



Odisha State Health & Family Welfare Society

Dept. of Health & Family Welfare, Govt. of Odisha
Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar-751012
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Advt.No.12/24

Date: 07.03.2024

SELECTION OF AUDITOR- REQUEST FOR PROPOSALS

HIRING SERVICES OF A CHARTERED ACCOUNTANTS FIRM FOR STATUTORY AUDIT OF STATE HEALTH SOCIETY (SHS) & DISTRICT HEALTH SOCIETIES (DHSs) - (FOR THE FINANCIAL YEAR 2023-24) UNDER NATIONAL HEALTH MISSION (NHM), ODISHA.

The Odisha State Health & Family Welfare Society (State Health Society) invites "Proposal for audit" from **firms of Chartered Accountants (CA) empanelled with C & AG of India and eligible for conducting audit of major PSUs only for the year 2023-24 and having Head Office or Branch Office in Odisha State capital i.e Bhubaneswar for not less than three years as on 01.01.2024.**

Minimum payable fees fixed is Rs 19,88,900/-.

Detailed RFP: Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be either downloaded from the state's website www.nhmodisha.gov.in or this can be collected from the O/o Mission Director, National Health Mission, Health & Family Welfare Department, Government of Odisha, Annex Building of SIH&FW, Nayapalli, Unit-8, Bhubaneswar, Odisha, PIN : 751012 between 07 March 2024 and 21 March 2024 (10.30 am to 05.00 pm on all working days).

Important Dates:

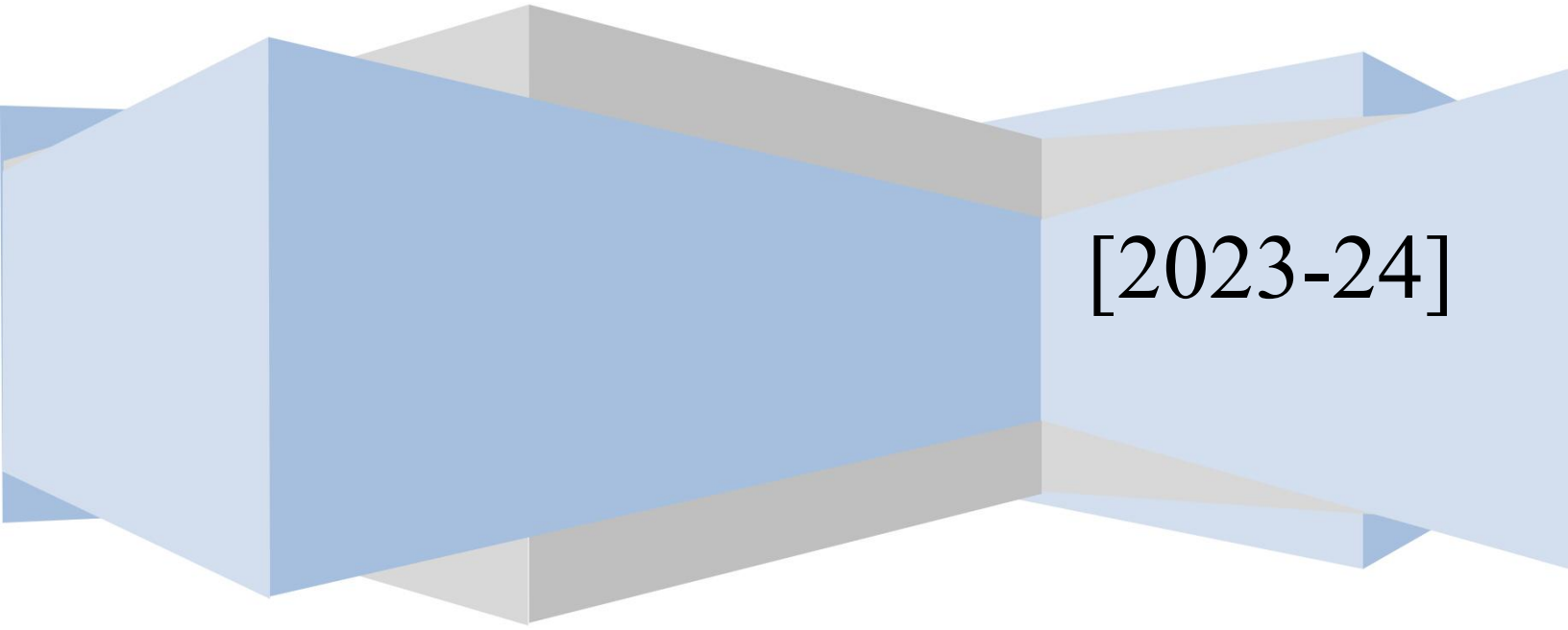
- I. Last date for collection of RFP from Office of SHS: **21 March 2024 (10.30 am to 05.00 pm)**
- II. Date of Pre-bid conference: **22 March 2024 (3.30 PM)**
- III. Last date for submission of Proposal to SHS: **04 April 2024 (2.00PM)**
- IV. Date of opening of Technical bid: **04 April 2024 (4.00PM)**

Venue for all the above activities: Conference hall of the Mission Directorate, NHM, Odisha.

Sd/-
Mission Director, NHM, Odisha,

Request for Proposal (RFP)

For Appointment of Statutory Auditor for State Health Society (SHS) and District Health Society (DHS) for Audit of all programmes under Flexible Pool for RCH & Health System Strengthening, National Health Programme and Urban Health Mission



[2023-24]

REQUEST FOR PROPOSAL (RFP)

Odisha State Health & family welfare Society, Bhubaneswar, Odisha, seeks to invite Proposal from the Comptroller & Auditor General of India (***C&AG empaneled Chartered Accountant (CA) firms those are eligible for major Public Sector Undertakings (PSU) audits for the year 2023-24***) for conducting the statutory audit of State and District Health Societies (DHSs) and State level Disease Control Cells under the National Health Mission for the FY 2023-24.

The details about the background of the auditee, the units to be covered in the audit, scope of work, terms of reference, and eligibility criteria for selection of the CA firm are given in the following paragraphs.

Terms of Reference (ToR)

National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare (MoHFW) was launched on 12th April, 2005 by the Government of India (GOI) to improve medical facilities in the country. Since 2013-14 onwards the NRHM programme has been subsumed under the umbrella programme of the National Health Mission (NHM). NHM is overarching NUHM and also includes Communicable and Non-Communicable Diseases (NCD) as well. The NHM seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections.

2. The NHM has provided an umbrella under which the existing Reproductive and Child Health Programme (RCH) (including RCH, Routine Immunization (RI), Pulse Polio Immunization (PPI) and National Iodine Deficiency Disorder Control Programme (NIDDCP)), Health System Strengthening under NRHM (including Other Health System Strengthening, Ayushman Bharat –Health & Wellness Centre (AB-HWC) now “Ayushman Arogya Mandir” and Asha Benefit Package (ABP) including facilitator payment, various National Disease Control Programmes (NDCPs) and Non-Communicable Diseases (NCDs) have been repositioned. National Urban Health Mission (NUHM) comprising of Other Health System Strengthening and Ayushman Bharat –Health & Wellness Centre (AB-HWC) now “Ayushman Arogya Mandir” has also been added in National Health Mission.

