

Tender Call Notice no : 1935 / dated: 18-05-2022

Invitation to Tender

From

The Director,
Acharya Harihar Post Graduate Institute of Centre,
Manglabag, Medical Road,
Cuttack-753007.Odisha.

Dear Sir(s),

For and on behalf of Acharya Harihar Regional Cancer Centre (AHRC, hereinafter called the Institute) the Director, Acharya Harihar Post Graduate Institute Centre, invites for appointment of firms of Chartered Accountants for a period of One year for undertaking Internal Audit of the Institute for the **Financial Year 2022-23**. The period of contract can be extended depending upon satisfactory performance of the Auditor at the sole discretion of the Institute at the same terms & conditions.

The tender document is available in the office of the AHPGIC on any working days within official hour on deposit of Rs.1000.00(Rupees One Thousand only) . Those who download the tender document from the Website, they have to submit a DD of Rs.1000.00 only in favour of the Director, AH Regional Cancer Centre , Cuttack .The amount paid towards the bid document is non refundable.

The sealed Tenders should reach the office of the undersigned on or before **09.06.2022 at 5 P.M.** The sealed Tenders shall be opened on **10.06.2022 at 12.30 P.M.** in the office of the Chamber of the Director.

Critical Dates Sheet:

Bid Submission End Date/Time	09.06.2022 till 5.00 PM
Bid Opening Date/Time	10.06..2022 at 12.30 PM
Date & Time of Pre- Bid Meeting	27.05.2022 at 12.30 PM
Date of Opening of Financial Bid	Shall be intimated to qualified bidders only.

Asaram
18.05.2022

Director
Acharya Harihar Post Graduate
Institute of Cancer, Cuttack

Terms of Reference for Engagement of Firms of Chartered Accountants constituting Partnership firm or a Limited Liability Partnership firm as Internal Auditor of Acharya Harihar Post Graduate Institute of Cancer, Mangalabag, Medical Road, Cuttack-753007.Odisha.

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1. INTRODUCTION:

Acharya Harihar Regional Cancer Center is an autonomous society, registered under the Registration of the Societies Act, 1860 to develop it into integrated complex providing for research, investigation, early detection and treatment of cancer cases.

In early fifties, the combined Radiology department of SCB Medical College, Cuttack started treating cancer using deep X-ray therapy and radium application. In 1962, a full-fledged Radiotherapy department with 100 beds was started. Thereafter in 1967, it was designated as the Cancer Wing of SCB Medical College, Cuttack and a Theratron-telecobalt unit was installed under the Colombo-plan. During 1971-73 another telecobalt unit Eldorado-6 was added to the treatment armamentarium.

On the recommendation of the WAHI committee, the status of the Cancer Wing was elevated to the level of a Regional Cancer Centre for Research and Treatment in 1983. On 24th April 1984, this Regional Cancer Centre was declared as an autonomous institution and was named Acharya Harihar Regional Cancer Centre, Cuttack, after the great dedicated social worker Acharya Harihara, a disciple of Acharya Vinoba Bhave, founder of the Bhudan movement.

Now, this hospital forms an important component for treatment of cancer in the eastern part of India covering the whole state of Odisha and its neighboring states like Andhra Pradesh, Chhattisgarh, West Bengal, Bihar and Jharkhand.

2. BREIF DETAILS OF THE OFFICE TO BE AUDITED:

The Acharya Harihar Regional Cancer Centre, Medical Road, Manglabag, Cuttack-753007, Odisha.

3. TIME PERIOD:

The period of Contract is for **one** year, i.e. for the Financial Year **2022-23**. AHRCC shall have the option to allot Audit of more than one financial year to the CA firms depending upon its performance, need of AHRCC and availability of adequate time for conducting Audit during the contract period. Notwithstanding anything contained herein above, AHRCC reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the contract period.

