

# राजस्थान स्टेट एड्स कन्ट्रोल सोसायटी

निदेशालय चिकित्सा एवं स्वास्थ्य सेवायें,  
स्वास्थ्य भवन, तिलक मार्ग, सी-स्कीम, जयपुर (राजस्थान)

क्रमांक:-एड्स/ प्रोब्यो./CA-Appointment/2025-26/ 2053


दिनांक:- 4-2-2026

## निविदा सूचना

राजस्थान स्टेट एड्स कन्ट्रोल सोसायटी में CA Appointment for Internal Audit हेतु सम्बन्धित फर्मों से निर्धारित प्रपत्र में दिनांक 16.02.2026 को सायं 4:00 बजे तक आमंत्रित की जाती है तथा प्राप्त निविदाये दिनांक 17.02.2026 को प्रातः 11.30 बजे खोली जावेगी।

विवरण	अनुमानित राशि (रु. लाखों में)	निविदा प्रपत्र शुल्क राशि (रु.)	अमानत राशि (रु.)	निविदा प्रस्तुत करने की प्रारम्भिक तिथि	निविदा प्रस्तुत करने की अंतिम तिथि एवं समय	निविदा खोलने की तिथि एवं समय
CA Appointment for Internal Audit of the Distt. Units/peripheral units	7.50 लाख	200/-	15000/-	05.02.2026	16.02.2026 4:00PM	17.02.2026 11:30 AM

निविदा वेबसाईट "<http://www.sppp.raj.nic.in>" पर देखी जा सकती हैं। निविदा प्रपत्र इस सोसायटी कार्यालय में कार्यालय समय में दिनांक 05.02.2026 से प्राप्त किया जा सकता है। निर्धारित दिनांक व समय के बाद निविदायें स्वीकार्य नहीं होंगी।

  
(डॉ० सुशील कुमार परमार)  
परियोजना निदेशक, RSACS

**राजस्थान स्टेट एड्स कन्ट्रोल सोसायटी**  
**निदेशालय चिकित्सा एवं स्वास्थ्य सेवायें,**  
**स्वास्थ्य भवन, तिलक मार्ग, सी-स्कीम, जयपुर (राजस्थान)**

RSACS/Proc./CA Appointment/2025-26/ 2053

Dated 4-2-2026

**TENDER DOCUMENT**

Proposals are invited from Chartered Accountants Firms for conducting Internal Audit for the Year 2025-26 .

To.....  
.....

Dear Sir/Madam,

**SUB: - Request for Proposals for procuring services of CA firms for conducting Internal Audit of the Distt. Units/Peripheral Units, All NGO's RSACS Accounts and any other specified work**

1. Proposal should consist online through Technical Bid & Financial Bid separately each.

Brief Description	
Internal Audit of the Accounts of RSACS at State/District Level units/ Peripherals units and NGO's institutions in Rajasthan	Internal Audit of Peripherals units and NGO's in all Rajasthan.
Estimated Fees for Internal Audit for Peripheral Units & NGO's (Per Year)	Rs.7,50,000/- (Inclusive all taxes & Expenses)

2. Funds received from Govt. of India (GOI) and other funding agencies will be used for implementation in this programme.

**3. BID PRICE**

- a) The contract shall be for the internal audit for district level and peripherals units & all NGO'S in Rajasthan. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- b) The bidder shall quote price for Internal Audit for peripheral units & NGO's .
- c) All duties, GST, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- d) CA services will be procured for the financial year 2025-2026 as per terms & conditions and initially work order will be given for one Year only.
- e) The rates quoted by the bidder shall be fixed for the duration of the contract i.e 2 years and shall not be subject to adjustment on any account.
- f) The prices shall be quoted in Indian Rupees only.

4. Each bidder shall submit only one financial bid.

**5. VALIDITY OF BID**

Technical bid shall remain valid for a period of not less than 90 days after the deadline date specified for submission.



6. **EVALUATION OF CRITERIA**

The procuring entity shall evaluate Technical bid on the basis of marks scored by bidder and compare the bid determined to be substantially responsive i.e. the bid will be evaluated as per Score Sheet mentioned at Annexure 'F' and minimum qualifying will be 70% marks and according to necessary requirement (responsive bid) for completion internal audit for peripheral units & NGO's.

(a.) are properly signed; and in each page and also attached documents shall be attested by firm & service provider.

(b.) Confirm to the terms and conditions and specifications.

(c) The Financial bids of only those bidders who have scored at least 70% in the technical evaluation shall be opened. Evaluation of Financial bid will be done for Internal Audit for peripheral units & NGO's at district level and no queries will be entertained for this.

7. CA Firms has to submit Financial bid for Internal Audit of the Distt. Units/Peripheral units, all NGO's of RSACS Accounts any other specified work.

8. **AWARD OF CONTRACT**

The procuring entity will award the contract to the bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.

- 8.1 Notwithstanding the above, the procuring entity reserves the right to accept or reject any bid and cancel the bidding process and reject all bids at any time prior to the award of the contract.

- 8.2 The bidder whose contract is accepted will be notified of the award of the contract by the purchaser prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the work order.

9. Selected firm will be awarded the work order for conducting Internal Audit for the peripheral units, as the case may be, initially for 1 year. Firm will be awarded the work order for subsequent year based on the successful performance in the first year.

