time, Date, & Venue	Date: 04.04.2025 Time: 03.01 P.M Venue: Online
14	Date and time for Opening of Commercial Bids.	Date: will be intimated later Time: will be intimated later Venue: Online
15	Language of Bid Submission	Proposals should be submitted in English only
16	Bid Validity	Proposals must remain valid up to 180 (One Hundred & Eighty) days from the last date of submission of the Bids.
17	Currency	Currency in which the Bidders shall quote the price and will receive payment is INR only
18	Name and Address for Communication and seeking clarifications	Name: Managing Director, AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) Address: at 2 nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503 e-mail: aphmhide@gmail.com & ed.apmsidc16@gmail.com

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1. E-Procurement process

Inviting Bids through e-Procurement Portal

1. Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC) invites online bids (Two bid system) through e-Procurement portal from eligible bidders for Selection of Statutory Auditor for Dr NTR Vaidya Seva Trust and its other Schemes.
2. A complete set of bidding documents can be downloaded from <https://tender.approcurement.gov.in> as per the date and time provided in the bid data sheet. However, a scanned copy of the bid for INR 11,800/- in online only shall be uploaded towards cost of processing fee along with the bid, failing which the bid will be disqualified.
3. Eligible Bidders must submit their bids for the complete scope of work. Any bid submitted for incomplete scope shall be rejected.
4. Issuance of Bidding Documents will not be construed to mean that such bidders are automatically considered qualified.
5. All bids must be accompanied by Bid Security as given in the table below, failing which the bid will be rejected.
6. All bids must be submitted on or before last date and time as mentioned in the bid data sheet, through e-Procurement portal only (online).
7. Bids will be opened on the same date and time mentioned in the bid data sheet, in the presence of the bidders or their representative, who choose to attend on the specified date and time at the office of Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC).
8. Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC) will not be responsible for any costs or expenses incurred by the bidders in connection with the preparation or delivery of bids.
9. Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC) reserves the right to reject bids without assigning any reason whatsoever.
10. In the event of date being declared as a holiday, the date for submissions of bids and opening of bids will be the following working day at the appointed time.

Procedure for offer submission:

1. The Bidders shall submit their response through e-Procurement portal at <https://tender.apecurement.gov.in> or <http://www.apecurement.gov.in/> by following the procedure given below.
2. **The Bidders shall register on the following websites to submit the bids online:**
 - **<https://tender.apecurement.gov.in> (for submission of technical qualification and price bid formats)**
3. Offline bids will not be entertained by the Tender Inviting Authority for the tenders published in e-Procurement portal.
4. The Bidders shall submit their eligibility and qualification details, Technical bid, Financial bid etc., in the online formats displayed in e-Procurement website. The Bidders shall upload the scanned copies of all the relevant certificates, documents, etc., in support of their eligibility criteria/technical bids and other certificates/documents in the e-Procurement website. The Bidders shall sign on the statements, documents, certificates, uploaded by them, owning responsibility for their correctness/authenticity. The Bidders shall attach all the required documents for the specific tender after uploading the same during the bid submission as per the Tender Notice and Bid Document.
5. Digital Certificate Authentication: The Bidders shall authenticate the bid with their Digital Certificates for submitting the bid electronically on e-Procurement portal and the bids not authenticated by digital certificate of the Bidders will not be accepted on the e-Procurement portal.
6. APMSIDC shall not take any responsibility for any delay or non-receipt. If any of the documents furnished by the Bidders are found to be false/fabricated/bogus, such Bidders are liable for blacklisting, cancellation of work and criminal prosecution. The Bidders are requested to get a confirmed acknowledgement from the Tender Inviting Authority as a proof of submission of Hard Copies to avoid any discrepancy. The Bidders have to attach the required documents after uploading the same as required by Tender Inviting Authority in the tender conditions.
7. Payment of Transaction Fee: All the participating bidders have to electronically pay a non-refundable transaction fee to M/s. APTS, the service provider through "Payment Gateway Service on E-Procurement portal", as per the Government Orders placed on the e-procurement website.
8. Tender Document: The Bidders are requested to download the Tender Document and read all the terms and conditions mentioned in the Tender Document. The Bidders have to keep track of any changes by viewing the Addenda / Corrigenda issued by the Tender Inviting Authority from time-to-time, in the e-Procurement portal. The Department calling for Tenders shall not be responsible for any claims / problems arising out of this.
9. Bid Submission Acknowledgement: The Bidders shall complete all the processes and steps required for Bid submission. The system will generate an acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the Bidders. Users may also note that the bids for which an acknowledgement is not generated by the e-Procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available

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to the Tender Inviting Authority for processing the bids. The APMSIDC and M/s. APTS are not responsible for incomplete bid submission by users.

10. How to Apply

- a) Click at <http://www.apecurement.gov.in> or <https://tender.apecurement.gov.in> to download e-Procurement notification.
- b) Read the complete document carefully.
- c) Financial Bid shall be submitted online only
- d) The system will generate an acknowledgement with a unique offer submission number on successful completion of the above process.

1. Introduction

1.1. Project Background

Dr. NTR Vaidya Seva Scheme is the Flagship sponsored scheme of all Health Initiatives of the state Government in Andhra Pradesh. The scheme entitles health benefits for all the BPL families of Andhra Pradesh. The scheme is delivered through a network of service Providers from Government and Private Sector.

1.2. Purpose of this RFP

The purpose of this RFP is to select a chartered accountant firm/s to perform internal audits and statutory audits of the Dr. NTR Vaidya Seva Scheme “hereinafter called Bidder”. The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and the eligibility criteria for selection of the CA firms are given in the following paragraphs.

The objective of the audit is to ensure that the grant proceeds provided by the Government are used for purposes intended in line with proper approvals and to bring a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The main objects to have internal controls are:

- Helping protects assets and reduce the possibility of fraud.
- Improving efficiency in operations.
- Increasing financial reliability and integrity.
- Ensuring compliance with laws and statutory regulations.
- Establishing monitoring procedures.

1.3. Dr. NTR Vaidya Seva Scheme Overview

Dr NTR Vaidya Seva Scheme is the flagship state sponsored scheme of all health initiatives of the state government in Andhra Pradesh with a mission to provide quality healthcare for all BPL families in the state. The NTR Vaidya Seva is thus a central component in the government’s plans to achieve “Health for all” through universal insurance coverage. The scheme provides coverage for secondary and tertiary hospital services upto Rs 2.5 Lakh per family per annum on floater basis.

The scheme is a unique PPP model in the field of Health Insurance, tailor made to the health needs of poor patients and provides end-to-end cashless services through a network of service providers from Government and private sector.

The scheme has established a demand-side mechanism that mobilizes and channels additional public financing to health, introduced an explicit benefits package, pioneered cashless care and fostered public private partnerships.

The scheme is designed in such a way that the benefit in the primary care is addressed through free screening and outpatient consultation both in the health camps and in the network hospitals as part of scheme implementation. The IEC activity during the health camps, screening, counselling and treatment of common ailments in the health camps and out-patient services in network hospitals is supplementing the government health care system in preventive and primary care.

In order to facilitate the effective implementation of the scheme, the State Government set up the Dr. NTR Vaidya Seva Trust, under the chairmanship of the Honorable Chief Minister. The Trust is administered by a Chief Executive Officer who is an IPS Officer. The trust, in consultation with the specialists in the field of insurance and healthcare, runs the scheme. The choice of hospital for treatment is with the patient. The entire process from the time of conduct of health camps to the screening, diagnosing, treatment, follow- up and claim payment is made transparent through online web-based processing to prevent any misuse and fraud. The scheme is complementary to government primary and secondary facilities and thus contributes to Universal Health Coverage for BPL population including Prevention, Primary care and In-Patient care. All the Primary Health Centres (PHCs) which are the first contact point, Area/District Hospitals and Network Hospitals, are provided with Help Desks manned by VAIDYA MITHRA's to facilitate the illiterate patients.

