



Dr.YSR Aarogyasri Health Care Trust

GOVERNMENT OF ANDHRA PRADESH

REQUEST FOR PROPOSAL FOR AUDIT OF CERTAIN FUNDS INCURRED AT AP
GOVERNMENT HOSPITALS SANCTIONED BY Dr.YSR AHCT FOR THE FINANCIAL
YEARS 2014-15 to 2020-21

MGM Capital Building, Near NRI Y Junction, Chinna Kakani(V), Mangalagiri(M), Guntur - 522508



GOVERNMENT OF ANDHRA PRADESH

NOTICE INVITING BID

Web Site : <http://www.ysraarogyasri.ap.gov.in>

TENDER DOCUMENTON

FOR

Appointment of Auditor for AUDIT OF CERTAIN FUNDS INCURRED at AP GOVERNMENT HOSPITALS (including Teaching Hospitals) sanctioned BY Dr.YSR AHCT FOR THE FINANCIAL YEARS 2014-15 to 2020-21.

Short Tender Notice No	
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Name of the Firm and Address	

Auditor Required

Request for Proposal is invited by the CEO of Dr.YSR Aarogyasri Health Care Trust, Government of Andhra Pradesh from reputed firms of Chartered Accountants for auditing the certain funds incurred at AP Government Hospitals as per the G. Os issued by the Government of Andhra Pradesh.

Ref:1) G.O.RT.No.503 HM&FW (I.1) Dept Dated:03-10-2018.

2) G.O.RT.No.1344 HM&FW(M1) Dept Dated:06-10-2010.

3) G.O.RT.No.134 HM&FW(M1) Dept Dated:01-02-2010.

SCOPE OF WORK

Dr.YSR AHCT has released money to 160 Government Hospitals as details are below during the period from 2014-15 TO 2020-21 towards specified purposes. Audit should conduct as per the instructions in the G.Os cited. The total auditable amount has divided into Packages as given below:

Package -I (Zone-I) (Srikakulam, Visakhapatnam and Vizianagaram):

Details of Funds released to Govt Hospitals of Srikakulam, Visakhapatnam and Vizianagaram for 2014-15 to 2020-21.

Financial Year	Total Paid
2014-15	12,39,11,298
2015-16	20,90,64,080
2016-17	22,67,87,850
2017-18	32,56,15,347
2018-19	34,77,46,298
2019-20	32,82,26,642
2020-21	28,24,38,192
Total	184,37,89,707

Package -II (Zone-II) (East Godavari, West Godavari, and Krishna):

Details of Funds released to Govt Hospitals of East Godavari, West Godavari, and Krishna for 2014-15 to 2020-21.

Financial Year	Total Paid
2014-15	11,03,72,983
2015-16	17,16,44,049
2016-17	22,44,86,677
2017-18	25,39,65,397
2018-19	26,08,27,162
2019-20	35,40,99,713
2020-21	36,77,21,146
Total	174,31,17,127

Package -III (Zone-III) (Guntur, Prakasam and Nellore):

Details of Funds released to Govt Hospitals of Guntur, Prakasam and Nellore for 2014-15 to 2020-21.

Financial Year	Total Paid
2014-15	12,68,53,911
2015-16	16,89,16,349
2016-17	19,98,82,224
2017-18	24,95,64,212
2018-19	26,47,58,854
2019-20	23,42,90,453
2020-21	23,03,35,195
Total	147,46,01,198

Package -IV (Zone-IV) (Chittoor, Kadapa, Anantapur and Kurnool.):

Details of Funds released to Govt Hospitals of Chittoor, Kadapa, Anantapur and Kurnool for 2014-15 to 2020-21.

.Financial Year	Total Paid
2014-15	15,50,82,101
2015-16	22,89,98,722
2016-17	28,45,84,623
2017-18	38,99,41,928
2018-19	49,32,26,613
2019-20	51,11,14,839
2020-21	51,85,71,396
Total	258,15,20,222

Timelines and terms for submitting Tender.

1. Audit firms can participate in tendering for single **PACKAGE** or more packages.
2. Selection of auditor will be done ` package' wise.
3. The audit firm should be familiar with the relevant Accounting and auditing standards including Internal Accounting Standards and G. Os issued by the Government of Andhra Pradesh.
4. The firms and auditors those are satisfied the criteria specified in point No.07 only eligible.
5. The minimum auditing fee payable by the Dr.YSR AHCT. The bidders can quote above the minimum fee.

Package wise	Auditable amount (Rs)	Minimum-Fee for tendering (Rs)
Package -I	184,37,89,707/-	2,41,000/-
Package -II	174,31,17,127/-	2,28,000/-
Package -III	147,46,01,198/-	1,93,000/-
Package -IV	258,15,20,222/-	3,38,000/-

6. The tender Schedule is as follows:

Description	Date and Time
Release of Tender Notification	02.06.2021
Last date for the submission of Tender (Tender Due Date)	08.06.2021, 05:00 PM
Opening of Tenders	09.06.2021, 11:00 AM
Declaration of Qualified Tender	10.06.2021, 04:00 AM
Probable Date for issuing Letter of Award of Contract	11.06.2021, 11:00 AM
Tentative Effective Implementation Date	14.06.2021