4. SCOPE OF WORK:

Auditor on getting appointment has to undertake following activities of the Institute:

A. AUDIT:

- a. To audit the financial statements i.e. Receipts and Payments account, Income and expenditure account and Balance Sheet prepared by the Institute and to report on the true and fair view of such statements.
- b. To check the reconciliation of the bank accounts with the receipts and payments account as prepared by the Institute on monthly basis.
- c. To check various ledgers maintained by the institute along with cash book and bank book and necessary actions taken for unmatched transactions.
- d. To scrutiny all assets and liabilities to ensure their correctness as per books.
- e. To check the propriety of expenditure and income, correctness of the entitlement and authority along with the booking to correct Heads of accounts.
- f. To check and reconcile the utilization of the grants received from Govt. with the utilization certificates.
- g. To check the payment of Salary and retirement benefits are paid as per terms & conditions.
- h. To ensure proper accounting of the EMD and SD received as per the accounting norms.
- i. To check the financial controls, its effectiveness, level of compliance with the policies and procedures ,rules & regulations, systems & procedures and report of any gross violations to the management of the Institute.
- j. To check the necessary documents, records, certificates and accounts in respect of any project being undertaken by the Institute.
- k. To conduct surprise physical verifications of cash and certifications of the same.
- l. To report any serious irregularities/fraudulent activities noticed to the Director.
- m. Checking of the previous years' financial statements for opening balances and compliance to the audit observations.
- n. To assist the Institute to comply with any objection if raised by the State Govt. or Central Govt. audit wing with respect to accounting matters.
- o. The accounts of AHRCC are to be checked on monthly basis with the month wise receipt & payment alongwith re-conciliation of bank accounts as prepared by the Institution latest by 7th day of every succeeding month.

B. INCOME TAX:

1. INCOME TAX RETURNS

- a. To prepare and file quarterly TDS returns of salary and non-salary payments as per the data given by Institute along with within 7 days of receipt of the complete data.
- b. To guide the Institute in deduction of Income Tax as per the requirements of the Income Tax Laws on various payments made by the Institute.
- c. To generate and provide Form-16 and 16A to the Institute at the end of the year.
- d. To file the income tax returns of the Institute for the period of Audit in time.

2. NOTICES AND ASSESSMENTS

- a. To guide the Institute to comply with the Notices of Income Tax Department.
- b. To represent the Institute before any Income Tax Authority in respect of any income tax proceedings of the Institute.
- c. To assist the Institute in appointing legal counsel for appearing before any Income Tax Authority ,Tribunals ,Commission ,CBDT or Courts if so required.

C. ACCOUNTS:

- a. To guide the Account Section in preparation of the monthly receipts and payments account and Income and Expenditure Account of the Institute.
- b. To guide the Account Section in preparation of the statement of accounts and reconciliation of various Fund account.
- c. To guide the Account Section in implementation of Tally package.

5. SUBMISSION OF REPORT:

- a. The Audit Report will be submitted to the Director, the Head of the Institute who have been delegated with the power to accept the Audit Reports of the firms of Chartered Accountants of the Institute.
- b. The Director of the Institute would take a view on satisfactory completion of the assignment by the Firm or otherwise. Any omission/deficiency noticed in the Report, has to be made good by the Firm at their own cost.
- c. A flash Report on detection of any serious irregularity shall also be submitted to the above referred authority immediately on detection, without waiting for the audit to be over.
- d. To submit the Audit report along with the audited financial statements.
- e. The audit report will be submitted **before 30th June** of the year of the audit.

6. DEPLOYMENT OF OFFICIALS FOR AUDIT:

- a. The Audit firm has to deploy at least one qualified Chartered Accountant/Partner and sufficient Assistants for carrying out the audit assignment.
- b. At least one partner of the firm has to visit the office being audited, once during the course of the Audit.
- c. The staff deployed would preferably remain unchanged till the Audit of the Institute is completed and discussions with the management are over.
- d. The Audit firm can visit the office of the Institute with prior intimation to expedite the audit work whenever they feel necessary.