10. 10% deduction of the fee will be effected in case the awarded firm does not submit the audit report as per the timelines mentioned in TOR, Appendix-1 for each part report submitted on six months. Maximum penalty upto 10% will be levied on the firm, if it does not perform the work as per the Terms & Conditions of the contract.

11. In the condition of failure of work, selected CA Firms may be black listed and order can be cancelled. Order may be awarded to L<sub>2</sub> Firm on the basis of matching L<sub>1</sub> prices for this work and the procuring entity reserves the right to cancel the order in this condition.

12. Payment shall be made on the basis of timely and satisfactory completion of work of Audit.

13. Tender Fees Rs. 200/- (Two Hundred) and Bid Security. Rs. 15,000/- (in words Rs Fifteen Thousand only) is to be deposited in the

form of DD/BC in favour of Project Director, Rajasthan State AIDS Control Society, Jaipur.

14. Successful bidder shall have to deposite @5% of the Work cost as Performance Security Deposit in form of DD/BC in favor of Project Director, Rajasthan State AIDS Control Society, Jaipur alongwith stamp paper worth rupees 500/- duly signed with in period of 7 days from the date of the issue of office order.

/shopping method

एड्स का बचाव ही उपचार है।

15. We look forward to receiving your Proposal/Bid and thank you for your interest in this project.
16. The applicant firm has experience in audit of financial statement or internal audit of (i) Project financed by trilateral or multilateral agencies, or (ii) Agencies implementing Govt. projects or (iii) Public Sector undertaking in Health Sector
17. The firm must have Head office in Rajasthan.
18. Period of appointment of auditor shall be initially for a period of one year, and if services are found suitable, the appointment may be extended further on an annual basis. Performance shall be primarily assessed on the basis of quality and timeliness of the report. A cooling period of 2 years may be kept for CA firms who have audited a particular SACS continuously for a period of three years. According Annexure 'B'

**Enclosed:-**

1. Request for Proposals for Internal Audit of the RSACS Accounts Annexure A'
2. Period of Appointment of auditor Annexure 'B'
3. Terms of Reference for Internal Audit Annexure 'C'
4. Capability Statement "D"
5. Scope of Works Annexure 'E'
6. Standard Evaluation Sheet for Evaluation of the Technical Bids of the External Auditors (CA Firms) Annexure 'F'
- 7 Affidavit (Non-Black list) Annexure 'G'
8. Financial Bid Annexure 'H'
9. Certificate of last three year turn over attested by CA Annexure 'I'

RSACS/Proc./CA Apointment/2025-26/ 2053  
Copy to the following for Information & further N/A.

1. Joint Director (Finance), RSACS, Jaipur
2. Office Notice Board.
3. Guard File.

  
(Dr. Sushil Kumar Parmar)  
Project Director, RSACS

Dated 4-2-2026

  
Project Director, RSACS

**Request for Proposals for conducting Internal Audit of Rajasthan State Aids Control Society, Jaipur to interested CAG empanelled Chartered Accountant Firms**

The State Control Societies (SACS) are responsible for implementing the National AIDS Control Programme (NACP) Phase V in the states. The government of India has received a credit (Credit-4299-IN) from the funds pooled by the world bank, other funding agencies/Pool Fund/Domestic Budget and GFATM in various currencies together known as Pool Funds and from the Global Fund for HIV/AIDS, TB & Malaria in channels called Rounds. GFATM in various currencies towards the cost of Fifth National HIV/AIDS Control Project and it is intended that part of the proceeds of this credit will be applied to eligible payments under the contracts for which this RFP is being issued. Rajasthan State AIDS Control Society (RSACS) is a registered society under the control of the State Government and it is the Nodal organization for all the HIV/AIDS prevention and control work that is taken up in the state. Rajasthan State AIDS Control Society releases fund to peripheral organizations like NGOs, hospitals under the government sector. Hence it is essential to assess as to how the peripheral units have discharged their fiduciary responsibilities.

**RFP**

1. Request for Proposals are invited from interested CAG empanelled Chartered Accountant firms in the state of Rajasthan to conduct the Internal Audit of the RAJASTHAN State AIDS Control Society for the financial year 2025-2026 and 2026-27.

**Eligibility & Assessment Criteria;**

The RFP and capability will be assessed against evidence of skills & experience in providing accounting services in the state.

**Requirements**

The RFP should be sent along with the Capability Statement including a profile of the organization relevant technical and geographical coverage along with the financial turnover for the last three financial years. (A format for the Capability Statement is available on the RSACS website <http://www.rsacs.in>)

Individual CVs are not required at this stage. Any RFP with adequate information, those which do not meet the above criteria, or those received after the closing date will not be short listed. RFP should be concise and focused as possible to give evidence of the above requirements including the capability statement and organization profiles. RFP needs to be sent to the **Project Director, Rajasthan Aids Control society, Jaipur.**

④ ५ २ २

**Period of Appointment**

Period of appointment of auditor shall be initially for a period of one year, and if services are found suitable, the appointment may be extended further on an annual basis. Performance shall be primarily assessed on the basis of quality and timeliness of the report. A cooling period of 2 years may be kept for CA firms who have audited a particular SACS continuously for a period of three years.