Objectives of the scheme

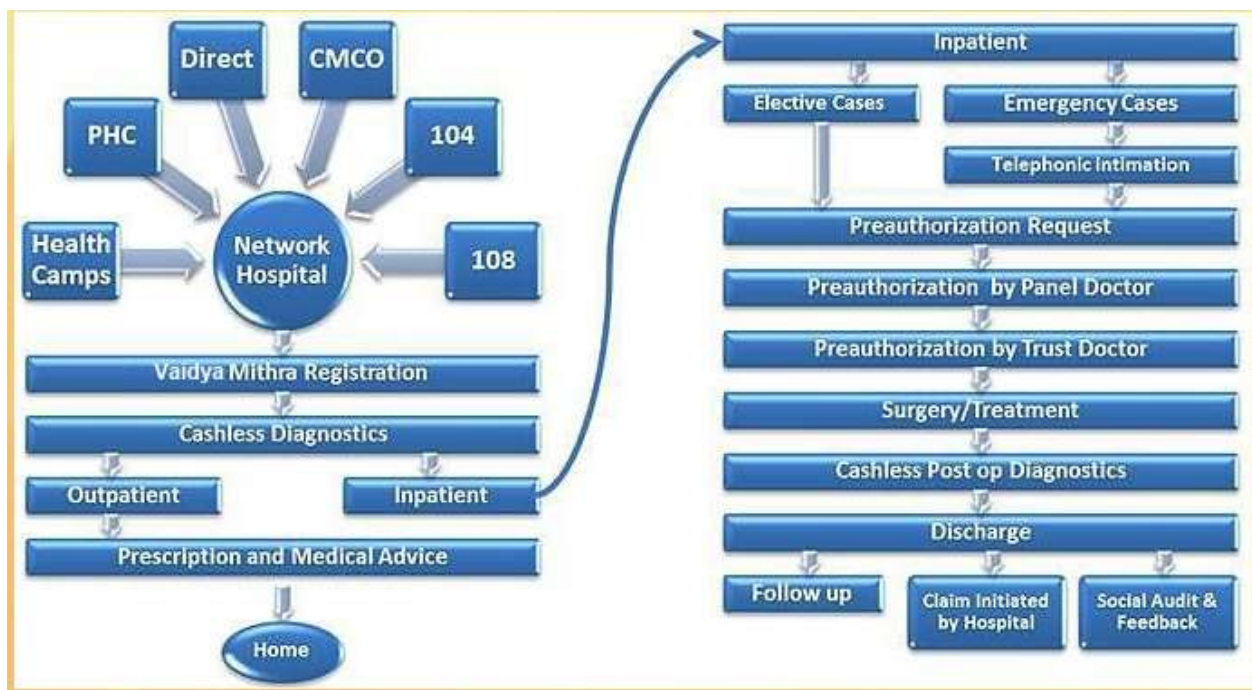
- To provide free quality hospital care and equity of access to BPL families by purchase of quality medical services from identified network of health care providers through a self-funded reimbursement mechanism (serviced by Trust).
- To provide financial security against the catastrophic health expenditures.
- To strengthen the Government Hospitals through demand side financing.
- To provide universal coverage of health for both urban and rural poor of the State of Andhra Pradesh.

Geometry of health insurance coverage

- Population coverage (Breadth of Universal Health coverage): The beneficiaries of the scheme are the members of Below Poverty Line (BPL) families as enumerated and photographed in White Ration Card linked with Aadhar card and available in Civil Supplies Department database.
- Financial coverage (Height of Universal Health coverage): The scheme shall provide coverage for the services to the beneficiaries up to Rs.2.50 lakh per family per annum on floater basis. There shall be no co-payment under this scheme.
- Benefit Coverage (Depth of Universal Health coverage)
 - Out-Patient: The scheme is designed in such a way that the benefit in the primary care is addressed through free screening and outpatient consultation both in the health camps and in the network hospitals as part of scheme implementation.
 - In-patient: The scheme shall provide coverage for the 1044 "Listed Therapies" for identified diseases in the 29 categories

- Package includes the following services:
 - End-to-end cashless service offered through a NWH from the time of reporting of a patient till ten days post discharge medication, including complications if any up to thirty (30) days post-discharge, for those patients who undergo a "listed therapy (ies).
 - Free OP evaluation of patients for listed therapies who may not undergo treatment for "listed therapies.
 - All the pre-existing cases under listed therapies are covered under the scheme.
 - Food and Transportation.
- Follow-up services are provided for a period of one year through fixed packages to the patients whoever require long term follow-up therapy in order to get optimum benefit from the procedure and avoid complications. Follow-up package for consultation, investigations, drugs etc., for one year for listed therapies were formulated by Technical committee of the Trust in consultation with specialists

1.4. Key Stakeholders in Dr. NTR Vaidya Seva Scheme& Patient Flow



- I. The beneficiaries The Scheme is intended to benefit 129.44 lakh families in all 13 districts of the state.
- II. Vaidya Seva Health Care Trust- Implementing agency in order to implement the scheme in a dynamic and hassle-free manner Government of AP established an Independent Trust "Dr. NTR Vaidya Seva Trust". The scheme is implemented directly by the Trust by entering into contract agreement with network hospitals
- III. Network Hospitals, Service Providers - A health care provider shall be a hospital or nursing home in Andhra Pradesh/Telangana established for indoor medical care and treatment of disease and injuries and should be registered under Andhra Pradesh Private

Allopathic Medical Establishments (Registration & Regulation) Act and Pre-Conception and Pre-Natal Diagnostic Techniques Act (Wherever Applicable).

- IV. District Administration- Mobilization District level monitoring committees are setup with district collector as the chairman of the committee. This committee not only reviews the implementation of the scheme through regular review meetings but also help mobilize patients by encouraging them to attend health camps, conducting awareness campaigns through people's representatives, Self Help Groups and other field functionaries.
- V. Software Company - Technology Solutions A dedicated real-time online workflow system was designed by the Trust in order to bring dynamism and decentralization of work like Online processing of the cases starting from registration of case at first referral centre, health camps etc., registration at network hospital, pre-authorization, treatment and other services at the hospital, discharge and post treatment follow-up, claim settlement, payment gateway, accounting system, TDS deductions, e-office solutions etc. The maintenance of the workflow is done round the clock.

1.5. Key Challenges faced in Dr. NTR Vaidya Seva Scheme

The scheme is implemented across the state and more than 400,000 pre-authorizations have been given since June 2014 in Government Institutions alone. Apart from this approximately 1.2 million authorizations have been given for Private Institutions. This has resulted in more than 1.5 million surgeries / therapies being delivered under this scheme since June 2014. More than 70% of these have been in the private sector. The total amount pre-authorized for these inpatient procedures has been ~4400 crore INR. Further ~75% of this amount has been allocated to Private Sector.

Considering the scale of operation of this scheme, there are certain inherent challenges in proper verification of different claims originating from different hospitals. There are more than 1000 Hospitals empanelled under the scheme present across different districts and Mandals. Of these 1000 hospitals, there are approximately 2/3rd Private Hospitals and 1/3rd as Government Hospitals.

1.6. Existing Data collected in Dr. NTR Vaidya Seva Scheme

The NTR Vaidya Seva Trust currently has data in both electronic and paper-based format. Illustrative list of Data available in electronic format include

- Claim details (Age of patient, Sex, Caste, Disease Category, Category Name, Surgery Code, Surgery Name, Village Mandal Name District Preauthorization Date, Preauthorization Amount, Claim Date, Claim Amount, Hospital Name, Hospital Type, Hospital Location, Hospital District, Surgery Date, Discharge Date, Mortality, Mortality _Date)
- Details of preauthorization amounts and claims paid as per different Hospitals over the past years
- District wise hospital performance on select Parameters

2. Scope of Work and Deliverables for Internal Auditor

2.1. Detailed Scope of work

The audit firm should be familiar with the relevant Accounting and auditing standards including Internal Accounting Standards and Guidance notes issued by the ICAI, and will include such tests and controls as the auditor considers necessary under the circumstances. In conducting the audit, special attention should be given to the following:

1. **Revenue:**

Review of internal check and control procedures with an objective to assess their adequacy and strength, in respect of

- Verification of grants received from state and central government and its utilization.
- Verification of Empanelment fee from Network Hospitals
- Fines and fee collected during the financial year and their accounting treatment in the books of accounts
- Amount received from sale of scrap through tenders and their terms and conditions
- Verification of rental income along with renewal agreements if any.
- Verification of income from investment with rate of interest
- Other incomes accounted – forfeited amounts from suppliers and contractors etc pertaining to all the schemes of AHCT.
- Verification of change requests of Network hospitals pertaining to bank account, PAN Card and any other related matters.

2. **Expenses:**

Review of internal check and control procedures with an objective to assess their adequacy and strengthen, in respect of:

A. Claims payments to Network Hospitals: Verification of all Claims approved process and payments to networks hospitals as per the Guidelines, SOP's, Manual, and circulars and the types of claims as follows.