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

- **Till FY 2021-22, fund release under NHM was as under the following (5) pools/components:**

1. NRHM-RCH Flexible Pool

A. RCH Flexible Pool

B. Health System Strengthening under NRHM

2. National Urban Health Mission-Flexible Pool

3. Flexible Pool for Communicable Diseases

4. Flexible Pool for Non-Communicable Diseases, injury & Trauma

5. Infrastructure Maintenance

- With a view to provide more flexibility to States/UTs and improve financial utilization, Dept. of Expenditure w.e.f. FY 2022-23 has **approved the merger of pools**. The present arrangement of pools: -

1. Flexible Pool for RCH & Health System Strengthening, National Health Programme and Urban Health Mission

A. NHM-RCH Flexible Pool:

- a) **RCH Flexible Pool** including Routine Immunization (RI), Pulse Polio Immunization (PPI) and National Iodine Deficiency Disorder Control Programme (NIDDCP).
- b) **Health System Strengthening (HSS) under NRHM** (viz. Other Health System Strengthening, Ayushman Bharat – Health & Wellness Centres (AB-HWCs) and ASHA Benefit Package including facilitator payment) including National Programme for Prevention and Control of Deafness (NPPCD), National Oral Health Programme (NOHP), National Programme for Palliative Care (NPPC), Assistance to State for Capacity Building (Burn Injury) and National Programme for Fluorosis (NPF).

B. Flexible Pool for Communicable Diseases:

- a) National Vector Borne Disease Control Programme (NVBDCP),
- b) National Tuberculosis Eradication Programme (NTEP),
- c) National Leprosy Eradication Programme (NLEP),
- d) Integrated Disease Surveillance Programme (IDSP).
- e) National Viral Hepatitis Control Programme (NVHCP)

C. Flexible Pool for Non-Communicable Diseases:

- a) National Programme for Control of Blindness (NPCB),
- b) National Mental Health Programme (NMHP),
- c) National Programme for Health Care of the Elderly (NPHCE),
- d) National Tobacco Control Programme (NTCP),
- e) National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).

D. National Urban Health Mission (NUHM) Flexible Pool including Other HSS under NUHM and AB-HWC under NUHM.

E. (i) India COVID-19 Emergency Response and Health Systems Preparedness Project funded by World Bank (Credit No. 9086-IN) & Asian Infrastructure Investment Bank (Loan No. AIIB-C1660) and (ii) COVID 19 Vaccination **(Detailed ToR given at Appendix-1).**

F. PM- ABHIM (Loan No L4032)

2. Infrastructure Maintenance

3. Strengthening of National Programme Management Unit and Non- NHM programmes as under:

- **Non-NHM Programmes:** EC-SIP, OHSP, AYUSH, NIPI, MNGO, Panchabyadhi, Disease Surveillance, EAG, OSDMA, PNDT, NRHM IEC, Remuneration paramedics, Swasthya Sanjog, MHU (Arogya plus), BMW, Yashoda, Public Health Response, NPPCD, NPPC, PVTG, IPD, DFID, Award money, NMBS, Corpus Fund, ICU training, Telemedicine, Cancer screening, Emoc/LSAS training (Meghalaya and Tripura) IMR and MMR (Sampurna), IMNCI, DAMAN, EMAS, Swasthya Sahaya, NIDAN, Regional Medical Training -CMC Vellor, Digital Dispensary, Digital Health and UNICEF Grant.
- And any other programmes of the society.

4. Institutional and Funding Arrangements:

For the implementation of the above programmes, MoHFW has required the creation of an Integrated Health Society at the State and District levels (registered as a legal entity at the State and District under Societies Registration Act, 1860). Such integrated State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and District Health Societies (DHSs) work in coordination with the District Collector and District Chief Medical Officer (CMO). Program implementation is done through its District Chief Medical Officer's office, Blocks, Community Health Centres (CHCs), Primary Health Centres (PHCs), Sub- Centres (SCs), Rogi Kalyan Samities (RKS) and Village Health Sanitation & Nutrition Committees (VHSNC). Certain activities may be managed at the State level such as drug procurement, IEC, civil works, training using specialized entities such as

SIHFW, IEC Bureau, PWD, the Directorate of Health and Municipal Corporations for the urban health components.

Funding & Accounting Arrangements:

Funds for the various programs under NHM are transferred from the Pay& Accounts Office of MoHFW to the State Treasuries and then from Treasuries to the Single Nodal Account of Single Nodal Agencies of SHS functioning in the State. Government of India transfer funds in the form of Grants-in-Aid to State treasuries through RBI on the basis of respective State Programme Implementation Plans (SPIPs) and approved Annual Work Plans which are prepared on the basis of District Health Action Plans (DHAPs) of each of the districts in the State. Under the umbrella of the integrated SHS/DHS each program has separate bank account, separate books of accounts and other financial records as per the requirements of each program and also submit separate financial activity reports at varying frequencies to the respective monitoring units in MoHFW (GOI).

5. Financing by Development Partners/ Donors:

Some of the programs of NHM are also supported by development partners such as the Asian Development Bank (ADB), The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) /World Bank, etc. for which credit agreements have been entered into by GOI with the respective Development Partners. Compliance with specific fiduciary requirements of the Development Partners will additionally need to be reported by the auditors. Copies of the legal agreements and other project documents will be provided to the auditors, if needed, by SHS/ concerned Programme Division in the State.

6. Objective of audit services:

The objective of the audit is to ensure that MoHFW receives adequate, independent, professional audit assurance that the grant proceeds provided by MoHFW are used for purposes intended in line with approved PIPs and Annual Work Plan (AWP) of individual programs and that the annual financial statements are free from material mis-statements and the terms of the credit/ loan agreements of the development partners are complied with in all material respects.

The objective of the audit of the financial statements of State and District Health Society as well as the Consolidated Financial Statements of the State and District as a whole i.e. Balance Sheet, Income & Expenditure, Receipt & Payment, together with relevant accounting policies, notes to accounts and schedules, Bank Reconciliation Statements, Statement of Funds Position, Reconciliation of Expenditures as per Audited financial statements with the expenditure reported as per the Financial Monitoring Report (FMR) is to enable the auditor to express a professional opinion as to whether:-

(1) the financial statements give a true and fair view of the Financial Position of the individual District Health Societies (DHSs), State Health Societies (SHSs) and Consolidated District and State Health Societies at the end of each fiscal year and of the funds received and expenditure incurred for the accounting period ended March 31, 2024.

(2) the funds were utilized for the purposes for which they were provided, and

(3) Where programs are financed by development partners, the respective program expenditures are eligible for financing under the relevant grant/ credit agreement. The books of accounts as maintained by the SHSs, DHSs and other participating implementing units such as Blocks, CHC, PHCs, Sub Centers, Village Health Nutrition and Sanitation Committees (VHNSCs) etc. shall form the basis for preparation of the individual DHS and SHS financial statements as well as the consolidated financial statements for the State as a whole.

7. Standards: The audit will be carried out in accordance with **Engagement & Quality Control Standards (Audit & Assurance Standards)** issued by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing (except where a certain minimum coverage of implementing units is specified) the audit to reduce the risk to an acceptable level that is consistent with the objective of the audit. In addition, the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.

8. Criteria for Selection of Auditors

A) C&AG empaneled major audit firms: Chartered Accountant firms those are empanelled with C&AG of India for the year 2023-24 and eligible for conducting audit of PSUs only will be eligible for the audit of the NHM programmes and all Non-NHM programmes for the year 2023-24 as indicated at paragraph 3 above. In this regard firms have to submit the details about the firm as per **Form T-2**

B) Selection through Open Tender System: The selection of the Auditor should be through an Open Tender basis.