④ 4 L 10



File No.G-20016/2/2013-NACO (Fin)  
Ministry of Health & Family Welfare  
National AIDS Control Organisation  
(Finance Wing)

Annexure 'C'

6th Floor, Chandralok Building,  
36, Janpath, New Delhi-110001  
Dated the 05<sup>th</sup> May 2014

To,

Project Directors of,  
All State AIDS Control Societies (SACS).

**Sub: Revised Terms of Reference (TOR) for SACS for appointment of Internal Auditor by SACS for NGOs & Peripheral Units (FY 2014-15 onwards) - Regarding.**

Dear Sirs,

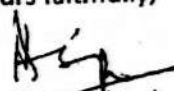
This is in continuation of our earlier letter of even number dated 14<sup>th</sup> March 2014 regarding revised TOR for SACS for appointment of Statutory Auditors (FY 2014-15 onwards).

Now please find enclosed herewith Revised Terms of Reference (TOR) for appointment of Internal Auditor by SACS for NGOs & Peripheral Units (FY 2014-15 onwards).

The indicative norms/criteria to be followed at the time of EoI & RfP are also enclosed.

With regards,

Yours faithfully,

  
(Ajay Singh Chauhan)  
Director (Finance)



**INTERNAL AUDIT OF NGOs/CBOs/DAPCU/PERIPHERAL UNITS  
UNDER THE STATE AIDS CONTROL SOCIETY (SACS)  
UNDER THE NATIONAL AIDS CONTROL PROGRAMME PHASE-IV**

The internal audit will be carried out on a concurrent quarterly basis and will cover a sample of NGOs and district units/sub district units selected on a percentage basis. It should be conducted so as to cover all districts and peripheral units at least once in 3 years. It should be ensured in the internal audit that the prescribed accounting system including regular bank reconciliation is strictly followed. This will include physical verification of assets, inventories etc. A sample questionnaire (checklist) is provided below.

In States where there is a large number (more than 25) of NGOs/CBOs, separate auditors/panel of auditors may be appointed for on-site audit of NGOs. In States where the number of such NGOs/ CBOs is less than 25, the internal auditor of SACS may also cover NGOs

**Timing for audit and submission of the audit report**

Quarter of audit ending	Audit of NGOs, DAPCU and peripheral units	Submission of report
June	July 16 to 30	August 15
Sept	Oct 16-30	Nov 15
Dec	Jan 16 -30	Feb15
March	April 16 -30	May15

**Outputs that will be required of the Internal Auditor**

The internal auditors should furnish a quarterly audit report (alongwith the checklists) to the State Project Director with an executive summary of the critical issues/ finding that require attention of the senior management. A copy of the executive summary must be sent to NACO and a copy of the report must also be placed with the Executive Committee of SACS. The report should be structured in a manner giving the observations/ weaknesses, the implications, suggestions for improvement and the management comments. The status of the actions taken by the management on the recommendations of the previous report should also be provided.

① 4 2 5

W



# ANNEX: CHECKLIST FORMAT

S.No.	Activity	Particulars	Y	N	Remarks
1.	NGOs	<p><u>Selection/TSU</u></p> <ul style="list-style-type: none"> <li>• Is there a TSU to support NGO/CBO activities and does it have a finance staff ?</li> <li>• Has the financial management capacity of the NGO been assessed by the TSU and the process documented during the selection process ?</li> <li>• Are there any critical FM capacity issues identified during selection process? How are these issues planned to be addressed?</li> <li>• Are contract files maintained properly?</li> <li>• Does the contract with the NGO contain the Financial Management aspects?</li> </ul> <p><u>FM Staffing and Training</u></p> <ul style="list-style-type: none"> <li>• Does the NGO/CBO have the required FM staff? Has the current staff been trained on financial management under the project?</li> </ul> <p><u>Flow of Funds</u></p> <ul style="list-style-type: none"> <li>• Are the tranche releases to NGOs in compliance with the contractual obligations and in adherence to the NGO/CBO guidelines? Also, comment on timeliness of releases by SACS.</li> <li>• Are funds released to the NGOs/CBOs without settlement of previous advance or without receipt of quarterly financial report?</li> </ul> <p><u>Accounting</u></p> <p>Are accounts maintained as per the requirements of NGO/CBO Guidelines? Are the accounts updated?</p>			

② 4 2 2

		<p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> <li>• Check SOEs submitted during the period under audit against books of accounts and certify the correctness of the SOEs and eligibility of expenditure</li> <li>• Is the NGO/CBO timely in submitting financial reports to the SACS? Please comment on the reasons for delay and period of delay. In case of delay, what actions are being taken by the NGO/CBO to address this issue?</li> </ul> <p><u>Internal Audit - Compliance</u></p> <p>Has the NGO/CBO submitted timely and satisfactory compliance on the audit of previous period (s)?</p> <p><u>External Audit</u></p> <ul style="list-style-type: none"> <li>• Have annual audited financial statements received by SACS from the NGOs?</li> </ul> <p><u>Recovery from NGOs</u></p> <p>Were any recoveries made from the NGOs pursuant to audit objections?</p> <p><u>Review by TSU</u></p> <ul style="list-style-type: none"> <li>• Are on-site visits to the NGOs made by the finance staff of the TSU?</li> <li>• Is the financial review of NGOs by the TSU adequate in terms of the quality and frequency?</li> </ul>			
2	Peripheral Units	<p><u>Sanction/Flow of Funds</u></p> <ul style="list-style-type: none"> <li>• Has a sanction letter been issued to the peripheral unit for the proposed activity?</li> <li>• Are the financial management, financial reporting and date of settlement of advance indicated in the sanction letter?</li> <li>• Is the settlement of advance received by peripheral units from SACS done on time and is it supported by a proper utilization certificate?</li> </ul>			