- Regular Claims
- Follow-up claims
- Cochlear
- Cochlear follow-up
- Health camps.
- Remuneration to Panel doctors.

B. Establishment and Administrative expenses

- Salaries and wages - Salaries and wages to be verified with respective HRMS module for different categories of employees.
- Verification of advances given to employees, deductions from salaries and accounting treatment in books of accounts.
- Verification of retirement benefit of employees as per pay scale reference.

- Administrative expenditure – Verification of administrative expenditure with supporting and proper approvals.
- Financial expenditure – Verification of interest paid on loans with rate of interest and terms of sanctions and their accountability.
- Verification of prior period expenses accounted in the current year if any.
- Verification of current year taxes paid and the amount of provision made towards income tax and their accountability in books of accounts.
- Verification of Amount written off to Profit & Loss account along with the supporting documents and its accountability.
- Verification of repairs and maintenance expenses with supporting bills and vouchers.
- Verification of other incidental expenses related to various schemes along with their estimated budgets vs actual etc

C. EMD's and Security Deposits

- Verification of EMD's each party wise as per the terms of agreements and their adjustment in the books of accounts.
- Verification of SD's each party wise as per the terms of agreements and release of the SD only after completion of the respective assignment with proper approvals

D. Current liabilities – Creditors

- Verification of compliance of terms and conditions in the agreement between Trust and Suppliers/creditors
- Verification of payments made to Network hospitals as per Standard Contract Agreement.
- Verification of payment made to vendors as per agreed terms and conditions
- Verification of implementation of escalation clauses if any in the agreement and their accounting treatment in the books.
- Interest on advances given to creditors as per the terms of sanctions and their accounting.
- Verification of Trust records whether the physical verification of materials received and their state of condition for the respective projects were accounted properly.
- Vendor masters- check
- List of all agreements/contracts with all vendors to be compiled- contract management system to be audited- checklist for monitoring the terms and expiry – adequate or needs for improvement
- Check the standard Purchase procedures and processes followed– test the controls – comment on adequacy and suggestions for improvement- changes for improving internal controls
- Vendor selection/appointment processes- KYC norms- documentation in place to be verified and comment on adequacy and suggestions for improvement
- Audit of taxes and levies paid on purchases- whether GST, any other taxes are taken correctly - audit of system – to check whether the system of recognizing / paying taxes correctly is adequate or needs strengthening so that there are no leakages.

E. Internal liabilities Towards Income Tax:

- Verification of TDS deduction as per the applicable rate in the Income Tax Act 1961.
- Remittance of deducted amount within due dates
- Verification of filing of statutory returns within due date.
- Verification of exemption certificates for non-deduction or lower deduction of TDS.
- Any other work related to taxation assigned by AHCT
- Towards GST: Monthly filing of GST returns with in due date as per GST act.
- Towards Employee deductions:
- Verification of Statutory deductions as per the applicable government orders.
- Verification of ESI, EPF, GST and if any applicable statutory provisions on outsourcing and contract employees as per Agreements and Acts.
- Remittance of deducted amount to state /Central Government within due dates

F. Provisions:

- Verification of provision made towards income tax
- Whether provisions were created for all the known expenditures and losses.
- System/Basis for making provisions for various expenses at the end of the year.

G. Tangible Assets

- Verification of records with original bills for all Assets
- The accounting treatment followed for depreciation on Fixed assets
- Verification of vehicle purchase for respective authorities along with their sanctioning orders
- Verification of assets disposed during the year and their accounting treatment in the books of accounts.
- Verification of Impairment provided if any fixed assets as per the provisions of AS -28.
- Verification of revaluation assets made during the current year and their accounting treatment in the books of accounts
- Adequate coverage of Insurance for properties

H. Investments

- Rate of interest – Accountability of Accrued interest.
- Verification of Fixed deposits with Original FDR receipts

I. Cash and bank balances

- Physical Verification of Cash Balances
- Verification of bank payments as per MOU with bankers.
- Verification of all bank's receipts and payments with supporting documents.

J. Loans and advances to employees and others

- Verification of loans and advances given to employees – terms of sanctions rate of interest- period of recovery.
- Adjustment of advances with the proper utilization certificates

- Confirmation of advances with the third parties with written representations
- Whether adequate provision for doubtful advances.

K. Reconciliations on monthly basis.

- Verification of reconciliation of all Bank Accounts.
- Verification of reconciliation of fixed deposits.
- Reconciliation of all types of Claims reports.
- Reconciliation of Remuneration of panel Doctors.
- Reconciliation of Revolving fund deduction on Government hospitals.

L. Reporting on monthly basis login wise approvals pending with accounts Departments.

M. Review of Empanelment of Hospitals procedures with SCA documents

N. Review of EDC documents

O. Network Hospitals Visits (if required)

P. Field Visits

Q. Support in preparation of Financial Statements.

R. Any other work assigned by the Trust relating filing of Tax returns (both direct & indirect) or any other relating to Accountancy

S. Other areas

- System of appointing and monitoring service vendors- agreements, monitoring documentation regarding reports- internal controls.
- Audit of Banking systems- collections, payments, treasury management, idle funds, interest income and payments.
- Audit of related party transactions during the year, system/policy and procedure of sharing expenses- adequacy and internal control - suggestions for improvement.

Any other Audit work relating to Dr. NTR Vaidya Seva Trust. Focus areas will be discussed with the Heads of the respective departments and management. Focussed areas will be selected and modified based on value and materiality of the transactions. In each quarter special focus shall be given to following critical areas apart from vouching and verification stated above.

1. Physical verification of all fixed assets.
2. Internal compliances such as TDS, service tax, PT etc.
3. Reconciliation of vendor accounts.
4. Compliance of delegation of powers exercised by the departmental heads and officers.
5. Verification of Physical cash balance and stock related to Printing and stationary and housekeeping material.

The above scope of the work is not exhaustive, which may change according to the requirement of the Management.

REPORTING:

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust

The internal audit of the accounts should be carried on monthly basis. In no case there should be overlapping of any two months. Monthly reports need to be submitted to the Trust on Monthly basis within a period of 15 days after end of each month.

The internal audit report is to be prepared in four parts as given below: -

- Part –I : Management Summary including the methodology adopted for auditing and Suggestions.
- Part- II : Detailed Internal Audit Report
- Part- III : Action Taken Report (Current/Previous)
- Part- IV : Non-Compliance with Previous Reports.

Action taken or not and compliance made or not in terms of the internal audit report of the preceding month/quarter should be clearly stated in the report of the succeeding month/quarter for management action.

3. Scope of Work and Deliverables for Statutory Auditor

3.1. Detailed Scope of work

To ensure timely completion of audit, Dr. NTR Vaidya Seva Trust ensure that the books of accounts are ready before the start of audit. Further, timely availability of information to the auditors will be ensured for completion of audit on time. After the completion of audit, Dr. NTR Vaidya Seva Trust organizes a meeting with the auditors to discuss the audit observations. A copy of the working papers of the auditors shall be retained by the Joint Executive Officer (Accounts) **It is Specially instructed that the statutory audit to be done along with detailed audit preparing the monthly reports covering all the statutory compliances and the reports to be submitted to the Chief Executive officer Dr NTR Vaidya Seva Trust.**

a. Audit of Books of accounts and ancillary records of the Trust

- Bank Reconciliation Statements
- Scrutiny of Ledgers
- Fixed Asset Register and Depreciation
- Procurement / tendering process of fixed assets, consumables, stationery, etc. relevant procurement guidelines issued by the State Government.
- Compliance of statutory obligations
- Checking of grants received and its utilization in accordance with the terms laid down by the Government/Trust from time to time with due attention to economy and efficiency, and only for the purpose for which the financing was provided.
- The Statutory Auditor may review the internal audit reports / quarterly executive summaries and may consider material observations / findings while forming his opinion on overall internal control and truth & fairness of accounts/financial statements.

b. Income Tax related matters

- Preparation of replies to Income Tax Department in respect to Notices received by the Trust and appearing for the hearings.
- Preparation and filing of yearly Income Tax Return for the Trust.
- Providing Advice/Opinion on all matters related to TDS/TCS issues whenever requested by Trust.
- Preparation and filing of quarterly TDS returns.
- Any other clarifications related to funds utilization of trust

c. AG Audit:

- To assist and depute auditors to the Trust as and when requested during Audit on the Accounts of the Trust by the office of Accountant General (AG).
- To assist the trust in providing replies to AG Audit paras if any.