C) Preference of firms having Head Office (H.O.)/Local Branch office in the State Capital: The firms having Head Office / Local Branch Office in the State capital of Odisha, i.e., Bhubaneswar can only submit their bids. Such office must exist within the State for not less than three years as on 1 January 2024 as per the Institute of Chartered Accountants of India (ICAI) Certificate. If the firms have branch office in the State Capital of Odisha, in such case they have to mandatorily furnish a self attested certificate detailing the date from which the same has been functioning in the State Capital of Odisha and address, name(s) of the local head of the branch office and partner(s) with ICAI membership number (s) etc. However, in case of NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States.

***Note :** The self attested certificate as indicated above is to be assigned Annexure number.*

D) Firms have to give an undertaking that the audit team members are proficient in State's official language (both oral and written) and will be headed by a Chartered Accountant on regular basis.

***Note:** The undertaking as above is to be assigned Annexure number.*

E) CA firms eligible for audit: CA firms those are empaneled with C&AG for the year 2023-24 and eligible for conducting audit of major PSUs only will be eligible for the audit of the

NHM programmes. Further, CA firms eligible for conducting audit of PSUs in 2023-24 and having their Head Office / Branch offices in designated State may be given additional weightage in the evaluation of Technical proposal. However, in case of NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States. On clearance of Technical proposal, the auditor will be finalized on the basis of Financial Bids. In this regard, firms have to submit the details about the firm as per Form T-2.

(F) Disclosure of Minimum Fees in the RFP document: The States are allowed to fix the minimum fees for audit firms in the Tender document keeping in view the resources involved, number of districts (100% districts) and blocks (40%) to be covered during the course of Audit and minimum number of days required for completion of audit. The States may refer the website of “The Institute of Chartered Accountants of India (ICAI)” to decide the minimum fees. This is in compliance with the Guideline No-1-CA(7)/03/2016 dated 7/4/2016 issued by “The Institute of Chartered Accountants of India”. The States may refer the same as indicative basis. Further, for the purpose of finalization of minimum fees, the State may also take the average of audit fees paid during the last 3 years.

As required under the guidelines of ICAI, the minimum audit fee is fixed at Rs 19,88,900/- excluding Tax as applicable but including TA and DA for auditing of the accounts of NHM programmes and Non - NHM programme as indicated at Para 3 of the State Health Society, State level Disease Control Cells and 30 District Health Societies and 40 per cent of the Blocks with in each district of the State of Odisha. The audit is to be carried out in two phases for all (i) NHM accounts in the first phase and (ii) Non - NHM accounts in the second phase as under:

(i) Audit of accounts of all NHM Programmes in the first phase : Audit of accounts records of the NHM Programmes is to be carried out at the State as well as in the districts. For this purpose, the State is divided into maximum six (06) zones each comprising five (05) districts and is estimated that the bidding CA firm has to provide/deploy at least six (06) audit teams each comprising four members headed by a Chartered Accountant / partner, one semi-qualified staff and two (02) Audit Assistants and visit districts for a minimum number of days to each district specified in the **Annexure -4** and

(ii) Audit of accounts of all Non NHM programmes in the second phase: Audit of accounts records of the Non-NHM Programmes is also to be carried out at the State as well as in the districts. For this purpose, the bidding CA firm is to provide / deploy one Audit team comprising three (03) members headed by a Chartered Accountant /Partner, one semi-qualified staff and one Audit Assistant and visit all the 30 districts again in the second phase covering each district including the 40 per cent Blocks for one day of that district for audit of accounts of Non-NHM programmes after completion of audit of NHM programmes as above and submission of Audit Reports there under.

Note-1 : There would be proportionate reduction in payment of audit fee in the event of failure of the firm to provide / deploy the full complement of audit team comprising the

members as stated above for the specified number of days earmarked against each district / state level office provided in the **Annexure -4** of the RFP and visiting of one audit team to all the 30 districts for at least one day per each district in the second phase. The proportionate reduction of fees would be to the extent of shortfall in deployment of audit team / desk as indicated under the caption ‘penal provision’ below. For this, the visiting audit team has to obtain certificate of attendance of the members of audit team from the head of the office visited under the two phases mentioned above in prescribed form and furnish a copy of the same to the Mission Directorate, NHM, Odisha after completion of field visit.

After assignment of the audit, the firm has to furnish details of composition of each audit team mentioning the name, qualification and designation of the members, contact numbers etc.

Note-2: Penal provision: There shall be proportionate reduction of audit fees to the extent of shortfall in both the phases of audit for non-deployment of audit team/ desk at the rate of Rs.1000/- for Partner/ Qualified chartered Accountant, Rs.600/- for semi-qualified staff and Rs.400/- for Audit Assistants per day and the auditors shall take care that the aggregate reduction on above account remains maximum up to 15 percent of the total audit fee, excluding tax. This is in addition to the ‘Penal provision’ provided under para 13 (c) below for failure to complete the Audit on time.

(G) Audit Fees and TA/DA: The firms those are interested to be appointed will have to quote consolidated audit fees including expenses on TA/DA and Taxes. In case the audit team requests the State for stay arrangement etc., then cost to the State for such stay arrangements etc. will be adjusted against the consolidated fees quoted. Bidding Firm should ensure that audit team shall have to visit 100% Districts and at least 40% blocks within each district. The audit fee should be quoted considering this aspect.

(H) Re-appointment of Auditor: The auditor once appointed can continue for only two more years’ subject to the satisfaction of the performance by the State. In case where extension/continuation of same auditor is sought for this extended duration beyond the initial year of appointment, yearly approval of Executive Committee shall be taken after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting audit of major PSUs for the year for which firm is being re-appointed. In no case shall continuation beyond this additional period of 2 years be granted. Further, any comments/remarks/observation of the Ministry in this regard shall have to be considered while re-appointing the same auditor.

(I) Maximum No. of Audits under NHM: No auditor can take the assignment of audit of more than three (3) States in a year. A certification in this regard may be obtained from the auditor.

Note: The successful CA firm is to furnish the certification as above along with the audit assignment acceptance letter.

(J) Selection of Statutory Auditor: The selection of CA firm as Statutory Auditor would be done on L1 basis in the financial bid. However, in case of more than one bidding firm became L1, the selection of Auditor would be done considering the following factors **(priority-wise): -**

(i) Statutory Audit : On the basis of **highest number of statutory audits** carried out by the CA firm during the years 2020-21, 2021-22 and 2022-23 of **Public Sector Undertakings (PSU)/private/public limited company** (other than audit of banking organizations/ insurance/finance companies /Electricity distribution companies) each having turnover of more than 100 crores each year and **Projects** (Central / State Governments) each having grant-in aid receipts of more than Rs 50 crore each year as the case may be. In this regard, the bidding CA firms are to furnish details of audited organizations in the prescribed format given at Annexure -5. **The firms are to attach copies of (a) offer letter, (b) audited (signed) Financial Statements viz., Balance sheet, Profit and Loss Account, Income and Expenditure and Receipt and Payment Accounts of each unit audited as the case may be along with bid documents and conduct of the firm and**

(ii) Turnover of the firm: Highest aggregate Turnover of the CA firm during 2020-21, 2021-22 and 2022-23. In this regard, the bidding CA firms are to furnish copy of firm's audited (signed) Profit & Loss Account and Balance sheet along with bid documents.

Note: The bidding CA firms are to assign Annexure number to the required supporting documents for the sub paras J(i) and J(ii) mentioned above.