④ 4 3 52

W

		<ul style="list-style-type: none"> <li>• Are subsequent tranches released to the peripheral units without settlement of the first advance?</li> </ul> <p><u>Financial Reporting</u></p> <ul style="list-style-type: none"> <li>• Check SOEs/UCs submitted during the period under audit against books of accounts and certify the correctness of UC/SOE and eligibility of expenditure</li> <li>• Comment on the quality and adequacy of the financial records maintained by the peripheral units (for the sample covered during the course of quarterly internal audit). Attach a separate sheet where necessary.</li> <li>• Comment on internal controls e.g., cash payments above the limit, proper authorization of payments etc.</li> </ul>			
	Payments and receipts	<ul style="list-style-type: none"> <li>• Are the payments for expenditures in line with the approved annual work plan?</li> <li>• Are the payments properly approved in line with the financial delegation?</li> <li>• Are the supporting documents adequate, filed properly and easily accessible?</li> <li>• <i>Salary Payments</i>: are payments supported by adequate and updated staff records (signed contracts, attendance register etc.)?</li> <li>• Comment on timeliness of payments, including salary payments</li> <li>• Is there a serial control over payment, receipt and journal vouchers?</li> <li>• Are the expenditures/ payments charged to the correct account code and head of expenditure?</li> <li>• Is the system generated voucher used as the basis for approval of payments?</li> <li>• Comment on the process flow and what improvements can be made.</li> </ul>			
4	Overall Monitoring of advances	<ul style="list-style-type: none"> <li>• Is the system for monitoring and control of advances (including staff</li> </ul>			

④ 4 4 4

		<p>advance) adequate? Are advance registers updated?</p> <ul style="list-style-type: none"> <li>• Is there a large number of overdue advances?</li> <li>• Is an ageing report generated for review by the project director on a periodic basis?</li> <li>• Are adequate actions taken by NGO/peripheral units for recovery of advances?</li> </ul>			
5	Operation of bank account.	<ul style="list-style-type: none"> <li>• Is there a dedicated bank account for the project and are all cheques signed by two signatories?</li> <li>• Is the bank reconciliation carried out on a monthly basis and checked and signed by the signatories?</li> <li>• Are there any un-reconciled or un-accounted for balances?</li> <li>• Are payments made by crossed cheque/ draft?</li> <li>• Is there adequate physical control over cash, receipt books and blank cheque books?</li> </ul>			
6	Fixed Assets and Stocks	<ul style="list-style-type: none"> <li>• Have the procurement procedures prescribed in the Procurement Manual followed by the NGOs for procurement of assets?</li> <li>• Are these supported by adequate and valid supporting documents?</li> <li>• Are the assets procured documented in the fixed assets register mentioning location etc?</li> <li>• Carry out a sample verification of fixed assets in NGOs/CBOs and the peripheral units/ DAPCU.</li> <li>• Are assets received in kind also recorded in the fixed asset register, mentioning the date of receipt, location etc?</li> <li>•</li> <li>• Has any material been purchased for the activity?</li> <li>• Has the purchased material been entered in the stock register? Is it upto</li> </ul>			

④ 4 2 5

W

		date and physical stock is in agreement with book balances? • Is there a regular system of annual physical verification of assets and six-monthly verification of stocks?			
7	Other Issues	Any other issues that the firm may like to address			

Signature of the CA Firm

④ 4 2 52

**Indicative norms/criteria to be followed at EOI & RfP**

**Criteria for Short listing at the EOI stage**

Criteria	Weight age %
1. Long standing of the firm	10
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services	15
3. Experience and Association of Partners	15
4. Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)	10
5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit relevant to the assignment	45
6. Presence in the state where project headquarters are located (more than 3 years)	5
<b>Total</b>	<b>100</b>

④ 4 2 52

W



Criteria (Detailed) and Scoring Scheme for Short listing at the EoI stage

Criteria	Scoring	Maximum Points	Documentation
1. Long standing of the firm	1 point for each year of existence <u>over 10 years</u>	10	Date of Constitution of the firm as evidenced from the firm constitution certificate issued by ICAI
2. Turnover of the firm for the last three financial years (FY) from audit and assurances services "Specified Turnover")	<ul style="list-style-type: none"> <li>• 15 points for Specified Turnover of Rs. 50 lacs or above in each of the last three FYs;</li> <li>• 8 points for Specified Turnover of Rs. 50 lacs and above in at least two of the last three FYs;</li> <li>• 4 points for Specified Turnover of Rs. 25 lacs and less than Rs. 50 lacs</li> </ul>	15	Self-certified; the PAF will provide the total turnover and the Specified Turnover  "Turnover" would mean the professional fee earned excluding service tax and traveling, if billed separately.
3. Experience and Association of Partners	<ul style="list-style-type: none"> <li>• 3 points for each Partner with PQE of 10 years or more with the firm</li> <li>• 2 points for each Partner with PQE of 5 years or more with the firm</li> <li>• 1 point for each Partner with PQE of more than 1 year with the firm</li> </ul>	15	List of Partners with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI
4. Experience and Association of qualified full time staff (being CAs or Cost Accountants or technically qualified staff relevant to the project)	<ul style="list-style-type: none"> <li>• 3 points for each full time staff with PQE of 10 years or more with the firm</li> <li>• 2 points for each full time staff with PQE of 5 years or more with the firm</li> <li>• 1 point for each full time staff with PQE of more than 1 year with the firm</li> </ul>	10	List of full time staff with date of qualification and number of years of PQE with the firm supported by the latest firm constitution certificate issued by ICAI  Documentation showing the qualifications and experience of staff other than CAs