7. Eligibility Criteria:

- a) **C&AG empanelled major audit firms:** Chartered Accountant firms those are empanelled with C&AG for the year 2020-21 only will be eligible for the audit of the Government Hospitals (including Teaching Hospitals).
- b) The CA firm should have at least experience of 05 years from the date of registration of the firm. (Copy of self-attested registration certificate is required be submitted)
- c) **Preference of firms having H.O./Local Branch office in the State Capital:** The firms having H.O./Local Branch Office in Vijayawada/Guntur at latest minimum 2 years in the Capital of Andhra Pradesh State is to be given preference at the time of finalizing the financial bid.
- d) Other parameters:

S No	Item	Criteria		Proof Required
		Requirement		
1	Experience	05 Years	Must meet requirement	Copy of ICAI Firm Registration
2	Financial Strength	(i) Historical Financial Performance: Submission of audited balance sheets, other financial statements acceptable to the Trust, for the last three (3) years to demonstrate the current soundness of the bidders financial position, profits, net worth positive and its prospective long-term profitability for FYs 2019-20, 2018-19, 2017-18.	Must meet requirement	Audited balance sheets
		(ii) Average Annual Turnover: Minimum average annual turnover of Rs one hundred (100) lakhs calculated as total certified payments received for contracts in progress or completed, within the last three(3) years i.e., FYs 2019-20, 2018-19, 2017-18.	Must meet requirement	Audited balance sheets
3	Experience	Experience: Experience in Audit works of at least <ul style="list-style-type: none"> • One work of Rs Twenty (20) lakhs or • Two works of Rs Fifteen (15) lakhs each or • Three works of Rs Ten (10) lakhs each. 	Must meet requirement	Appointment Letters

8. **CONTRACT PERIOD:** The selected Chartered Accountant Firm will be required to provide the above-mentioned services as Government Hospitals Auditors for a period of 9 months with effect from 01-07-2021.
9. The bidder, who has not quoted all the required details and rates, deemed to be rejected.
10. **Processing Fee:** The processing fee for Tender document is Rs.2000/- per each package and amount payable through DD drawn in favour of “CEO Dr.YSR Aarogyasri Health Care Trust” payable at Vijayawada, which is not refundable.

11. **EMD (Bid Security)**

An amount of Rs. 50,000/-each package shall be deposited as EMD and amount payable through DD drawn in favour of “CEO Dr.YSR Aarogyasri Health Care Trust” payable at Vijayawada.

12. **Refund of Security Deposit (EMD)**

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

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

13. **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 Dr.YSR Aarogyasri Health Care Trust 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 grounds for declaring the Proposal non-responsive/ invalid.

- ii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iii. Financial proposals submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm.
- iv. 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. **Dr.YSR Aarogyasri Health Care Trust reserves the right to accept or reject any proposal without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the organization.**
- ix. Firm shall have to depute appropriate no. of teams for timely submission of Audit Report and to attain quality of audit.

14. Confidentiality:

Information relating to evaluation of Proposals and recommendations concerning contract award shall not be disclosed, who have submitted Proposals or to other persons not officially concerned with the selection process until the successful firm has been notified and contract awarded.

15. Pre-qualification & Commercial Bid will consist:

- i Letter of Transmittal (Form T-1)
- ii Pre-qualification Proposal format (Form T-2)
- iii Commercial Bid format (Form F-1)

Address for submission:

CEO, Dr.YSR Aarogyasri Health Care Trust

MGM Capital Building, Near NRI Y Junction,

Chinna Kakani(V), Managalagiri(M),

Guntur - 522508

e-Mail ID : ceoap@ysraarogyasri.ap.gov.in

Ph: 0863-2222802/2259861

Letter of Transmittal

To,
The Chief Executive Officer,
Dr.YSR Aarogyasri Health Care Trust,

Sir,

We, the undersigned, offer to provide the audit services for Dr.YSR Aarogyasri Health Care Trust in accordance with your Request for Proposal dated _____[Date]. We are hereby submitting our Proposal, having details about the firm and proposed audit fees.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

The Fees quoted by us is valid till Three months from the date of submission of the proposal. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

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

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

We understand that Dr.YSR Aarogyasri Health Care Trust is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

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

Yours faithfully,
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Form T-2
Format for Pre-qualification Bid

Sl No	Particulars	Supporting documents required to be submitted along with form
1	Name of the firm	
2	Address of the Firm	Attach proof of address of the firm.
	Name & Mobile No. of In-charge	
3	Date of establishment of the Firm / No. of years of firm existence	Attach copy of Partnership Deed
4	Date since when is HO/BO at Hyderabad	
5	Firm Income Tax PAN No.	Attach copy of PAN card
6	Firm Service tax Registration No.	Attach copy of Registration
7	Firms Registration No. with ICAI	Attach a copy of certificate downloaded from ICAI website showing the name & address and partners etc.
8	Empanelment No. with C&AG	Attach proof of empanelment with C&AG confirming that the firm is eligible for major PSU audits.
9	Audit Experience of the Firm a) No. of Assignments in Commercial/Government Hospitals Audit b) No. of Assignments of Trusts, PSUs & NGOs	Copy of the offer letter and the fee charged for each assignment. (Relevant evidence to be given of the turnover and free)
10	Details of Partners: a) No. of Full Time Fellow Partners associated with the Firm. b) Name of Each Partner c) Date of becoming ACA and FCA. d) Date of joining the Firm. e) Membership No. f) Qualification g) Experience h) Whether partner engaged full time or part time with firm. i) Contact Mobile No, email and full address of partner.	Attested copy of Certificate of ICAI not before 01.01.2021 (Use separate paper if necessary, to furnish Partners details)

** Proof of documents as mentioned in the Point No.5(d) should be attached to the Technical Proposal.

FORMAT FOR COMMERCIAL BID

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

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