7. OTHER TERMS & CONDITIONS:

- a. The offer shall remain open for acceptance up to 21 Days from the date of opening of Tender. AHRCC shall at its sole discretion can extend the date of acceptance of Tender by another 30 Days which shall be binding on the Tender.
- b. The Tender will be automatically closed after the date and time as mentioned above.
- c. Incomplete offer/offers not conforming strictly to the prescribed Tender forms and terms & conditions and instructions shall not be considered and shall stand summarily rejected.
- d. Tender cannot modify, correct or provide any further documents after submitting the bid unless permitted by the Director of the Institute.
- e. AHRCC will open the Technical Bid of all Tender received through this advertisement on the specified date and time.
- f. The Tenders are at liberty to be present personally or through their authorized representative at AHRCC office at the time of opening of the Tender.
- g. In the event of the specified date of Tender opening being declared a holiday for AHRCC, the Tender will be opened on the next working day at the same time for opening as indicated in the Tender.
- h. Prior to the detailed evaluation of Tenderers, it will be determined whether each Tenderer; (i) has been signed; (ii) is responsive to the requirements of the Tender documents.
- i. A tender determined as not responsive will be rejected by the AHRCC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

- j. The eligible tenderer would be required to show the supporting documents, in original or self-attested by authorized signatory, on the date to be notified to enable the Institute to physically verify the authenticity of the documents, which is pre-qualification for technical evaluation.
- k. A list of Tenderers who qualify the Technical Bid will be available to qualified Tender present at the time of opening of the bid.
- l. After the technical evaluation is completed, the Institute will open the Price Bid of only technically qualified Tenderer on the date and time as fixed in the Tender or on subsequent date and time which will be intimated to the Tenderers who have qualified for the bid.
- m. The Notification may be sent by registered letter or fax or e-mail.
- n. The job will be awarded to the successful Bidder through issue of an Acceptance Letter by post/fax/e-mail.
- o. If any of the attached documents are found to be forged/fabricated at any stage, before or after the award of the contract and/or expiry of the contract, the Institute has rights to cancel the bid.
- p. The Director of the Institute is the final authority for finalizing the selection of the audit firm which will depend not only the bid price but also experience and number of partners of the audit firm etc.
- q. The audit work will commence for the period from 01/04/22 irrespective of the date of allotment.

8. SIGNING OF BIDS:

- a. Person or persons signing /submitting the Bid shall state in what capacity he is or they are signing/submitting the Bid.
- b. In the case of a Partnership Firm and Limited Liability Partnership firm, the names of all the partners shall be disclosed and the Bid shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The copy of the latest Partnership Deed along with Power of Attorney, audited Profit & Loss Account and Balance Sheet for previous year as audited shall be submitted along with the Technical Bid.
- c. The persons competent to sign/submit the Bid Form or any document forming part of the Bid on behalf of another or on behalf of a Firm shall be responsible to produce a proper Power of Attorney duly executed in his favour, stating that he has authority to bind such other person or the Firm as the case may be, in all matters pertaining to the contract. If the person so signing the Bid fails to produce the said Power of Attorney, his Bid shall be liable to be summarily rejected without prejudice to any other right of the institution under the Contract and Law. The "Power of Attorney" should be signed by all the partners in the case of partnership concern or Limited Liability Partnership firms and should be submitted with in 30 days of getting the appointment letter.

9. DOCUMENTS COMPRISING THE TENDER:

- a. The tender shall comprise of **Part –A Technical Bid in Annexure I and Part-B Price Bid in Annexure II** and all its **Appendices** and all **supporting documents** and **attachments**.
- b. The Bids complete in all respect including all attachments, and supporting documents as prescribed in this Tender Document shall be submitted by the authorized signatory as stipulated in the Tender in Hard copy.
- c. The original/attested copies of the attachments from the successful Tenderer will be collected on the date to be notified to enable the Institute to physically verify the authenticity of the documents submitted which is pre-qualification for technical evaluation.