5. Experience of the firm during the last 5 years in audit of Financial Statements/Internal Audit of:			List of the clients audited by the firm and signed under the firm name only, giving the date of issue of the audit report and self attested copies of the appointment letters (only assignments in respect of which audit report has been issued during the last 5 years from date of EoI and pertaining to project as a whole should be included)
a. Projects financed by bilateral or multilateral agencies	4 points for each project	20	
b. Projects in the same sector (other than above)	3 points for each project	15	
c. Agencies implementing government projects (other than above)	2 points for each agency	10	
6. Presence in the state where project headquarters is located	<ul style="list-style-type: none"> <li>• 5 points if the head office of the applicant firm is located in the same state as the project headquarters</li> <li>• 3 points if a branch office of the applicant firm is located in the same state as the project headquarters for at least 5 years and headed by a partner of the firm</li> <li>• 1 points if either the branch is in existence for less than 5 years but more than 3 years or is headed by a qualified employee</li> </ul>	5	<p>Latest firm constitution certificate issued by ICAI</p> <p>Date of establishment of the branch and name of Partner/CA qualified employee in charge of the firm</p>
	<b>Total</b>	<b>100</b>	

④ 425

W

### Technical proposal evaluation -- Criteria and Scoring Scheme

Criteria	Sub Criteria	Scoring	Max Score	Documentation
1. Specific Experience of the audit firm relevant to the assignment	<ul style="list-style-type: none"> <li>Experience in audit of projects supported by the World Bank</li> </ul>	2 points for each audit of project supported by the World Bank completed during the last 5 years.	10	Details of such audits completed with copies of appointment letters.
2. Adequacy of the proposed methodology and work plan in responding to the Terms of Reference and Bank requirements	<ul style="list-style-type: none"> <li>Quality of the audit methodology proposed for the assignment</li> </ul>	Refer grid given at the end	25	Detailed Audit Work Plan covers following areas: <ul style="list-style-type: none"> <li>Compliance with NACO Guidelines, Accounts manual etc,</li> <li>For expend on WB contracts, fund utilization in accordance with the project legal agreement/s;</li> <li>Assessment of Internal Control environment;</li> <li>Deposits and Advances</li> <li>Contract management legal requirements</li> <li>Procedure for seeking 'Independent Balance Confirmation' from Banks and contractors;</li> <li>Management Letter preparation;</li> </ul>
	<ul style="list-style-type: none"> <li>Detailed Work Plan meeting the requirement of the assignment</li> </ul>	Adequacy and practicality of the Audit Work Plan suggested for the assignment in achieving the timelines provided in the RfP	5	
	<ul style="list-style-type: none"> <li>Organization and Staffing proposed for the assignment</li> </ul>	1 point for each qualified staff (other than Team Leader and Audit Manager) proposed for the assignment	5	Composition of the team proposed for the assignment briefing their qualifications.
3. Key professional staff qualifications and competence	<ul style="list-style-type: none"> <li>General experience</li> </ul>	<ul style="list-style-type: none"> <li>1 point for every year completed as Partner signing audit reports.</li> </ul>	3	Certificate from the Firm listing the entities whose audit reports have been signed by the Partner.
	<ul style="list-style-type: none"> <li>Adequacy for</li> </ul>	<ul style="list-style-type: none"> <li>3 points for each audit of project supported by</li> </ul>	15	Details of such audits completed with copies of



for the assignment of the Team Leader/Audit Partner	the assignment	the World Bank conducted either as Audit Partner or as Audit Manager		relevant appointment letters and position of the staff in the audit  As above
		<ul style="list-style-type: none"> <li>1 point for each audit of entities working in the relevant sector conducted either as Audit Partner or as Audit Manager</li> </ul>	5	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit  As above
	<ul style="list-style-type: none"> <li>Experience in region and language</li> </ul>	<ul style="list-style-type: none"> <li>1 point each for knowledge of local language (Reading, Speaking and Writing)</li> </ul>	3	
4. Key professional staff qualification and competence for the assignment separately of the Audit Manager	<ul style="list-style-type: none"> <li>General experience</li> </ul>	<ul style="list-style-type: none"> <li>1 point for each additional year of PQE beyond 5 years</li> </ul>	3	
	<ul style="list-style-type: none"> <li>Adequacy for the assignment</li> </ul>	<ul style="list-style-type: none"> <li>3 points for each audit of project supported by the World Bank conducted either as Audit Partner or as Audit Manager</li> </ul>	15	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit
		<ul style="list-style-type: none"> <li>1 point for each audit of project supported by other bilateral or multi-lateral agencies (e. g. DfID, ADB, UNDP etc) conducted either as Audit Partner or Audit Manager</li> </ul>	5	As above
	<ul style="list-style-type: none"> <li>Experience in region and language</li> </ul>	<ul style="list-style-type: none"> <li>1 point for each audit conducted in the region by the staff post qualification</li> <li>1 point each for knowledge of local language (Reading,</li> </ul>	3  3	Details of such audits completed with copies of relevant appointment letters and position of the staff in the audit