- d. GST related matters
- Advice for proper accounting and maintenance of records.
 - Representing before Goods and Service Tax authorities and providing clarifications and opinions on issues.
- e. Annual Accounts related work – Verification of all the accounting statements / schedules:
- Verification of correctness of the Trial Balance including the verification of opening ledger balances and suggesting reversal / year end entries wherever necessary.
 - Calculation of provisions for depreciation on fixed assets
 - Verification of detailed schedule of interests received on FD investments and calculations of accrued interest.
 - Financial Statement shall include the following:
 - i. Audit Opinion.
 - ii. Balance sheet showing accumulated funds of the scheme balances other assets of the Trust, and liabilities, if any.
 - iii. Income & Expenditure account for the year ending on 31st March.
 - iv. Receipt and Payment Account for the year ending on 31st March.
 - v. Other Schedules to the Balance sheet and Income & Expenditure, Receipts & Payments as appropriate, but which shall include - Statement of Fixed Assets in the form of a Schedule - Schedule of Loans and Advances (Age-wise analysis) - Schedule of all Cash & Bank Balances (supported by bank reconciliation statements)
 - vi. Notes on Accounts showing the accounting policies followed in the preparation of accounts and any other significant observation of the auditor.
 - vii. Auditor shall have to specify the significant observations, including internal control weaknesses for each program and also specify the institution to which these relates to enable/ facilitate appropriate follow up action.
 - viii. Action Taken Report on the previous year's audit observations
 - ix. In addition to the audit reports, the auditor should summarize the observation on the internal control issues as under:
 - a. Give comments and observations on the accounting records, systems and internal controls that were examined during the course of audit
 - b. Identify specific deficiencies and area of weakness in the system and internal controls.
 - c. Report procurements which have not been carried out as per the procurement manual / guidelines of the state.
 - d. Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project and bring to AHCT's attention any other matter that the auditor considers pertinent.

3.2. Reporting and Timing

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust

- a) The final Audit Report should be submitted by 31st July to the MD/CMD/CEO of the Trust then promptly forward 3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word & PPT and Scanned (Both) copies are also to be submitted in mail of the audited financial statements signed by the CEO and Auditor both.
- b) Penal provision on failure to complete the Audit on time: In order to ensure timeliness on the part of the Auditor, if the trust feels that in spite of providing all information, documents, and updated books of accounts, there was delay in submission of Audit Report from the auditor and in finalizing the issues raised by trust administration, the trust may deduct the audit fees @ 5% per month from the due date of completion of audit.
- c) However, in case of delay in submitting the audit report due to unforeseen circumstances like flood, earthquake, election, etc., the trust has the right to waive off the penalty. Further, before imposing penalty, the firm may be given an opportunity to be heard.
- d) The auditor shall be given access to any information relevant for the purpose of conducting the audit, in addition to all financial and procurement records, SCAs, instructions issued by Govt/trust, administrative orders issued by the Govt/trust. The Trust shall make sure that complete cash book, ledgers, vouchers, and other financial statements are ready at the time of visit of auditors.

4 Pre-qualification Criteria:

The Internal auditor and statutory auditor shall deploy resources mentioned below:

4.1. Pre-qualification Process

- a) The Bidders Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the RFP and adopting the pre-qualification criteria spelt out in this RFP. The Bidder is required to submit all required documentation in support of the pre-qualification criteria specified.
- b) The Bidder shall meet all the mandatory compliance requirements. Failure in meeting the mandatory compliance requirements will result in disqualification of the Bidder.
- c) The Technical bids of those Bidders who qualify in the prequalification process only will be evaluated further against the technical bid evaluation criteria specified in the RFP.

Pre-qualification Criteria for Selection of RFP for Selection of Vendor for performing Internal Audit of the Dr. NTR Vaidya Seva Scheme

- a) **C&AG empanelled major audit firms:** Chartered Accountant firms those are empanelled with C&AG for the year 2024-25 will be eligible for the audit.
- b) The CA firm should have at least an experience of 10 years from the date of registration of the firm. (Copy of self-attested registration certificate is required be submitted)
- c) **The firm shall have H.O./Local Branch office in the State Capital:** The firms shall have currently H.O/Local Branch Office in Vijayawada/Guntur.
- d) **others**

S No	Item	Criteria		Proof Required
		Requirement		
1	Experience	7 Years	Must meet requirement	Copy of ICAI Firm Registration
2	Financial Strength	(i) Historical Financial Performance: Submission of audited balance sheets, other financial statements acceptable to the Trust, for the last three (3) years to demonstrate the current soundness of the bidder's financial position, profits, net worth positive and its prospective long-term profitability for FYs 2021-22,2022-23,2023-24.	Must meet requirement	Audited balance sheets
		(ii) Average Annual Turnover: Minimum average annual turnover of Rs Two hundred and Fifty (250) lakhs calculated as total certified payments received for contracts in progress or completed, within the last three(3) years i.e., FYs 2021-22,2022-23,2023-24.	Must meet requirement	Audited balance sheets

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust

3	Partners	7 Partners out of which 5 Partners should FCA	Must meet requirement	Copy of ICAI Firm Registration
4	Experience	<p>Experience: Experience in Audit works of at least</p> <ul style="list-style-type: none"> • One work of Rs Twenty-Five (25) lakhs or • Two works of Rs Twenty (20) lakhs each or • Five works of Rs Five (05) lakhs each. 	Must meet requirement	Appointment Letters

e) **CONTRACT PERIOD:** The selected Chartered Accountant Firm will be required to provide the above-mentioned services as internal auditors and Statutory Auditors initially for one accounting year that is FY 2025-26 and may be renewed subject to a maximum period of 3 years depending upon satisfactory performance, on mutually agreed terms.

f) The bidder, who has not quoted all the required details and rates, deemed to be rejected.

g) EMD (Bid Security)

An amount of Rs. 1,00,000/- shall be deposited as EMD and amount payable through DD/BG/Online drawn in favour of “CEO Dr. NTR Vaidya Seva Trust” payable at Vijayawada.

h) Refund of Security Deposit (EMD)

In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection of Agency / Firm.

Dr. NTR Vaidya Seva Trust reserves the right to forfeit part or full security deposit amount without assigning any reason, if bidder is found in violation of all any of the tender conditions.

i) **Minimum Audit Fee:** The professional fee will be quoted in the tender document “as per notification for ICAI (Guideline No.1CA (7)/03/2016) regarding professional fees, any firm cannot apply for Internal Audit Tender in which fees is not mentioned”. A minimum fee of Rs.15,00,000/- may be prescribed for Internal Audit. The charges/Fee would be paid in Indian Rupees. The firm shall quote its fee including of all taxes applicable. Price quoted should be for an accounting year.

j) **Payment of Fee:** The Audit firm may claim 20% of Fee in the first week of next month after ending of every quarter and the remaining 20% after final completion of audit and approval of the report.

5 Technical Qualification

5.1 Technical Qualification process

- a) Issuing Authority will review the technical bids of the short-listed Bidders to determine whether the technical bids are substantially responsive. Bids that are not substantially responsive are liable to be disqualified at Issuing Authority's discretion.
- b) The Bidders technical capability proposed in the bid document will be evaluated as per the requirements specified in the RFP.
- c) Dr. NTR Vaidya Seva Trust reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization

6 Instructions to the Bidders

6.1 Eligible Bidders

The Bidders shall not have a conflict of interest that affects the Bidding Process. Any Bidder found to have conflict of interest shall be disqualified. The Bidders who meet the pre-qualification criteria mentioned in Section 3.2 are eligible to participate in this selection process.

6.2 Proposal Preparation Cost

The Bidder is responsible for all costs incurred in connection with participation in this process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by Issuing Authority to facilitate the evaluation process, and in negotiating a definitive Contract or all such activities related to the bid process. Issuing Authority will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. This Bid Document does not commit to award a contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of Issuing Authority and may be returned at its sole discretion.

6.3 Tender Fee

RFP can be downloaded from the website URL mentioned in the Bid Data Sheet. Bidder is required to submit the RFP document fee of INR 11,800/- in online only.

In addition to the aforesaid grounds, the successful bidder's EMD will also be forfeited without prejudice to other rights of bidder, if it fails to furnish the required performance security within the specified period.