10. SUBMISSION OF BID:

- a. Bidder/Tenderer shall submit the bids and other requisite documents through **Speed Post /Regd. Post** only in a closed and sealed envelope super scribing “ **Tender for selection of CA – 2022-23** ” on or before the last date & time, as notified in critical date sheet. AHRCC may extend the deadline for submission of Tender by issuing an amendment in which case all rights and obligations of AHRCC and the Tenderers previously subject to the original deadline will then be subject to the new deadline.
- b. The onus of ensuring fulfillment of the eligibility condition would be on the Tenderer and the Tender of anyone, if subsequently found ineligible would be summarily rejected.
- c. If any of the documents are found to be forged/fabricated at any stage, the AHRCC may take action for banning the bidder from participation in any Tenderers of AHRCC apart from initiating legal action under the applicable law for causing any loss/damage.

11. DETAILS OF TERMS & CONDITIONS:

A. WHO CAN APPLY

Firm of Chartered Accountant which is either a Partnership firm or a Limited Liability Partnership (LLP) firm holding a certificate of practice issued by The Institute of Chartered Accountants of India having at least 10 partners and empanelled with C & AG to audit major CENTRAL PSU for the year 2021-22.

B. TECHNICAL ELIGIBILITY CRITERIA:

- a. The Audit firm should continue to have their Head office in the state of Odisha for at least last 15 years.
- b. The Head Office or a Branch Office of the Audit Firm must be situated in Cuttack with at least 2 full time working partners presently stationed at their Cuttack office and having association as partners of the audit firm for not less than 20 years.
- c. The firm must be empanelled with Comptroller & Auditor General of India(CA&G) and must have experience of at least 10 years'statutory audit of Central Public Sector Undertakings (PSU) duly appointed by CA &G other than Banking Companies and Insurance Companies.
- d. Preference shall be given to the firms based on seniority and having experience of audit of any hospital having 100 beds proof of which needs to be submitted.

12. DISQUALIFICATION CONDITIONS:

- a. Firms, who have been blacklisted or otherwise debarred by any department of Central or State Government or any other Public Sector Undertaking, will be ineligible during the period of such blacklisting or for a period of 5 years from the date of blacklist or debarment whichever is later.
- b. Any firm, whose contract with any department of the Central or the State Government or any other Public Sector Undertaking has been terminated before the expiry of the contract period at any point of time during the last five years, will be ineligible.
- c. Firms whose Earnest Money Deposit and/or Security Deposit has been forfeited by any department of Central or State Government or any other Public Sector Undertaking, during the last five years, will be ineligible.
- d. If the any of the partners of the Partnership/LLP firm have been, at any time, convicted by a Court of an offence and sentenced to imprisonment for a period of three years or more, such will be ineligible.
- e. While considering ineligibility arising out of any of the above clauses, incurring of any such disqualification in any capacity whatsoever (even as a proprietor, partner in another firm, or as a director of a Company etc.) will render the Tender disqualified.
- f. A Hindu Undivided Family (either as a proprietor or partner of a Firm) shall not be entitled to apply any Tender submitted in the capacity of the Hindu Undivided Family (either as a proprietor or partner of a Firm) shall be summarily rejected.
- g. The firm cannot sublet the work to any third party and if the same is noticed, the contract will automatically stand cancelled.

13. NEGOTIATION:

AHPGIC may conduct any negotiation on the price quoted by any of the Tenderer at any stage of Tender.

14. PAYMENT SCHEDULE:

- a. Payment shall be released after satisfactory completion of Audit and Acceptance of Report on monthly basis.
- b. Payment shall be released by the Institute which shall not be more than 15 days of date of submission of bills by the auditor.
- c. The bill shall be submitted on a monthly basis.
- d. Payment shall be made by way of NEFT/RTGS or cheque in INR for which necessary bank details shall be provided by the Tenderer.
- e. Statutory deductions, as applicable, will be made by the Institute from the bills.