(4) 5

		Speaking and Writing		
			100	

### Audit Methodology Evaluation

S.No	Methodology	Max Score
1	Overall approach to the audit assignment for providing opinion on the project financial statements, the adequacy of internal controls and funds have been utilized for the intended purposes in accordance with the project legal agreement/s and have been correctly reported in the IFR	10
2	Opinion on the compliance with Bank's procurement guidelines.	5
3	Approach in preparing the Management Letter	5
4	Quality assurance mechanism	5
	<b>Total</b>	<b>25</b>

④ 7 2 32



**Request for Proposals for short listing Chartered Accountant Firms for the audit of the accounts of Distt. Units/ Peripheral institutions and any other specified work.**

**PART -A**

Status of the Firm                      Partnership                      Sole proprietorship

1 (a) Name of the Firm (in Capital Letters) .....

(b) Address of the Head Office .....

(Please also give telephone no.

And e-mail address) .....

© PAN No. of the Firm .....

2. ICAI Registration No                      .....Region  
Name.....

Region Code No                      .....

3. (a) Date of constitution of the firm

(b) Date since when the firm has a full time FCA

4. Full time partner / Sole proprietor of the firm as on 1<sup>st</sup> January.....

Sl. No Continuous association with the firm Number of FCA Number of ACA

(a) Less than one year

(b) 1 year or more

Noted : Please attach the copy of Firms Constitutions certificate issued by  
ICAI as on 1.1.2025

5. Number of Part time Partners if any, as on 1<sup>st</sup> January, 2025

6. Number of Full time Chartered Accountant as on 1<sup>st</sup> January, 2025

7. Number of audit staff employed full-time with the firm

(d) Articles / Audit Clerks .....

(e) Other audit Staff (with knowledge of book                      .....  
Keeping and accountancy)

(f) Other Professional Staff (Please specify) .....

8. Number of Branches if any (Please mention                      .....  
Places & Locations)

If „Yes, details may be given on a separate sheet.

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

9. Are there are any Court / arbitration                      Yes / No

Legal cases against the firm

(If Yes, give a brief note of the cases indicating its present status)

10. Fees earned by the firm for the last 3 years

Type of Audit	Particulars
Statutory & Internal / Branch	
Audit	
Statutory & Internal / Concurrent	
Audit	
Total of the above	

①      7/2/25



**PART -B**  
**Undertaking**

I/We the sole proprietor / partners of M/S .....  
Chartered Accountants do hereby jointly and severally verify and declare:-

1. That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false had been suppression of material information, the firm would not only stand disqualified from the allotment, but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulations framed there under;
2. That the firm proprietor or partners have not been debarred or cautioned by / ICAI during the last five year (if cautioned give details);
3. That individually we are not suggested engaged in practice otherwise or in any other activity which would be deemed to be a practice under Section 2(2) of the Chartered Accountants Act, 1949
4. That the constitution of the firm as on 1<sup>st</sup> January of the relevant year shown in the Request for proposals is the same as that in the Constitution Certificate issued by the ICAI

Sl.No	Name of the Partner /Sole Proprietor	Membership registration number	PAN No	Dates of payment of fees for the relevant year A/B*	Signature of Partner / Sole Proprietor

\*A for membership

B for issue of certificate of practice

(seal of the firm)

Place

Date

Encl.....Page

Signature of Proprietor / Sole

④ 

## Scope of Work

1. ऑडिट रिपोर्ट का समय एवं रिपोर्ट निम्नानुसार प्रस्तुत करने का प्रावधान है:-

### Audit of NGO's/ DAPCU & Peripheral Units and any other specified work

Quarter of Audit ending	Audit of NGO's (No of NGO's :50 approx.) (No of NGO's may be increased )	Audit of DAPCU & Peripheral Units (No of Units : 350 approx.) (No of Unit's may be increased )	Submission of Report
June	-	July 16-30	15 <sup>th</sup> Aug
Sept	Oct 10-15	Oct 16-30	15 <sup>th</sup> Nov
Dec	-	Jan 16-30	15 <sup>th</sup> Feb
March	April 20-25	April 16-30	15 <sup>th</sup> May