9. The other major points related to Statutory Audit are as follows:

- a. To ensure timely completion of audit, State should ensure that the books of accounts are ready at all places before the start of audit. Further, timely availability of information to the auditors should be ensured for completion of audit on time.
- b. In the pre-bid conference to be held, the participant firms should clearly be explained about the requirements of audit as regards to the number of districts, blocks, and physical visit of the team at each location, number of implementing agencies from whom Utilization Certificates (UCs) /Statement of Expenditure (SOEs) received and incorporated in Annual Financial Statements etc. so that a quality audit is not compromised.
- c. It should be clearly ensured that a Standing Committee headed by Mission Director (NHM) is constituted in the State for the selection of auditor and for follow up and issue of compliance to the audit observations of the previous years.
- d. After the completion of audit, State should organize an exit conference of the auditors to discuss the audit observations.
- e. A copy of the working papers of the auditors shall be retained by the Director (Finance)/ State Finance Manager (SFM) in the State.
- f. The process of appointment of auditor has to be completed by 25th April, 2024 and intimation of the auditor appointed along with the fees fixed and evaluation sheet for the appointment has to be submitted to the Ministry latest by 05th May, 2024.
- g. The State should get the audit of all the District Health Societies completed by 05th June, 2024 and the Audit Report issued before 30th June 2024.

h. The consolidation of audit reports of all the districts with State along with all the necessary requirements such as, Accounting Policies, Notes on Accounts and Management Letter is to be completed by the State in time and final report submitted by 31st July 2024.

i. Audit Report as per Appendices of the RFP has to be submitted in triplicate with spiral binding along with the soft copy (PDF/Scanned) mailed to mk.haldar@nic.in and in a C.D. also by 31st July 2024.

10. Scope & Coverage of audit: In conducting the audit special attention should be paid to the following:

- a) An assessment of adequacy of the project financial systems, including financial controls. This should include aspects such as adequacy and effectiveness of accounting, financial and operational controls; level of compliance with established policies, plans and procedures; reliability of accounting systems, data and financial reports; methods of remedying weak controls; verification of assets and liabilities and a specific report on this aspect would be provided by the auditor annually as part of the management letter;
- b) Funds have been spent in accordance with the condition laid down by the Department of Health & Family Welfare, Government of India from time to time with due attention to economy and efficiency and only for the purpose for which the financing was provided. Counterpart contribution from State Government, where required has been provided.
- c) Goods and services financed have been procured in accordance with the relevant procurement guidelines issued by the GOI/ State Government. However, for various programmes, special attention must be paid to the requirements of the agreement between GOI and Development Partners (NTEP, IDSP and NVBDCP, etc.). Such requirements are available within the State/ District's concerned Program Officers. For such externally funded programmes, auditor must satisfy that all expenditure, including procurement of goods and services have been carried out as per the procurement manual of the individual programmes and guidelines issued by the Programme Divisions of GOI and have all the necessary supporting documentation.
- d) All necessary supporting documents, records and accounts have been kept in respect of the project.
- e) **Sample Coverage of sub district Implementing Units:** Audit will cover 100% District Health Societies (DHSs) each being a legally registered society and at least 40% of the Block Level CHC/PHC (at least 50% of such blocks should be new and remaining may be those covered in the audit of last year). The sample shall be selected in a manner that Block level PHC/CHC in each district is included in the sample coverage. All the vouchers pertaining to the health facilities will be available at the respective health facility (DH, CHC/PHCs) for the purpose of audit. Audit shall also cover audit of expenses related to NHM incurred through Rogi Kalyan Samities (RKSSs) at each level i.e. PHC/ CHC/ DH.

- f) The Statutory Auditor may review the concurrent 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.

11. Project Financial Statements

A format of such financial statements and relevant schedules showing the consolidation of all the programmes is given at (*APPENDIX A* - FORMAT of FINANCIAL STATEMENTS) and also on the website of MoHFW at www.nhm.gov.in.

Project Financial Statement (SHS, DHS and Consolidated) shall include the following:

- i. Audit Opinion as per *APPENDIX-C*.
- ii. Balance sheet showing accumulated funds of the project balances other assets of the project, and liabilities, if any.
- iii. Income & Expenditure account for the year ending on 31st March 2024.
- iv. Receipt and Payment Account for the year ending on 31st March 2024.
- v. Other Schedules to the Balance sheet 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),
 - Program wise statement of expenditure.
- vi. Notes on Accounts showing the accounting policies followed in the preparation of accounts in the SHSs and DHSs 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. Auditor shall have to certify the delay status of funds transferred from State Treasury to SHS for FY 2019-20,2020-21 and 2021-22 and SNA A/C of SHS from FY 2022-23 and 2023-24 as per prescribed format at *Appendix E-1, 2, 3,4 and 5*.
- ix. The Auditor has to disclose whether the State has received any interest on delayed transfer of funds from State Treasury to SHS bank account.
- x. The comparison between audited expenditure and expenditure reported in the FMR of 2023-24 along with the reason for variations.
- xi. Sanction wise UCs as per Form 12-C of GFR 2017; duly tallied with the Income & Expenditure and expenditure on Fixed Asset during the financial year (which have been shown as capitalized) [**Attach a statement showing the details of expenditures clubbed in the Utilization Certificate tallying with the Income & Expenditure Account and Schedules forming part of it]. A separate UC for State share contribution needs to be issued by the auditor and**

Separate UCs for "Emergency Covid-19 Response Package for Health Systems Preparedness ECRP-I , ECRP-II and PM –ABhim needs to be issued by the auditor.

- xii. Action Taken Report on the previous year's audit observations.
- xiii. Reconciliation of the FMR Expenditures of the last quarter i.e. 31st March 2024 with expenditure as per the Annual Audited Financial Statements in the FMR format only for the financial year covered by audit period identifying the variance and the reasons for the same. This has to be certified by the auditor.
- xiv. **Representation by Management:** The DHS and SHS management should sign the financial statements and provide a written acknowledgment of its responsibility for the preparation and fair presentation of the financial statements and an assertion that the project funds have been expended in accordance with the intended purposes as reflected in the financial statements.
- xv. **Separate chapter for covid-19** Emergency Response and Health System Preparedness (ECRP-I) is attached on Appendix-“F”.
- xvi. **Separate chapter for PM-ABhim** is attached on Appendix- “G”.

12. Financial Monitoring Reports (FMR)

In addition to the primary opinion on the financial statements, the auditor is required to audit last quarter FMR in the new format (quarter ending March) submitted to MoHFW. The auditor should apply such tests as the auditor considers necessary under the circumstances to satisfy the audit objective. Where ineligible expenditures are identified as having been included in the financial reports, these should be separately noted by the auditors. The audit report should include a separate paragraph commenting on the accuracy and propriety of expenditures included in the financial statements and FMRs including whether procurement procedures have been followed and the extent to which the GOI can rely on Quarterly FMRs.

In addition to the audit reports, the auditor will prepare a “Management Letter” as per **Appendix-D**, in which the auditor should summaries the observation on the internal control issues (other than those which materially affect his opinion on the financial statements) as under: -

- a) Give comments and observations on the accounting records, systems and internal controls that were examined during the course of the audit;
- b) Identify specific deficiencies and area of weakness in the system and internal controls and make recommendations for their improvement;
- c) Report on the level of compliance with the financial internal control;
- d) Report procurement which have not been carried out as per the procurement manual/ guidelines of the State for the individual programmes such as; RCH-II, NTEP, IDSP etc.;

- e) Communicate matters that have come to the attention during the audit which might have significant impact on the implementation of the project; and
- f) Bring to Society's attention any other matter that the auditor considers pertinent.