15. TECHNICAL/FINANCIAL& ADMINISTRATIVE CONTACT:

All communications concerning the technical/financial& Administrative issues of this Tender should be directed to the Director as below:

Name	Director
Address	Acharya Harihar Post Graduate Institute of Cancer, Mangalabag, Medical Road,Cuttack-753007.Odisha
Phone	0671-2304264
E-mail	ahrccdirector@gmail.com

16. IMPORTANT NOTES:

- a. The undersigned reserves the right to cancel/reject the Expression of Interest at any point of time without assigning any reasons thereof.
- b. The offers submitted would be governed by all the terms & conditions laid down in the Tender and the terms & conditions indicated herein.
- c. The appointment may be terminated by the Institute by giving one calendar month notice without assigning any reason before completion of the term without any compensation.
- d. The Tenderers shall bear all costs associated with the preparation and submission of its Tender and the Institute will in no case be responsible or liable for these costs.
- e. Any bribe, commission or advantage offered or promised by or on behalf of the firms to any officer or official of the Institute shall (in addition to any criminal liability which the firm might incur) debar his Tender from being considered. Canvassing on the part of, or on behalf of, the firm will also make his Tender liable to rejection.
- f. The Auditor/firm shall not sublet, transfer or assign the job or any part thereof.
- g. If the firm fails to execute the assignments or any part thereof within the period fixed for such execution or at any time repudiates the contract before the expiry of such period on the ground of dissolution/insolvency of firm/any partner or commits any breach of the contract not herein specifically provided for, the Institute may without prejudice to the right to recover damages for breach of the contract, terminate the contract or a portion thereof and if so desired award the contract at the risk and cost of the firm/organization.
- h. The contract will be governed by the laws in India for the time being in force. In case of any disputes arising out of this contract will be dealt in the Court of competent jurisdiction.
- i. In scope of work under Para B 2, fees will be paid over and above the amount mentioned in the bid based on the mutual discussions and if the Institute feels so , it can appoint any other firm to take up the work.

17. Documents to be submitted along with the information:

- a. **'Tender Application'** in the prescribed format duly signed as per **Annexure I**.
- b. **"Particulars of Tenderer"** as prescribed in **Annexure II** and **Annexure III**.
- c. Self-attested Power of Attorney duly signed by all the partners if **Annexure I, Annexure II and Annexure-III** are not signed by all the partners.
- d. List of all offices of the firm with complete address and contact numbers of Branch in Charge.¹
- e. Certificate of Registration with ICAI etc. as applicable.²
- f. Self-attested relevant document from ICAI containing particulars of partners.³
- g. List of all articles/ paid assistants.⁴
- h. Copy of PAN card & GST registration number of the firm.⁵
- i. Copy of Partnership deed of the Partnership/LLP firm.⁶
- j. Proof of empanelment with CA&G.⁷
- k. Copy of appointment letter of Central PSU for at least 3.⁸
- l. Copy of the Appointment Letter from Hospital other than AHPGIC.⁹
- m. Copy of duly audited P&L account and Balance sheet of last financial year i.e 2020-21.¹⁰

Tender Application

From

To,
The Director,
Acharya Harihar Post Graduate Institute of Cancer,
Mangalabag, Medical Road,
Cuttack- 753007, Odisha.

Dear Sir,

With reference to your Tender No., I/ submit the Tender for appointment of Firm of Chartered Accountants under the bid system for undertaking Audit of AHPGIC for the F.Y.2022-23.

I/We have thoroughly examined and understood all the terms & conditions as contained in the Tender document, invitation to Tender, General Information to Tenderer and its annexure and agree to abide by them.

I/We also agree that if the date up to which the offer would remain open is declared a holiday for the institution the offer will remain open for acceptance till the next working day.

I do hereby declare that the entries made in the Tender and Annexure attached therein are true and also that I/We shall be bound by the act of my/our duly constituted Attorney.