2. पेरिफेरल यूनिट की रिपोर्ट एवं एन.जी.ओ की रिपोर्ट छःमाही प्रेषित करनी होती है।
3. ऑडिट रिपोर्ट में निम्न Contents होने चाहियें
1. Introductory Paragraph
  2. Scope Paragraph
  3. Findings
  4. Issue and Suggestions
  5. Recommendations
4. ऑडिट रिपोर्ट में औपचारिक प्रमाणिकरण शब्द 'True and Fair' एवं Drugs & Pharmaceutical पर व्यय को पृथक दर्शाते हुए Activity wise व्यय का वार्षिक 'Fund Utilisation Certificate' सम्मिलित है।
5. पेरिफेरल यूनिट में Annexure 1. Checklist Format Annexure 2. Post Award Cheklist for Procurement of Works/Goods Annexure 3. Post Award Checklist for Hiring of Contract Staff/IEC/Others Consultants Annexure 4 Qualitative Assessment Checklist. एवं एन.जी.ओ की रिपोर्ट Annexure 2. Post Award Cheklist for Procurement of Works/Goods Annexure 3. Post Award Checklist for Hiring of Contract Staff/IEC/Others Consultants Annexure 4 Qualitative Assessment Checklist की प्रस्तुत करनी होती है।
6. Scope के बिन्दू संख्या II Specific areas में ऑडिट रिपोर्ट में प्रत्येक एन.जी.ओ पर निम्नानुसार पर विस्तृत टिप्पणी होनी चाहियें:-
- Programmatic Targets and Project progress.

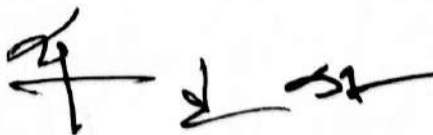
④      

- Terms and Conditions
  - Budgetary Stipulations and Expenditures
  - Cash and Bank Balances
  - Vouchers
  - Review of Expenditure on Drugs and Pharmaceuticals
  - Verification of Registers.
  - Physical verification- Cash/Medicine, Condoms, IEC materials and Capital Assets
  - Visit to the clinics & stock verification
  - Systems and Controls
  - Suggestions and Recommendations
7. ऑडिटर द्वारा जिन पेरिफेरल यूनिट व एन.जी.ओ की ऑडिट की गई है। उनकी सूची संलग्न करनी होती है।
  8. ऑडिटर द्वारा सभी पेरिफेरल यूनिट की ऑडिट कर बकाया उपयोगिता प्रमाण पत्र एवं व्यय विवरण संलग्न कर रिपोर्ट के साथ मूल एवं एन.जी.ओ की ऑडिट कर Balance Sheet, Income & Expenditure and Receipt and Payment के साथ उपयोगिता प्रमाण पत्र एवं व्यय विवरण प्रमाणित कर रिपोर्ट के साथ मूल फोटोप्रति प्रस्तुत करना है। पेरिफेरल यूनिट पर पिछले सालों के शेष बकाया उपयोगिता प्रमाण पत्र एवं राशि हेतु सभी पेरिफेरल यूनिट से प्राप्त कर सोसायटी को भिजवाया जाना है।
  9. पेरिफेरल यूनिट से पिछले सालों एवं वित्तीय वर्ष के शेष बकाया उपयोगिता प्रमाण पत्र एवं राशि हेतु सभी पेरिफेरल यूनिट से प्राप्त कर सोसायटी को शीघ्र ही भिजवाना सुनिश्चित करेंगे।
  10. समस्त एन.जी.ओ. की ऑडिट रिपोर्ट की Executive Summary प्रेषित की जानी है।
  11. ऑडिटर द्वारा जिन पेरिफेरल यूनिट व एन.जी.ओ की ऑडिट की गई है, उनकी NACO की Operational guidelines for Financial Management के अनुसार Annexure VIII में Checklist format of Internal Auditors के साथ ऑडिट रिपोर्ट में Observation संलग्न किये जाने हैं।
  12. उक्त ऑडिट रिपोर्ट राष्ट्रीय एड्स नियंत्रण संगठन (नाको), नई दिल्ली से प्राप्त Terms Of Reference के अनुसार प्रेषित की जानी है।

**Note:**

Proposal for Request for Proposals for short listing of Chartered Accountant Firm's should reach latest by..... on dated ..... at following address:

Project Director, Rajasthan State AIDS Control Society, Directorate Medical and Health Services, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur(Raj.)

(4) 

**Standard Evaluation Sheet for Evaluation fo the Technical Bids of the External Auditors (CA Firms)**

S. No.	Criteria	Marking Slabs	Max. Marks	Marks Obtained	Remarks
1	No. of Partners - FCA/ACA	FCA-2 ACA-1	10		
2	Years Of Experience				
	Partner A + Partner B+	Less than 7 years- 1 marks to each partner	10		
	Partner C + Partners D	More than 7 year- 2 marks to each partner			
3	Years of Partners Association with ther firm				
	Partner A + Partner B+ Partner C + Partners D	0.5 for one year association of one partner	10		
4	No. of Staff-				
	i. Qualified	For Each qualified staff member 01 mark	10		
	ii. Semi Qualified	For Each Semi qualified staff memeber 1/2 mark	5		
	iii. Others	For Each Other qualified staff member 1/2 mark	5		
5	Nature of Experience (Giving turnover/project cost/Years of Experience of the entities/projects audited)				
	i. Health Sector Audit	2 marks for each audit	10		
	ii. Govt. Social Sector	1 marks for each audit	10		
	iii. Private Sector	1 marks for each audit	5		
	iv. Other Social Sector	1 marks for each audit	5		
6	No. of Branches	5 marks for Jaipur Head Office 2 marks for each branch other than Jaipur in Rajasthan 3 marks for all branches or office other than Rajasthan	10		
7	Total turnover of the firm in last 3 years	Average 0-15.00 Lacs - 0 Marks Average 15.01-25.00 Lacs - 6 Marks 25.01-50.00 Lacs - 8 Marks 50.01 & Above - 10 Marks	10		

Committee member will check the CA Proposals (RFP) according to points mentioned in the above sheet and marks will be allotted in each column up to the maximum of prescribed limits as per guidelines mentioned accordingly.