The observations in the management letter must be accompanied by the implications, suggested recommendations from the auditors and management comments/ response on the Observations/ recommendations have to be obtained and reported along with the Audit report.

13. Reporting and Timing

The final Audit Report should be submitted by **31st July 2024**, (i.e. within four months of the end of the financial year) to the SHS and the SHS should then promptly forward **3 copies (Spiral Bound) and also soft copy in MS Excel / MS Word and Scanned (Both) in mail or CD** along with the **final Utilization Certificates** signed by the State and Auditor both, to GOI with their comments, if any.

In case State has opted to appoint **single auditor** shall have to issue a separate audit report for each district and provide a soft copy also (Word/ Excel). Audit Reports for all districts in such cases shall have to be issued by **30th June, 2024** so that consolidated report of the State is not delayed and issued by **31st July, 2024**.

Submission of the Statutory Audit Report by the prescribed date is a Record of Proceedings (ROP) conditionality for release of funds to the State beyond 75% of cash allocation which ultimately ensures smooth implementation of the Mission and leads to better outcomes as funds are expended when needed by the State. In view of the above following measures need to be taken by the State: -

- a) The duty of the State is to ensure that the process for appointment of the auditor is completed by 25th April, 2024 and intimation of the auditor appointed along with the fees fixed & evaluation sheet for the appointment has to be submitted to the Ministry latest by 5th May, 2024. Also timely availability of information to the auditor needs to be ensured strictly.
- b) The State should make sure that complete cash book, ledgers, vouchers and other financial statements are ready at the time of visit of auditors.
- c) **Penal provision on failure to complete the Audit on time:** In order to ensure timeliness on the part of the Auditor, if the State 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, the *State may deduct the audit fees @ 5% per month from the due date of completion of audit.* A clause in this regard should be incorporated by the State in the agreement. However, in case of delay in submitting the audit report due to unforeseen circumstances like flood, earthquake, election, etc., the Mission Director(NHM) of the State has the right to waive off the penalty. Further, before imposing penalty, the firm may be given an opportunity to be heard.

14. Additional Instructions to Auditors

- a. Audit Report of the SHS shall include audit of all the transactions at the State as well as DHSs level.
- b. Audit for the financial year will include all the components under NHM.
- c. The auditor appointed shall be **required to issue Consolidated Audit Report for the State and each District, comprising all programmes under Flexible Pool for RCH & Health System Strengthening, National Health Programme and Urban Health Mission.**
- d. All State level report shall have to be issued in three sets (Two sets for MoHFW and one set for State). Consolidated Report is to be sent to NHM-Finance Division and individual reports of individual programmes along with UCs to the respective programme divisions of the Ministry).
- e. Financial Statements and relevant schedules shall be prepared in accordance with the format provided by Ministry of Health and Family Welfare, GOI (**APPENDIX-A -FORMAT of FINANCIAL STATEMENTS**). However, specific programme requirements (in accordance with the agreement with the GOI and Development Partners) may also be incorporated in the separate schedule of the programme.
- f. Auditor shall certify all the UCs in the prescribed format (Form 12C of GFR, 2017) of GOI for all programmes of NHM. The UCs shall be furnished sanction-wise and should be signed by the Principal Secretary/ Commissioner-cum Secretary, Mission Director, and State Programme Officers in charge of concerned Programme and the Auditor.
- g. The auditor shall also append the Checklist (**APPENDIX-B-CHECKLIST FOR AUDITOR**)
- h. The auditor shall certify the FMR on the basis of audited expenditures with all the line activities for the last quarter (quarter ending March 2024) showing cumulative and head wise expenditure for the complete financial year) along with the Audited Statement of Accounts. Auditor shall certify a comparative statement showing expenditure as per FMR and as per Audit Report. Auditor must also document the reason for variances between the FMR figures and audited figures in cases where the variances are significant e.g. more than 15% from the audited figures at each component level.
- i. Audit Opinion as per the Model Format provided at **APPENDIX-C**.
- j. Management Letter as per **APPENDIX-D** along with the comments/reply of the Mission Director, SHS.

15. Re-appointment of Auditor: The auditor once appointed can continue for only two more years, subject to the satisfaction of the performance by the State. In case where extension/continuation of same auditor is sought for this extended duration beyond the initial year of appointment, yearly approval of Executive Committee shall be taken after obtaining the consent of the auditor and confirming that the said firm is in the panel of C&AG and eligible for conducting audit of major PSUs for the year for which the firm is being re-appointed. In no case shall continuation beyond this additional period of 2 years be

granted. Further, any comments/remarks/observation of the Ministry in this regard shall have to be taken into account while re-appointing the same auditor.

It is also clarified that “No auditor can take the assignment of more than three (3) audits under NHM. A certification in this regard may be obtained from the auditor.”

16. General Provision: The State should ensure that the Auditor must be appointed for all the disease control programmes under NHM and Uniform Accounting System is followed. The State should also ensure that the auditor should follow the latest formats given in the RFP.

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, SPIPs, AWP, MOU/LOU signed between MoHFW and the State/ SHS, instructions issued by MoHFW regarding scheme guidelines (e.g. JSY etc.), administrative orders issued by the SHS/ DOHFW/ Directorate of Health including cost norms etc. Where programs are financed by Development Partners, copies of the legal agreement, project appraisal document should be made available to the auditors.

Guidelines for Submitting the Proposals:

Agencies are required to submit the proposal as per the guidelines and formats detailed out in the following paras:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL” Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED. The Society shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may provide a case for Proposal’s/ bid’s rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this shall constitute ground for declaring the Proposal non-responsive/ invalid.
- ii. Single Proposal (Multiple Firms): In case State decides to appoint one CA firm as auditor, the Bidding CA firm may submit proposal for State and also for all districts.
- iii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iv. The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

- v. Financial proposals submitted by the firm should be valid for 6 months from the date of submission of the proposal by the firm.
- vi. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.
- vii. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- viii. **State Health Society (SHS) 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.**
- ix. If the required constitution of the team is not deployed the state may take appropriate action as it deems fit (including blacklisting of the firm) against the firm, keeping the Ministry informed. For this, the Para 8 (F) above may also be referred.
- x. A firm cannot undertake the audit assignments of more than three states in a year. The audit assignment must be opted for as awarded by States chronologically i.e. on First come first served basis. If a CA Firm appointed in more than 3 States, then they have to withdraw their name so as to keep it up to 3 States/ UTs only. As a State may opt to appoint multiple auditors, therefore, if a firm appointed for audit of a group of district in any State then for the purpose of ceiling of 3 States, group of Districts shall be taken as a State.
- xi. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written). **The auditors must have the H.O/ Branch Office in the allotted State capital at Bhubaneswar, Odisha. (Form U).** However, in case if NE States/ UTs where availability of Auditor is scarce, the States/UT may consider the proposals of audit firms from the neighboring States
- xii. Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit. For this, the Para 8 (F) above may also be referred.
- xiii.
- xiv. Each team shall have to be headed by a qualified chartered accountant.