6.4 Pre-Bid Meeting

6.4.1 Bidders' queries

Any clarification regarding the RFP document and any other item related to this project can be submitted to Issuing Authority as per the submission mode and timelines mentioned in the Bid Data Sheet. Any requests for clarifications received after the expiry of the date and time mentioned in the Bid Data Sheet may not be entertained by Issuing Authority. Further, Issuing Authority shall reserve the right to issue responses / clarifications/ corrigendum.

6.4.2 Responses to Pre-Bid Queries and Issue of Corrigendum

Issuing Authority will organize a pre-Bid Conference as mentioned in the Data Sheet above and may respond to any request for clarifications on, and/or modifications of this RFP. It may formally respond to the pre-Bid queries after the pre-Bid Conference as mentioned in the Bid Data Sheet.

Only persons, duly authorized by the Bidder, will be allowed to participate in the pre-bid meeting. The authorized representatives should carry a valid proof of identification for verification before the commencement of the pre-Bid Conference. Also, no separate conferences, will be conducted for any organization at date later than the dates for the above events.

Issuing Authority will endeavour to provide timely response to all the queries. However, Issuing Authority makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does it undertake to answer all the queries that have been posed by the Bidders. Any modifications of this RFP, which may be necessary as a result of the pre-Bid Conference or for any other reason, shall be made available by Issuing Authority exclusively through a corrigendum. Any such corrigendum shall be deemed to be incorporated into this RFP. However, in case of any such amendment of the RFP, the Bid submission date may be extended by Issuing Authority in the sole discretion of Issuing Authority.

All clarifications and any other corrigendum / notification issued by Issuing Authority subsequent to the issuance of this RFP, shall be placed in www.tender.apecurement.gov.in

6.5 Amendment of RFP Document

At any time prior to the deadline for submission of bids, the Issuing Authority, may, for any reason can modify the RFP Document by an amendment. All the amendments made in the document would be displayed on Issuing Authority's and www.tender.apecurement.gov.in website. The Bidders are advised to visit these websites on regular basis for checking necessary updates. Issuing Authority also reserves the rights to amend the dates mentioned in this Bid Document for bid process. Issuing Authority may, at its discretion, extend the last date for the receipt of Bids.

6.6 Bid Validity period

- a) Bid shall remain valid for the time mentioned in the Bid Data Sheet.
- b) Issuing Authority may request the Bidder(s) for an extension of the period of validity. The validity of the EMDs as requested in Section 7 should also be suitably extended if called upon to do so by Issuing Authority. The request and the responses thereto shall be made in writing or e-mail.

6.7 Rights to Terminate the Process

Issuing Authority may terminate the RFP at any time and without assigning any reason. Issuing Authority makes no commitments, express or implied, that this process will result in a business transaction with anyone. This RFP does not constitute an offer by Issuing Authority. The Bidders participation in this process may result in Issuing Authority selecting the Bidder to engage in further discussions and negotiations toward execution of a contract. The commencement of such negotiations does not, however, signify a commitment by Issuing Authority to execute a contract or to continue negotiations. Issuing Authority may terminate negotiations at any time without assigning any reason.

6.8 Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids exchanged by the Bidder and Issuing Authority, shall be written in English language, provided that any printed literature furnished by the Bidder in another language shall be accompanied by an English translation in which case, for purposes of interpretation of the bid, the English translation shall govern. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidder.

6.9 Documents Comprising of Bids

Bidder shall furnish the required information in their Pre-Qualification, Technical and Commercial proposals in specified formats only along with required annexures. Any deviations in format may make their bids liable for rejection. Disclosure of Commercial information of the bid in Pre-Qualification or Technical part shall be sufficient grounds for rejection of the bid.

6.10 Submissions of Bids

- 6.11 The bidders need to scan and upload the required documents. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids on line. The attested copies of all these uploaded documents of technical bid, signed undertaking of tenderer should be submitted off line to Managing Director, **Andhra Pradesh Medical Services & Infrastructure Development Corporation (APMSIDC)**, Mangalagiri, Guntur District- 522503 on or before the last date of submission of bids. The Corporation will consider only the bids submitted through on-line over the copies of the paper-based bids.
- 6.12 The offer shall contain no interlineations or overwriting except as necessary to correct errors, in which cases such correction must be initialed by the person or persons signing the tender. In case of discrepancy in the quoted prices, the price written in words will be taken as valid.

7 Modification or Withdrawal of Bids

The Bidder may modify or withdraw its bid after submission, prior to the deadline-date and time prescribed for bid submission. Bidder wishing to withdraw its bid shall withdraw the bid as per the process mentioned in www.tender.apecprocurement.gov.in website. Bid withdrawal notices received after the bid submission deadline will be ignored, and the submitted bid will be deemed to be a validly submitted bid. No bid may be withdrawn in the interval between the bid submission deadline and the expiration of the bid validity period. Withdrawal of a bid during this interval may result in the forfeiture of the Bidder's EMD.

7.1 Evaluation Process

Issuing Authority shall evaluate the responses to this RFP and scrutinize the supporting documents / documentary evidence. Inability to submit the requisite supporting documents / documentary evidence, may lead to rejection. The decision of Issuing Authority in the evaluation of proposals shall be final. No correspondence will be entertained outside the process of evaluation with Issuing Authority. Issuing Authority may ask for meetings with the Bidders to seek clarifications or conformations on their proposals. During the Proposal Evaluation, Issuing Authority reserves the right to reject any or all the Proposals. Each of the responses/ Proposals shall be evaluated as per the criteria and requirements specified in this RFP.

The steps for evaluation are as follows:

7.1.1 Stage 1 – Pre-qualification & Technical Evaluation

- a) Bidders are required to submit the Pre-Qualification documents online, along with the required supporting documents in the format specified in the RFP.
- b) The Bidders Pre-Qualification Proposal in the bid document will be evaluated as per the requirements specified in the RFP and adopting the pre-qualification criteria spelt out in this RFP. The Bidder is required to submit all required documentation in support of the pre-qualification criteria specified.
- c) The Bidder shall meet all the mandatory compliance requirements. Failure in meeting the mandatory compliance requirements will result in disqualification of the Bidder.
- d) If Commercials are provided along with the Pre-Qualification Bid, the bid would be summarily be rejected and EMD will be forfeited.
- e) The Technical bids of those Bidders who qualify in the prequalification process only will be evaluated further against the technical bid evaluation criteria specified in the RFP.

7.1.2 Stage 2 – Commercial Evaluation

7.1.3 The Commercial Bid will only be opened and evaluated for only those Bidders who have qualified the pre-qualification stage.

In case of unsuccessful bidders whose tenders are not considered for placing order, the Earnest Money Deposit will be refunded without any accrued interest within three months of the final decision for selection of Agency / Firm.

Dr.NTR Vaidya Seva Trust reserves the right to forfeit part or full security deposit amount without assigning any reason, if bidder is found in violation of all any of the tender conditions.

7.1.4 Minimum Audit Fee: The professional fee will be quoted in the tender document “as per notification for ICAI (Guideline No.1CA (7)/03/2016) regarding professional fees, any firm cannot apply for Internal Audit Tender in which fees is not mentioned”. A minimum fee of Rs.15,00,000/- may be prescribed for Internal Audit. The charges/Fee would be paid in Indian Rupees.

7.2 Rights to Accept/Reject any or all Proposals

Issuing Authority reserves the right to accept or reject any proposal, and to annul the bidding process and reject all Bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for Issuing Authority's action.

7.3 Notifications of Award and Signing of Contract

Prior to the expiration of the period of proposal validity, the Bidder will be notified in writing or by email that its proposal has been accepted. Bidder shall within 7 days of receipt of the notification provide its acceptance thereof. Bidder shall submit the Performance Bank Guarantee to Issuing Authority in the format provided in Annexure 7 within 15 days of issue of the notification. Issuing Authority shall facilitate signing of the contract after receiving the PBG.

However, it is to be noted that the date of commencement of the project and all contractual obligations shall commence from the date of issuance of Purchase Order/Letter of Award, whichever is earlier. All reference timelines as regards the execution of the project and the payments to the Bidder shall be considered as beginning from the date of issuance of the Purchase Order/Letter of Award, whichever is earlier. The notification of award (Purchase Order/LOA) will constitute the formation of the Contract. Upon the Bidder executing the contract with Issuing Authority, it will promptly notify each unsuccessful Bidder and return their EMDs. After issuance of Purchase Order/LOA Bidder shall sign the Contract as per the terms and conditions mentioned in Section 7

7.4 Failure to agree with the Terms & Conditions of the Bid Document/Contract

Failure of the Bidder to agree with the Terms & Conditions of the Bid Document/Contract shall constitute sufficient grounds for the annulment of the award of contract and seizure of EMD amount. The contract may be awarded to the next most responsive bid of other Bidder.