Firm will be shortlisted on the basis of fulfilling the above criteria and on the basis of finalisation of financial bids accordingly.

To qualify in the technical bid the bidder should secure at least 70 Marks

Name of the Member



Signature with Date

**शपथ-पत्र**  
(50 रुपये के नॉन-ज्यूडिशियल स्टाम्प पर)

मैं/हम घोषणा करता हूँ/करते हैं कि हमने ऑडिट का कार्य जहाँ कहीं भी किया है उस कार्य में विगत 3 वर्षों में कार्य समय पर पूर्ण न होने के कारण हमें किसी भी सरकारी विभाग/उपक्रम/कम्पनी द्वारा ब्लैकलिस्ट नहीं किया गया है।

हम यह भी घोषणा करते हैं कि हमें किसी भी न्यायालय में ऑडिट कार्य के संदर्भ में कोई वाद लम्बित नहीं है तथा इस विषयान्तर्गत हमें किसी भी न्यायालय द्वारा दण्डित नहीं किया गया है।

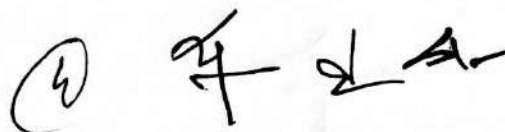
निविदादाता के हस्ताक्षर  
दिनांक व पूर्ण पता मुहर सहित

① 

**FORMAT OF FINANCIAL BID**

S. No.	Brief Description	Price (Including all Taxes and Expenses) (In Rs.)
		<b>Internal Audit of NGO's &amp; Peripherals Units</b>
1	Internal Audit of the Accounts of RSACS at State/District Levels for units/ Peripherals and all NGO's institutions in Rajasthan as per annexure	
	<b>In Words:</b>	

Signature of CA Firm with seal/ Service Provider





**वार्षिक टर्न ओवर प्रमाण पत्र**  
(सीए/ऑडिटर द्वारा प्रमाणित)

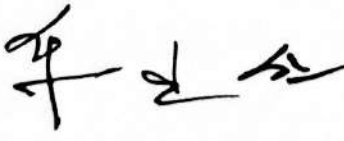
प्रमाणित किया जाता है कि फर्म ..... का विगत तीन वर्षों का टर्न ओवर निम्नानुसार है। प्रमाणित किया जाता है कि उक्त प्रमाण-पत्र सत्य व सही है। फर्म की विगत तीन वर्षों की Audited Balance Sheet/Profit & Loss A/c संलग्न है।

क्र.सं.	वर्ष	टर्न ओवर (राशि लाखों रुपये में)
1	2022-23	
2	2023-24	
3	2024-25	
	कुल टर्न ओवर	
	औसत टर्न ओवर	

दिनांक:

निविदादाता के हस्ताक्षर  
दिनांक व पूर्ण पता मुहर सहित नाम मय

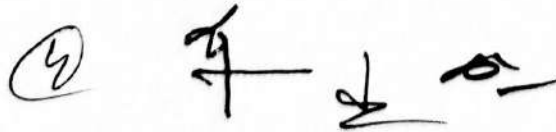
अंकेक्षक/सनदी लेखाकार का  
हस्ताक्षर एवं पंजीकरण संख्या

④ 

## निविदादाता के संबंध में सामान्य सूचनाएँ

श्रेणी जिसके लिये निविदा प्रस्तुत की जा रही है:-

1	निविदादाता का नाम	
2	निविदादाता फर्म/कम्पनी का नाम व पंजीकृत कार्यालय का पता	
3	पता  ई-मेल बेवसाइट	
4	संबंधित व्यक्ति का नाम पद मोबाईल नम्बर फैक्स ई-मेल	
5	फर्म का रिजस्ट्रेशन प्रमाण-पत्र, GST प्रमाण-पत्र	
6	PAN no. प्रमाण-पत्र	
7	फर्म के टर्न ओवर का प्रमाण-पत्र CA से प्रमाणित Annexure 'I' वर्ष 2022-23 वर्ष 2023-24 वर्ष 2024-25	
8	फर्म के Profit & Loss A/c & Balance Sheet की CA द्वारा प्रमाणित की प्रति वर्ष 2022-23 वर्ष 2023-24 वर्ष 2024-25	
9	Bid Security Rs. 15,000/- (DD/BC In favour of Project Director, Rajasthan State AIDS Control Society, Jaipur)	
10	हस्ताक्षरित निविदा प्रपत्र एवं शर्तें	
11	रु0 50/- नॉन-ज्यूडिशियल स्टाम्प पेपर पर Non Black Listing का शपथ -पत्र Annexure 'G'	
12	निविदादाता द्वारा घोषणा	
13	फर्म का प्रकार (लिमिटेड प्राईवेट लिमिटेड, साझेदारी फर्म, प्रोपराईटरी फर्म इत्यादि)	
14	कार्यानुभव यदि कोई हो	
15	कोई अन्य सूचना यदि कोई हो	



निविदादाता के हस्ताक्षर  
दिनांक व पूर्ण पता मुहर सहित

/shopping method

एड्स का बचाव ही उपचार है।