Technical & Financial Proposal will consist:

- i. Letter of Transmittal (*Form T-1*)
- ii. Technical Proposal format (*Form T-2*)
- iii. Financial Bid format (*Form F-1*)
- iv. Undertaking of presence of HO/Branch offices in State (*Form U*)

Terms of Reference (TOR)

For

External Auditor the Agency- National Health Mission (NHM) under the India COVID-19 Emergency Response and Health Systems Preparedness Project funded by World Bank (Credit No. 9086-IN) & Asian Infrastructure Investment Bank (Loan No. AIIB-C1660)

Background:

National Health Mission is one of the implementing agency of the India COVID-19 Emergency Response and Health Systems Preparedness Project (ERHSPP) in the States/UTs through State Health Societies (SHS). The Project seeks to prevent, detect and respond to the threat posed by COVID-19 and strengthen health system preparedness. Under the project, only actual expenditures incurred (including mobilization advances paid to contractors/vendors as per the terms of agreement) by the implementing agencies will be eligible for financing by the World Bank. The implementing agencies will submit separate IUFR/s reporting the actual expenditure for the Project during such period for reimbursement by the Bank. The same will be subject to reconciliation with audited expenditures reported for the period. Details of the Financial Management and procurement arrangements for the project are available in the Project Implementation Manual (PIM).

Objective of the Audit:

1. The objective of the audit of SHS financial statements is to enable the auditors to express an independent professional opinion on the financial position of funds released to the States/UTs for ERHSPP and to ensure that the funds utilized to project activities have been used for their intended purposes.
2. The books of accounts provide the basis for preparation of Financial Statements. Proper books of accounts as required by law have been maintained by SHS and also maintain adequate internal controls and supporting documentation for the transactions.
3. Audit of this project will be undertaken along with the Annual Audit being done at present for all other activities under NHM by the same auditor.

Scope of the Audit:

1. The audit will be carried out in accordance with the Accepted Indian Auditing Standards and will include tests and verification procedures as the auditors deem necessary.
2. External Auditors to verify all funds have been used in accordance with the established rules and regulations of the project and only for the purposes for which the funds were provided.
3. Goods and services financed are in adherence to the Bank's guidelines for procurement (under Components 2 to 6) and/or Government's rules and regulations (under Component 1) and as per the established rules and procedures & guidance note issued by the Ministry. (Refer: **Annexure-1** for Project Components)
4. Appropriate supporting documents, records and books of accounts relating to all activities have been kept. Clear linkages should exist between the books of accounts and the financial statements presented.
5. The financial statements have been prepared by the management in accordance with applicable accounting standards and give a true and fair view of the financial position of Project and of its receipts and expenditures for the period ended on that date.
6. Comprehensive assessment of the adequacy and effectiveness of the accounting and overall internal control system to monitor expenditures and other financial transactions.
7. Express an opinion as to reasonableness of the financial statements in all material respects.
8. Include in their reports opinion on compliance with procedures designed to provide reasonable assurance of detecting misstatements due to errors or fraud that are material in the financial statements.
9. In addition to the audit report, the auditors will provide the following:
 - a. Give comments and observations on the accounting records, procedures, systems and controls that were examined during the course of the audit.
 - b. Identify specific deficiencies and areas of weakness in systems and controls and make recommendations for improvement.
 - c. Report on the implementation status of recommendations pertaining to previous period audit reports.
 - d. Communicate matters that have come to their attention during the audit which might have a significant impact on the sustainability of the organization.
 - e. Auditors will verify the Procurements under Component 1 (Emergency COVID-19 Response) which require to be carried out as per Government rules and

procedures (Refer procurement Chapter of PIM). In addition, auditors will also verify that anti-corruption undertakings of the World Bank and AIIB have been signed by the seller/contractor/consultant as per the format enclosed with the PIM.

- f. Auditor will carry out detailed audit of 10% of procurements (numbers) samples under Component 1 (samples would be preferably taken from higher valued procurements covering goods and services both) and representative of methods/agencies to be checked for adherence to prescribed guidelines.

Deliverables:

1. Auditor will have to certify the Statement of expenditures as per the FMR Codes designated for the project and its reconciliation with unaudited quarterly FMR submitted to GOI depicting the differences. (Format as per **Annexure-2 as per JS(P) D.O. letter no.F.No.Z-18015/19/2020-NHM-II-Part-1 dated 09/11/2020**)
2. Auditor will issue a management letter specifying the weaknesses, if any, on matters requiring attention of the management.
3. Procurement audit reports in line with scope mentioned under para 9 (e) &(f) above.
4. Auditor to countersign Utilization Certificate prepared by SHS in Form 12C specifying the status of funds received, utilized and unspent balances along with a statement that all procurement procedures have been followed as per WB and AIIB while also certifying that undertaking for Anti-corruption have been signed for all contracts amounting for more than Rs. 3,00,000/- as per the guidance note issued by the Ministry time to time.
5. Auditor to issue Audit Opinion as per the revised format of Audit Opinion. (Format is given as per **Annexure-3**)

Project components are outlined below:

- Component 1: Emergency COVID-19 Response
- Component 2: Strengthening National and State Health Systems to support Prevention and Preparedness
- Component 3: Strengthening Pandemic Research and Multi-sector, National Institutions and Platforms for One Health
- Component 4: Community Engagement and Risk Communication
- Component 5: Implementation Management, Capacity Building, Monitoring and Evaluation
- Component 6: Contingent Emergency Response Component (CERC)

Annexure-2

FMR FORMAT FOR REPORTING EXPENDITURE UNDER COVID-19 PROJECT(ECRP-I/-II) FOR FY 2023-24					
				Amount in Rs.	
Sl.	As per New COVID FMR Codes			Total Provisional Expenditure (As Reported in FMR/SoE)	Variation, if any
No .	FMR Codes	Name of Activity	Audited Expenditure for the FY 2023-24 (w.e.f. 01.4.2023 to 31.03.2024)		
1	2	3	4	5	6
	B.31	COVID 19 (Grand Total)			
1	B.31.1	Diagnostics including sample Transport (Total)			
	B31.1 (a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.1)			
2	B.31.2	Drugs and supplies including PPE and masks (Total)			
	B31.2(a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.2)			
3	B.31.3	Equipment/facilities for patient-care including support for ventilators etc. (Total)			
	B.31.3(a)	Exp.on procurements of value less than Rs. 3.00 lakh (outof B31.3)			
4	B.31.4	HR (Exiting and Additional) including incentives for Community health Volunteers (Total)			
5	B.31.5	surveillance & mobility Support (Total)			
	B.31.5 (a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.5)			
6	B.31.6	IT systems including Hardware and software.etc. (Total)			
	B.31.6(a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.6)			
7	B.31.7	IEC/BCC (Total)			
	B.31.7 (a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.7)			
8	B.31.8	Training (Total)			

	B.31.8 (a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.8)				
9	B.31.9	Miscellaneous (Total)				
	B.31.9(a)	Exp.on procurements of value less than Rs. 3.00 lakh (out of B31.9)				
TOTAL EXPENDITURE						
Unspent balance as on 01/04/2023						
Funds Received From GOI during the Year						
UNSPENT BALANCE WITH STATE as on 31/03/2024						
SIGNATURE BY STATE MISSION DIRECTOR			SIGNATURE BY STATE DIRECTOR FINANCE		SIGNATURE BY STATE AUDITOR	
PLACE						
DATED						

FORMAT OF AUDIT REPORT/OPINION

To,

The Mission Director,

..... State Health Society,

.....

Introduction

We have audited the accompanying expenditure statements / financial statements of the society under National Health Mission [partly financed for **India COVID-19 Emergency Response and Health Systems Preparedness Project under World Bank Credit No. 9086-IN & Asian Infrastructure Investment Bank (AIIB) Loan No. AIIB C1660 (COFN)**] implemented through theState Health Society, as of 31st March, 2024.