7.5 Terms and Conditions of the RFP

Bidder is required to refer to the terms and conditions, at Section 7 in this RFP Document, for all the terms and conditions (including project timelines) to be adhered by the successful Bidder during the contract period.

8 Terms and Conditions of the Contract

1. Signing of Agreement

- A. The successful bidder shall furnish a performance security in the shape of a Demand Draft/Bank Guarantee issued by a Nationalised Bank in favour of Tender Inviting Authority for an amount equal to **10%** of the total agreement value. The Bank guarantee shall be as per proforma at Annexure 7 and remain valid for a period, which is three months beyond the date of expiry of the agreement. This shall be submitted within 15 days (maximum) of receiving of Notice for Award of Agreement and before signing of the agreement failing which the EMD may be forfeited.
- B. If the agreement is cancelled at any time during the validity period of the agreement in terms of para 1 above the Performance Security shall be forfeited
- The Contracting Authority will release the Performance Security without any interest to the firm / contractor on successful completion of contractual obligations.

8.1 Definitions, Interpretations and Other Terms

The Authority shall finalize the Standard Operating Procedures (SOPs) for the services to be followed by the Service provider.

8.2 Force Majeure

Notwithstanding the provisions of clauses, the supplier shall not be liable for forfeiture of its performance security liquidated damages or termination or default, if and to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

For purposes of this clause "Force Majeure" means an event beyond the control of the supplier and not involving the bidders's fault or negligence and not foreseeable. Such events may include but are not limited to, acts of the purchaser either in its sovereign or contractual capacity, wars or revolutions, floods, epidemics, quarantine restrictions and freight embargoes.

If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing the supplier shall continue to perform its obligations under the contract as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

8.3 Resolution of Disputes

If dispute or difference of any kind shall arise between the Contracting Authority and the firm in connection with or relating to the agreement, the parties shall make every effort to resolve the same amicably by mutual consultations.

If the parties fail to resolve their dispute or difference by such mutual consultations within thirty days of commencement of consultations, then either the Contracting Authority or the firm /contractor may give notice to the other party of its intention to commence arbitration, as hereinafter provided. The applicable arbitration procedure will be as per the Arbitration and Conciliation Act, 1996 of India. In that event, the dispute or difference shall be referred to the sole arbitration of an officer to be appointed by the Contracting Authority as the arbitrator. If the arbitrator to whom the matter is initially referred is transferred or vacates his office or is unable to act for any reason, he / she shall be replaced by another person appointed by Contracting Authority to act as Arbitrator.

Work under the agreement shall, notwithstanding the existence of any such dispute or difference, continue during arbitration proceedings and no payment due or payable by the Contracting Authority or the firm / contractor shall be withheld on account of such proceedings unless such payments are the direct subject of the arbitration.

Reference to arbitration shall be a condition precedent to any other action at law.

Venue of Arbitration: The venue of arbitration shall be the place from where the agreement has been issued.

8.4 Fraud and Corruption

The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process.

Without prejudice to the rights of AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) hereinabove, if an Applicant is found by

AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Bidding Process, such Applicant shall not be eligible to participate in any tender or RFP issued by AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) during a period of 2 (two) years from the date such Applicant is found by AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC) to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.

8.5 Events of Default and Termination

Either party may terminate this agreement by giving not less than 3 months' notice in writing to the other. This notice shall include reasons as to why the agreement is proposed to be terminated.

Contracting Authority may terminate the agreement, or terminate the provision of any part of the Services, by written notice to the Service provider with immediate effect if the Service Provider is in default of any obligation under the agreement, where the default is capable of remedy the Service Provider has not remedied the default to the satisfaction of the Contracting Authority / Government within 30 days of at least two written advice; or a. such other period as may be specified by the Service procuring agency, after service of written notice specifying the default and requiring it to be remedied; or b. the default is not capable of remedy; or c. the default is a fundamental breach of the agreement

If the Contracting Authority /Government terminates the agreement and then makes other arrangements for the provision of the Services, it shall be entitled to recover from the Service provider any loss that had to be incurred due to such sudden termination of agreement.

Both the parties agree that no further payment would be made to the Service provider, even if due till settlement of anticipated loss as a result of premature termination of the agreement. The Contracting Authority reserves the right to terminate the agreement without assigning any reason if services create serious adverse publicity in media and prima facie evidence emerges showing negligence of the Service provider.

Annexure 1: Pre-Qualification Cover Letter

(To be submitted on the Letterhead of the Bidder)

Date: dd/mm/yyyy

To

2nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503

Sub: RFP for Selection of CA firm for performing internal Audit and statutory Audit of Dr. NTR Vaidya Seva Trust

Ref: Tender No: <No> Dated <DD/MM/YYYY>

Dear Sir,

We, the undersigned, offer to provide the Internal Audit and statutory audit services **Dr. NTR Vaidya Seva Trust** in accordance with your Request for Proposal dated _____[Date]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

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 Fees quoted by us is valid till four months from the date of submission of the proposal. 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 **Dr. NTR Vaidya Seva Trust** 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.

Signature of Authorized Signatory (with official seal)

Name :

Designation :

Annexure 2: Format for Pre-qualification Bid

Sl. No	Particulars	Supporting documents required to be submitted along with form
1	Name of the firm	
2	Address of the Firm	Attach proof of address of the firm
3	Name & Mobile No. of In-charge	
4	Date of establishment of the Firm / No. of years of firm existence	Attach copy of Partnership Deed
5	Date since when is HO/BO at Andhra Pradesh	
6	Firm Income Tax PAN No.	Attach copy of PAN card
7	Firm Service tax Registration No.	Attach copy of Registration
8	Firms Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI website showing the name & address and partners etc.
9	Empanelment No. with C&AG	Attach proof of empanelment with C&AG confirming that the firm is eligible for major PSU audits.
10	Audit Experience of the Firm <ul style="list-style-type: none"> o No. of Assignments in Commercial/Internal Audit o No. of Assignments of Trusts, PSUs & NGOs 	Copy of the offer letter and the fee charged for each assignment. (Relevant evidence to be given of the turnover and free)
11	Details of Partners: <ul style="list-style-type: none"> o No. of Full Time Fellow Partners associated with the Firm o Name of Each Partner o Date of becoming ACA and FCA o Date of joining the Firm o Membership No. o Qualification o Experience o Whether partner engaged full time or part time with firm. o Contact Mobile No, email and full address of partner. 	Attested copy of Certificate of ICAI not before 01.01.2025 (Use separate paper, if necessary, to furnish Partners details)

** Proof of documents as mentioned above should be attached to the Technical Proposal.

Annexure 3: FORMAT FOR COMMERCIAL BID

Particulars	Total Amount (in Rupees)
<p><u>AUDIT FEE</u></p> <p>a) Audit Fee for internal audit - Rs. _____</p> <p>(Inclusive all applicable taxes)</p> <p>b) Audit Fee for statutory audit - Rs. _____</p> <p>(Inclusive all applicable taxes)</p> <p>Note: Percentage of funds involved shall not be a basis of quoting the Audit Fee</p>	<p>Both in Numeric and in Words</p> <p>Rs. _____ /</p> <p>(Rupees _____ only)</p>

Annexure 4: (Letter of undertaking for having the local office in the State)

To,

The Chief Executive Officer,

Dr. NTR Vaidya Seva Trust

Sir,

We, the undersigned offer to provide the audit services for [Name of organization] in accordance with your Request for Proposal dated [insert date]. We hereby submit our Proposal, having details about the firm and proposed audit fees.

We hereby declare that our firm is having Head/ Branch offices in the State ofand is situated at address proof (photocopy of letter for incorporation of firm, lease agreement, phone connection, Electric Connection etc.) of this office in the State is enclosed herewith.

We hereby also give an undertaking that the firm's staff deputed for the audit are proficient in State's/UTs local language, both in oral and written form. We hereby understand that any information given here if found to be false or misleading will be treated as fraud and appropriate action can be taken in this regard.

Yours faithfully

Annexure 5: DETAILED SCOPE OF WORK

The Dr. NTR Vaidya Seva Trust is the authorized agency of the Government of Andhra Pradesh to administer, control and perform various health related schemes and programs in the state of Andhra Pradesh having a total turnover around Rs.5,500 crores per annum.