Our responsibility is to express an opinion on these financial statements based on our audit.

Scope

We conducted our audit in accordance with standards on auditing issued by the Institute of Chartered Accountants of India. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. In forming our opinion we have relied upon the audit findings / observations in(nos.) District Health Society/..... State Health Society's financial statements, which have been audited by other auditors. We believe that our audit provides a reasonable basis for our opinion.

Opinion

- a. We have obtained all the information and explanations which to the best of our knowledge and belief were necessary for the purpose of our examination.
- b. In our opinion, proper books of account have been kept by the State Health Society, so far as appears from our examination of the books.
- c. The statements of account dealt with this report are in agreement with the books of account.

- d. The statements of account dealing with this report include funds received from **World Bank under NHM for COVID-19 (Cr. No. 9086-IN) & Asian Infrastructure Investment Bank (AIIB) Loan No. AIIB C1660 (COFN) and We have audited the accompanying expenditure statements / financial statements for the India COVID-19 Emergency Response and Health Systems Preparedness Project, under IBRD Loan 9086-IN, implemented by this Society.**

*In addition, (a) with respect to FMR/SOEs, adequate supporting documentation has been maintained to support claims to the World Bank for reimbursements of expenditures incurred; (b) the expenditures so claimed are eligible for financing under the Legal Agreement; and (c) Procurements under Component 1 (**Emergency COVID-19 Response**) have been carried out as per the agreed procurement procedures.'*

With respect to certification (c) above, it is clarified that all procurements of goods/services/works under Component-1 are carried out as per the Government rules and procedures. It is further confirmed that the Anti-corruption undertaking of the World Bank has been signed by the seller/contractor/consultant and is enclosed in the contract file. Further (a) Sample of 10% of procurements under Component 1 based on value (rather than number of contracts) and representative of methods/agencies to be checked for adherence to prescribed guidelines; and (b) In the report the value of contracts (in the reporting period) under Component 1 in the State have been mentioned.

- e. Financial Statements of the State is the consolidated Financial Statements of the State and District Societies.
- f. In our opinion and to the best of our information and according to the explanations given to us the said consolidated accounts of the State and District Societies, gives the information in the manner so required and give a true and fair view:-
1. In the case of the balance sheet, of the State of affairs of the Society as at 31stMarch,2024.
 2. In the case of the Income and Expenditure Account of the excess of income over expenditure / deficit of income over expenditure for the year ended on that date.
 3. In case of Receipts and Payments Account of the receipts and payments during the year ended on that date.
- g. In addition with respect to FMR/SOEs, adequate supporting documentation has been maintained to support claims to the World Bank for reimbursements of expenditures incurred;
- h. The expenditures so claimed are eligible for financing under the Credit Agreement; and

- i. Procurements have been carried out as per the Program Implementation/ Procurement Manual by NHM and other concerned Division(s) of the Govt. of India.

Place:

Date:

Signature of Auditor (s)

Notes:-

1. In case, a qualified opinion or disclaimer is given by the auditor, the audit report should state in a clear and informative manner all the reasons for such an opinion.
2. Audit Report to be accompanied by:
 - a) Management Letter stating the status of implementation of Program and response on the remarks of the auditors.
 - b) Reconciliation of Expenditure as per FMR/SOEs claims with the actual expenditure as reported in the audited financial statements.
3. Matters which have been underlined/ italics need proper attention of the auditor.

Letter of Transmittal

To,

The Mission Director,
State Health Society,
Name & Address of State

Sir,

We, the undersigned, offer to provide the audit services for [*Odisha State Health & Family Welfare Society*] in accordance with your Request for Proposal dated [*Insert Date*]. We are here by 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 mis-interpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till six 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 State Health Society [*Odisha*] is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

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

Yours faithfully,

()

Format for Technical Proposal

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No:
		Fax No:
		Mobile No. of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1,2,3.....(Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of establishment of each branch offices since when existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm Service Tax Registration No.	Attach copy of Registration
5	Firm GST/TAN Registration No	Attach copy of Registration
6	Firm's Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc.
7	Empanelment No. with C&AG	Attach proof of empanelment with C&AG for the year under Audit (2023-24) confirming that the firm is eligible for major PSU audits.
8	No. of Years of Firm Existence & Date of establishment of Firm	Attach copy of Partnership Deed
9	Turnover of the Firm in last three years	Attach a copy of Balance Sheet and P & L Account of the last three years viz; 2020-21, 2021-22 and 2022-23 or a C.A. Certificate give Break-up of Audit Fee and Other Fees Received.
10	Audit Experience of the Firm:	Copy of the Offer Letter & the Fee

	1. Number of Assignments in Commercial/Statutory Audit 2. Number of Assignments of Externally Aided Projects/Social Sector Project (excluding audit of Charitable Org.) Institutions &NGOs 3. Experience in the NHM audit	Charged for each assignment. (Relevant evidences to be given of the turnover and fee)
11	<p>Details of Partners: Provide following details:</p> <input type="checkbox"/> Number of Full Time Fellow Partners associated with the firm <input type="checkbox"/> Name of each partner <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Date of becoming ACA and FCA <input type="checkbox"/> <input type="checkbox"/> Date of joining the firm <input type="checkbox"/> Membership No. <input type="checkbox"/> Qualification <input type="checkbox"/> <input type="checkbox"/> Experience <input type="checkbox"/> Whether the partners is engaged full time or part time with the firm <input type="checkbox"/> Their Contact Mobile No., email and full Address (Attested copy of Certificate/letter of ICAI not before 01/01/2024)	Attested copy of Certificate of ICAI not before 01.01.2024

Note: The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).

FORMAT FOR FINANCIAL BID**(Please provide the break-up of Firm's quoted fees for each work and unit)**

Particulars	Total Amount (in Rupees)
AUDIT FEE	Both in Numeric and in Words.
a. Audit fess----- (Including cost of TA/DA)	Rs. _____/-
b. Service Tax-----	(Rupees
c. Total Fees-----	_____).
<u>Note:</u> Percentage of funds involved shall not be a basis of quoting the Audit Fee.	

Note: In case of change in the rate of Service Tax the revised Service Tax shall be paid.

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

To,
The Mission Director,
Odisha State Health & Family Welfare Society,
Unit-8, SIHFW Annex Building, Nayapalli,
Po : Bhubaneswar - 751012, Odisha

Sir,

We, the undersigned offer to provide the audit services for Odisha State Health & Family Welfare Society, Bhubaneswar 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 of Odisha and _____ is _____ situated _____ at _____
.....
address proof (photo copy 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

(_____)

Encl:

- 1.....
- 2.....

Selection Process of the Auditor:

For the purpose of the appointment of the statutory auditor for 2023-24, following points should be taken into account-

1. Open advertisement (as per Format for Advertisement as at Form-A) in leading newspapers at State level and National level for inviting proposals from CAG empanelled Chartered Accountant firms for statutory audit of State and District Health Societies should be issued first. A copy of the advertisement shall also be e-mailed to the Institute of Chartered Accountants of India (ICAI) for webhosting on ICAI website at secretary@icai.in & secretary@icai.org. (Format of the advertisement is enclosed) – A copy of the advertisement shall have to be sent to Financial Management Group (FMG) in MoHFW. Advertisement along with the detailed RFP shall also to be uploaded on the State's NHM website.
2. A pre-bid conference shall be held (date to be indicated in the advertisement) wherein queries/doubts of the potential bidders shall be clarified.
3. The Executive Committee of the SHS will form a Standing Committee on Audit (SCA) with suitable representation from programme and finance wings. The SCA should invariably be headed by the Director-Finance or other person nominated by the Mission Director. This SCA will also act as the Selection Committee for the selection of auditors. The SCA will subsequently monitor the audit process and the follow-up on audit paras and Action Taken Reports on those audit paras. After the selection of auditor by SCA, the same will have to be approved in the meeting of Executive Committee of the SHS.

The detailed schedule with regard to the tendering process shall be as under-

Advertisement: Advertisement should be made latest by the 7 March, 2024 so the process of appointment of auditor is completed before 30 April, 2024.

Date for collection of RFP: Within 15 days of advertisement i.e. 21 March, 2024.

Date of pre-bid conference: Next day of the last date for collection of the RFP i.e. 22 March, 2024

Last date and time for submission of Proposal: Within one week from the date of pre-bid conference i.e. 4th April, 2024 (02 PM).

Date and time of opening of Tender: On the day of closing of submission of proposal and after 2 hours of the closing time i.e. 4th April, 2024 (04 PM).

The selection process of auditor shall be subject to review by FMG, MoHFW, GOI / Office of Chief Controller of Accounts, MoHFW, GOI / Audit parties of the AG or any authorized person of the MoHFW, GOI.

The State at the time of selection of the Statutory Auditor must ensure that the firm was not engaged as Concurrent Auditor of the State during the year for which the auditor was engaged or if he has been appointed for the year 2023-24.

The selection will be done by selecting the firm having lowest quotation in Financial Bid (L-1) after finalizing the Technical proposal. While finalizing audit firms, the firms having H.O./Local Branch Office in the State capital of the same State for which the proposal is given may be given preference at the time of finalizing the financial bid. (Such office should be existed within the State for not less than three years as per the ICAI Certificate). That is any firm with 2nd lowest financial bid may be considered for appointment for Statutory Auditor if that firm is having a head office or local branch office in that State Capital at Bhubaneswar.

On completion of selection process, the firm selected shall be awarded the contract of audit of SHS & DHS by issuing the Letter of Award (LOA). The firm should execute a Contract with the SHS within 2 weeks of the award of the issuance of LOA.

In case the bidding firm is found not suitable for audit on any reasonable ground like information by the Ministry/ ICAI/ any State etc., State may reject such proposal without giving any reason.

Form – A (Format of Advertisement)

Form – A

Odisha State Health & Family Welfare Society
Health & Family Welfare Department, Government of Odisha
Annexe Building of SIHFW, Nayapalli, Unit -8, Bhubaneswar -12
e-mail: fmio. nrhморissa@gmail.com, Phone - 0674 239480/88

SELECTION OF AUDITORS - REQUEST FOR PROPOSAL

HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY

HIRING SERVICES OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF ACCOUNTS OF STATE HEALTH SOCIETY (SHS) & DISTRICT HEALTH SOCIETIES (DHSs) - (FOR THE FINANCIAL YEAR 2023-24) UNDER NATIONAL HEALTH MISSION (NHM), ODISHA

The Odisha State Health & Family Welfare Society (State Health Society) invites proposal for audit of accounts from firms of Chartered Accountants (CA) empanelled with C&AG of India and eligible for conducting audit of major PSUs only for the year 2023-24 having Head office or Branch office in Odisha State capital i.e, Bhubaneswar for not less than three years as on 1 January 2024

Minimum payable fees fixed is Rs 19,88,900/-

Detailed RFP: Detailed Request for Proposal (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal can be either downloaded from the State's website www.nhmodisha.gov.in or this can be collected from the O/o Mission Director, National Health Mission, Odisha, Health & Family Welfare Society, Government of Odisha, Annexe Building of SIHFW, Nayapalli, Unit-8, Bhubaneswar, Odisha, PIN : 751012 between 7th March 2024 and 21 March 2024 (10.30 am to 05.00 pm) on all working days.

Important Dates:

Sl No.	Particulars	Date
1	Last date for collection of RFP from Office of SHS	21 March 2024 (10.30 am to 05.00 pm)
2	Date of pre-bid conference	22 March 2024 (3.30 pm)
3	Last date and time for submission of Proposal to SHS	04 April 2024 (2.00 pm)
4	Date of opening of Technical Bid	04 April 2024 (4.00 pm)

Venue for all the above activities: Conference hall of the Mission Directorate, NHM, Odisha

**Mission Director,
NHM, Odisha**

Annexure-4

Sl.No	Team	Districts	Minimum no of working days to be visited	No of blocks in the districts	No of blocks to be covered in audit.	DHHs to be covered in audit.
1	Team-1	Jagatsinghpur	5	8	3	1
2		Kendrapada	6	9	4	1
3		Dhenkanal	5	8	3	1
4		Angul	5	8	3	1
5		Cuttack	7	14	6	1
6	Team -2	Balasore	7	12	5	1
7		Bhadrak	5	7	3	1
8		Jajpur	6	10	4	1
9		Keonjhar	7	13	5	1
10		Mayurbhanj	9	26	10	1
11	Team-3	Ganjam	9	22	9	1
12		Gajapati	5	7	3	1
13		Nayagarh	5	8	3	1
14		Khurda	6	10	4	2
15		Puri	6	11	5	1
16	Team-4	Koraput	7	14	6	1
17		Kalahandi	7	13	5	1
18		Malkangiri	5	7	3	1
19		Nawarangpur	6	10	4	1
20		Rayagada	6	11	5	1
21	Team-5	Nuapada	4	5	2	1
22		Balangir	7	14	6	1
23		Sonepur	5	6	3	1
24		Boudh	4	3	2	1
25		Kandhamal	7	12	5	1
26	Team-6	Jharsuguda	4	5	2	1
27		Deogarh	4	3	2	1
28		Sundargarh	8	17	7	2
29		Baragarh	7	12	5	1
30		Sambalpur	6	9	4	1
	Total		180	314	131	32

Annexure-5

(Ref: Para – 8J of the RFP in respect of past experience of the firm under commercial sector in last three years)

Name of the Chartered Accountants firm:

Statement showing number of statutory audits carried out by the CA firm during the years 2020-21, 2021-22 and 2022-23 of **Public Sector undertakings (PSU)/private/public limited company** (other than audit of banking organizations/ insurance/finance companies /Electricity distribution companies) each having turnover of more than Rs 100 crores each year and **Projects** (Central / State Governments) each having grant-in aid receipts of more than Rs 50 crores each year as the case may be. In this regard, the bidding CA firms are to furnish in following format:

Sl No.	Name and address including telephone Number(s) and <i>e-mail id</i> of the accounts of the unit audited	Whether copy of audit assignment letter enclosed* indicating letter No and date of the management (Yes/No)	Year of statutory audit conducted	Whether signed Financial Statements enclosed*
(1)	(2)	(3)	(6)	(7)
1.				1. Balance sheet: Annexure No * 2. Profit & Loss A/c : Annexure No*
2.				3. Balance sheet: Annexure No * 4. Profit & Loss A/c : Annexure No*
3.				5. Balance sheet: Annexure No * 6. Profit & Loss A/c : Annexure No*

*Please indicate the Annexure number

Certified that the information on the details of statutory audit carried out by the firm in respect of the audit of accounts of the PSU/private/public limited company/project furnished above is true and at any time if any of the above information found incorrect/false, that I shall be held responsible for the same for taking any legal action that may deem fit including disqualification.

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Name and Signature of Partner
Seal of the firm