The audit firm should be familiar with the relevant Accounting and auditing standards including Internal Accounting Standards and Guidance notes issued by the ICAI and will include such tests and controls as the auditor considers necessary under the circumstances.

In conducting the audit, special attention should be given to the following:

1. Revenue:

Review of internal check and control procedures with an objective to assess their adequacy and strength, in respect of

- Verification of grants received from state and central govt and its utilisation.
- Verification of Empanelment fee from Network Hospitals
- Fines and fee collected during the financial year and their accounting treatment in the books of accounts.
- Amount received from sale of scrap through tenders and their terms and conditions.
- Verification of rental income along with rental agreements if any.
- Verification of income from investment with rate of interest
- Other incomes accounted – forfeited amounts from suppliers and contractors etc

2. Expenses:

Review of internal check and control procedures with an objective to assess their adequacy and strengthen, in respect of:

A. Claims payments to Network Hospitals:

Verification of all Claims approved process and payments to networks hospitals as per the Guidelines, SOP's, Manual, and circulars and the types of claims as follows.

- Regular Claims
- Follow-up claims
- Cochlear
- Cochlear follow-up
- Health camps.
- Remuneration to Panel doctors.

B. Establishment and Administrative expenses

- Salaries and wages- Salaries and wages to be verified with respective HRMS module for different categories of employees

- Verification of advances given to employees, deductions from salaries and accounting treatment in books of accounts.
- Verification of retirement benefit of employees as per pay scale reference.
- Administrative expenditure – Verification of administrative expenditure with supporting and proper approvals.
- Financial expenditure – Verification of interest paid on loans with rate of interest and terms of sanctions and their accountability.
- Verification of prior period expenses accounted in the current year if any.
- Verification of current year taxes paid and the amount of provision made towards income tax and their accountability in books of accounts.
- Verification of Amount written off to P&L account along with the supporting documents and its accountability.
- Verification of repairs and maintenance expenses with supporting bills and vouchers.
- Verification of other incidental expenses related to various schemes along with their estimated budgets vs actual etc.

3. EMD's and Security Deposits.

- Verification of EMD's each party wise as per the terms of agreements and their adjustment in the books of accounts.
- Verification of SD's each party wise as per the terms of agreements and release of the SD only after completion of the respective assignment with proper approvals

4. Current liabilities – Creditors

- Verification of compliance of terms and conditions in the agreement between Trust and Suppliers/creditors
- Verification of payments made to Network hospitals as per Standard Contract Agreement.
- Verification of payment made to creditors as per agreed terms and conditions
- Verification of implementation of escalation clauses if any in the agreement and their accounting treatment in the books.
- Interest on advances given to creditors as per the terms of sanctions and their accounting.
- Verification of Trust records whether the physical verification of materials received and their state of condition for the respective projects were accounted properly.
- Vendor masters- check
- List of all agreements/contracts with all vendors to be compiled- contract management system to be audited- checklist for monitoring the terms and expiry – adequate or needs for improvement.
- Check the standard Purchase procedures and processes followed– test the controls – comment on adequacy and suggestions for improvement- changes for improving internal controls.
- Vendor selection/appointment processes- KYC norms- documentation in place to be verified and comment on adequacy and suggestions for improvement.

- Audit of taxes and levies paid on purchases- whether service tax, VAT, any other taxes are taken correctly - audit of system – to check whether the system of recognising/paying taxes correctly is adequate or needs strengthening so that there are no leakages.

5. Internal liabilities

Toward Income Tax:

- Verification of TDS deduction as per the applicable rate in the Income Tax Act 1961.
- Remittance of deducted amount within due dates
- Verification of filing of Internal returns within due date.
- Verification of exemption certificates for non-deduction or lower deduction of TDS

Towards Employee deductions:

- Verification of Internal deductions as per the applicable government orders.
- Verification of ESI, EPF, Service tax and if any applicable Internal provisions on outsourcing and contract employees as per Agreements and Acts.
- Remittance of deducted amount to state /Central Government within due dates

6. Provisions

- Verification of provision made towards income tax
- Whether provisions were created for all the known expenditures and losses.
- System/Basis for making provisions for various expenses at the end of the year.

7. Tangible Assets

- Verification of records with original bills for all Assets
- The accounting treatment followed for depreciation on Fixed assets.
- Verification of vehicle purchase for respective authorities along with their sanctioning orders
- Verification of assets disposed during the year and their accounting treatment in the books of accounts.
- Verification of Impairment provided if any fixed assets as per the provisions of AS - 28.
- Verification of revaluation assets made during the current year and their accounting treatment in the books of accounts.
- Adequate coverage of Insurance for properties.

8. Investments

- Verification of investment in bank and other public/private institutions.
- Rate of interest – Accountability of Accrued interest.
- Verification of Shares with original share certificate.
- Verification of Fixed deposits with Original FDR receipts.
- Provision created for any diminution in the value of investments.

9. Cash and bank balances.

- Physical Verification of Cash Balances.
- Verification of bank payments as per MOU with bankers.
- Verification of all banks receipts and payments with supporting documents.

10. Loans and advances to employees and others

- Verification of loans and advances given to employees – terms of sanctions- rate of interest-period of recovery.
- Adjustment of advances with the proper utilisation certificates.
- Conformation of advances with the third parties with written representations.
- Whether adequate provision for doubtful advances.

11. Reconciliations on monthly basis.

- Verification of reconciliation of all Bank Accounts.
- Verification of reconciliation of fixed deposits.
- Reconciliation of all types of Claims reports.
- Reconciliation of Remuneration of panel Doctors.
- Reconciliation of Revolving fund deduction on Government hospitals.

12. Reporting on monthly basis login wise approvals pending with accounts Departments.
13. Review of Empanelment of Hospitals procedures with SCA documents.
14. Review of EDC documents.

Other areas

- System of appointing and monitoring service vendors- agreements, monitoring- documentation regarding reports- internal controls.
- Audit of Banking systems- collections, payments, treasury management, idle funds, interest income and payments.
- Audit of related party transactions during the year, system/policy and procedure of sharing expenses- adequacy and internal control - suggestions for improvement.

Focus areas.

Focus areas will be discussed with the Heads of the respective departments and management. Focussed areas will be selected and modified based on value and materiality of the transactions. In each quarter special focus shall be given to following critical areas apart from vouching and verification stated above.

6. Physical verification of all fixed assets.
7. Internal compliances such as TDS, service tax, PT etc.
8. Reconciliation of vendor accounts.
9. Compliance of delegation of powers exercised by the departmental heads and officers.

10. Verification of Physical cash balance and stock related to Printing and stationary and housekeeping material.

The above scope of the work is not exhaustive, which may change according to the requirement of the Management.

REPORTING:

The internal audit of the accounts should be carried on monthly basis. In no case there should be overlapping of any two months. Monthly reports need to be submitted to the Trust on Monthly basis within a period of 15 days after end of each month.

The internal audit report is to be prepared in four parts as given below: -

- Part –I : Management Summary including the methodology adopted for auditing and Suggestions.
- Part- II : Detailed Internal Audit Report
- Part- III : Action Taken Report (Current/Previous)
- Part- IV : Non-Compliance with Previous Reports.

Action taken or not and compliance made or not in terms of the internal audit report of the preceding month/quarter should be clearly stated in the report of the succeeding month/quarter for management action

Annexure 6: STAFFING & DELIVERABLES

STAFFING:

The Internal auditor and statutory auditor shall deploy resources mentioned below:

S.No	Resources	Availability	Qualifications & Experience
1	Qualified CA	1 (Must attend twice in a week)	CA (Final completed), 5yrs of experience
2	Qualified CA	1 (daily for entire period)	CA (Final completed), 2yrs of experience
3	Semi Qualified	2 (daily for entire period)	CA (Inter completed), 1 Year of experience

DELIVERABLES

Periods (Month)	Timelines / expecting date to complete the task (Assigned)
April	31 st July
May	
June	
July	31 st August
August	30 th September
September	31 st October
October	30 th November
November	31 st December
December	31 st January
January	28 th February
February	31 st March
March	30 th April

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Over all report	31 st May
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Service Level Agreements (SLAs):

FY 2025-26:

S No	Period	Completion Date	Penalty applicable from	Value of Penalty
1	April, May, and June	31 st July	1 st May 15 th 2025 to 31 st August 2025	2% of relevant month payment for proportionate work
			1 st September to 30 th September 2025	7% (2+5) of relevant month payment for proportionate work
			1 st October to 31 st Oct 2025	17% (2+5+10) of relevant month payment for proportionate work
2	July	31 st August	1 st September to 30 th September 2025	2% of relevant month payment for proportionate work
			1 st October to 31 st October 2025	7% (2+5) of relevant month payment for proportionate work
			1 st November to 30 th Nov 2025	17% (2+5+10) of relevant month payment for proportionate work
3	August	30 th September	1 st October to 31 st October 2025	2% of relevant month payment for proportionate work
			1 st November to 30 th Nov 2025	7% (2+5) of relevant month payment for proportionate work
			1 st Dec to 31 st Dec 2025	17% (2+5+10) of relevant month payment for proportionate work
4	September	31 st October	1 st Nov to 30 th Nov 2025	2% of relevant month payment for proportionate work
			1 st Dec to 31 st Dec 2025	7% (2+5) of relevant month payment for proportionate work
			1 st Jan to 31 st Jan 2026	17% (2+5+10) of relevant month payment for proportionate work
5	October	30 th November	1 st Dec to 31 st Dec 2025	2% of relevant month payment for proportionate work
			1 st Jan to 31 st Jan 2026	7% (2+5) of relevant month payment for proportionate work

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			1 st Feb to 28 th Feb 2026	17% (2+5+10) of relevant month payment for proportionate work
6	November	31 st December	1 st Jan to 31 st Jan 2026	2% of relevant month payment for proportionate work
			1 st Feb to 28 th Feb 2026	7% (2+5) of relevant month payment for proportionate work
			1 st Mar to 31 st Mar 2026	17% (2+5+10) of relevant month payment for proportionate work
7	December	31 st January	1 st Feb to 28 th Feb 2026	2% of relevant month payment for proportionate work
			1 st March to 31 st March 2026	7% (2+5) of relevant month payment for proportionate work
			1 st April to 30 th April 2026	17% (2+5+10) of relevant month payment for proportionate work
8	January	28 th February	1 st March to 31 st March 2026	2% of relevant month payment for proportionate work
			1 st April to 30 th April 2026	7% (2+5) of relevant month payment for proportionate work
			1 st May to 31 st May 2026	17% (2+5+10) of relevant month payment for proportionate work
9	February	31 st March	1 st April to 30 th April 2026	2% of relevant month payment for proportionate work
			1 st May to 31 st May 2026	7% (2+5) of relevant month payment for proportionate work
			1 st June 30 th June 2026	17% (2+5+10) of relevant month payment for proportionate work
10	March	30 th April 2026	1 st May to 31 st May 2026	2% of relevant month payment for proportionate work
			1 st June to 30 th June 2026	7% (2+5) of relevant month payment for proportionate work
			1 st July to 31 st July 2026	17% (2+5+10) of relevant month payment for proportionate work

Annexure 7: Performance Bank Guarantee Format

(For a sum of 10% of the value of the Work Order)

Ref. No. :

Date :

Bank Guarantee No. :

To

Managing Director, DR. NTR VAIDYA SEVA TRUST

2nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503

THIS INDENTURE made this ----- day of -----20----- BETWEEN THE -----
-----BANK incorporated under the English / Indian Companies Acts and
carrying on business in <Address> (hereinafter referred to as 'the bank' which expression
shall be deemed to include its successors and assigns) of the first part -----

inhabitants carrying on business at -----

in<Address> under the style and name of Messers -----

(hereinafter referred to as 'ADMA) of the second part Shri-----

THE Managing Director, AP MEDICAL SERVICES AND INFRASTRUCTURE DEVELOPMENT CORPORATION (APMSIDC), 2nd Floor, Plot No:09, survey number: 49, IT Park, Mangalagiri, Guntur District- 522503 (hereinafter referred to as 'Issuing Authority' which expression shall be deemed, also to include his successor or successors for the time being in the said office of Issuing Authority) of the third part and THE <ADDRESS><ADDRESS> (hereinafter referred to as '<<>>') of the fourth part WHEREAS ADMA indemnify and keep indemnified Issuing Authority against any loss or damage that may be caused to or suffered by the Corporation by reason of any breach by ADMA of any of the terms and conditions of the contract that will be entered subsequently (within 15 days) and/or in the performance thereof against Letter of Intent number ----- dated ----- for the project

“Selection of Internal auditor and statutory auditors of Dr. NTR Vaidya Seva Scheme” of
----- having Tender No. _____ amount Rs.-----
----- and the terms of such tender / contract require that ADMA shall deposit with Issuing
Authority as earnest money and/ or the security a sum of Rs.----- (Rupees-----
-----) AND WHEREAS if and when any
such tender is accepted by Issuing Authority , the contract to be entered into in furtherance
thereof by ADMA will provide that such deposit shall remain with and will be appropriated by
Issuing Authority towards the Security Deposit to be taken under the contract and be redeemable
by ADMA, if they shall duly and faithfully carry out the terms and provisions of such contract
and shall duly satisfy all claims properly chargeable against them thereunder AND WHEREAS
ADMA are constituents of the Bank and in order to facilitate the keeping of the accounts of
ADMA, the Bank with the consent and concurrence of ADMA has requested Issuing Authority
to accept the undertaking of the Bank hereinafter contained, in place of ADMA depositing with
Issuing Authority the said sum as earnest money and/or the security as aforesaid AND
WHEREAS accordingly the Commissioner has agreed to accept such undertaking. NOW THIS
AGREEMENT WITNESSES that in consideration of the premises, the Bank at the request of
ADMA (hereby testified) UNDERTAKES WITH Issuing Authority to pay to Issuing Authority
upon demand in writing, whenever required by him, from time to time, so to do, a sum not
exceeding in the whole Rs.----- (Rupees-----
-----) under the terms of the said tender and/or
the contract. The B.G. is valid upto-----

We agree that the decision of Issuing Authority, whether any breach of any of the terms and
conditions of the contract and/or in the performance thereof has been committed and the
amount of loss or damage that has been caused or suffered by Issuing Authority shall be
final and binding on us and the amount of the said loss or damage shall be paid by us
forthwith on demand and without demur to the Corporation.

“Notwithstanding anything what has been state above, our liability under the above
guarantee is restricted to Rs. ----- only and guarantee shall
remain in force upto -----unless the demand or claim under this
guarantee is made on us in writing on or before-----
-----all your right under the above guarantee shall be forfeited and we shall be
released from all liabilities under the guarantee thereafter”.

IN WITNESS WHEREOF

WITNESS (1) -----

Name and -----

Address -----

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WITNESS (2) -----

Name and ----- the duly constituted Attorney Manager

Address -----

The Bank and the said Messrs-----
----- (Name of the bank)

WITNESS (1) -----

Name and -----

Address -----

WITNESS (2) ----- for Messrs -----

Name and ----- (Name of the contractor)

Address -----

Have hereinto set their respective hands the day and year first above written.

The undertaking-cum-indemnity bond is binding upon us/our heirs, executors, administrators,
and assigns and/or successors and assigns.

Signature of Authorized Signatory: Proprietor/Partners/Directors/POA holder (with official seal)

Annexure 8: Power of Attorney

Bidder's Company Letterhead

Power of Attorney

Know all men by these presents, We _____ (name of the Firm/organisation/Company/Trust/NGO and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr/Ms (name), _____ son/daughter/wife of _____ and presently residing at _____, who is presently employed with us and holding the position of _____, as our true and lawful Attorney to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission Proposal of our bid for 'Selection of Auditors for performing Statutory Audit of Dr. NTR Vaidya Seva Trust including but not limited to signing and submission of all applications, bids and other documents and writings, participate in Pre-bid meeting and other conferences and providing information/responses to the Managing Director, **AP Medical Services and Infrastructure Development Corporation (APMSIDC)**, representing us in all matters before the Managing Director, **AP Medical Services and Infrastructure Development Corporation (APMSIDC)**, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our bid, and generally dealing with the Managing Director, **AP Medical Services and Infrastructure Development Corporation (APMSIDC)** in all matters in connection with or relating to or arising out of our bid for the said Project and/or upon award thereof to us and/or till the entering into of the Agreement with the CEO, NTRVST.

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

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

For _____
(Signature, name, designation and address)

RFP for Selection of Internal Auditor and statutory Auditor for performing Internal Audit of the
Dr. NTR Vaidya Seva Trust

Witnesses:

1.

(Notarized)

2.

Accepted

(Signature)

(Name, Title and Address of the Attorney)

Notes:

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

-----END OF RFP-----