I/We hereby declare that my/our firm has not been blacklisted or otherwise debarred during the last five years by AHRCC or any other Public Sector Undertaking or any Government, or any other client, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.(*)

OR

I/We hereby declare that my/our Firm was blacklisted/debarred by (here give the name of the client) for a period of....., which period has expired on (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(*)

(*) (Strike out whatever is not applicable)

I/We hereby declare that no contract entered into by me/ my Firm with the AHPGIC, or any other Public Sector Undertaking or any government, or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years.

I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.

I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the AHRCC shall have the right to disqualify me/us without giving any notice or reason therefor or summarily terminate the contract, without prejudice to any other rights that the Institution may have under the Contract and Law.

I/We shall not share the data/information and analysis relating to AHRCC, obtained during course of their audit and physical verification with any other person and entity.

I/We undertake that any information pertaining to the Central and State Government or any other agencies involved in business with AHRCC which comes to the knowledge of the firm/organization in connection with this assignment will be deemed to be confidential and held in trust, as also for all consequences of its concerned personnel failing to do so. I also agree that I shall ensure due secrecy of information and data as same is not intended for public distribution.

Signature of authorized person:

Full Name: CA _____

Seal:

Date: _____

Place: _____

PART A

(In firms letter pad)

ANNEXURE-II

TECHNICAL PROPOSAL

Sl No.	Particulars	Details
a)	Name of the Firm	
b)	Address of the Head office and branch office of the Firm with Telephone number and name of Branch in Charge. ¹	
c)	Name of partners at Cuttack Office having association as partners for not less than 15 years and their contact number.	
d)	ICAI Registration Number of the firm ²	
e)	Names & Addresses of all Partners of the firm with their Contact number on the date of submission of Bid ³	
f)	Firm experience in number of years ³	
g)	Total Numbers of Partners with the firm as on the date of Tender	a) FCA: b) ACA:
h)	Number of Articles/paid assistants ⁴	
i)	Name of the Contact Persons authorized to sign Tender documents with Tel, Mob. Nos. email ids.	
j)	a. PAN No. of the firm ⁵ b. GST Registration No. ⁵	
k)	Date of Partnership with latest Copy of Partnership Deed. ⁶	
l)	Details of Tenderers Bank Account number, Bank Name, Branch, IFSC	

m)	Empanelment number with C&AG of India ⁷	
n)	Details Ten Years' Experience of statutory audit of Central PSU including for FY 20-21.	<u>Name of PSU</u> <u>Yearsofexperience</u>
o)	Names of the Hospitals audited. ⁹	<u>Name of the Hospital</u> <u>Year</u>
P)	Annual Turnover for last three years(Rs. in lacs) ¹⁰	<u>Year</u> <u>Rs in lacs</u> a. 2018-19: b. 2019-20: c. 2020-21:

Signature of the authorized signatory/All Partners

SELECTION CRITERIA

The eligible technical bids received from the Lead CA Firms will be evaluated in terms of following parameters and points will be given as defined below. Further the points will awarded to the bidder on the following basis:

Sl. No.	Particulars	Basis of Points	Maximum Points
01	Experience of Firm / LLP (in year since the date of registration)	0.50 points for every Completed Year	15 Points
02	FCA Partner		
	Fulltime FCA Partners	05 points each for first 5 partners and 2.50 points each for rest of the partners	
03	ACA Partners		
	Fulltime ACA Partners	03 points each for first 5 partners and 1.5 points each for rest of the partners	
04	Long association of Partner with firm		
	Partners above 25 years	05 points each partners	
	Below 25 years and above 20 years	04 points each partners	
	Below 20 years and above 15 years	03 points each partners	
	Below 15 years and above 10 years	02 points each partners	
	Below 10 years and above 05 years	01 point each partners	
05	Fulltime CA Employees	01 points for each CA Employee	20 points
06	Experience of firm in conducting audit in other hospital having 100 beds and above.	05 points per year	15 points

PART B

ANNEXURE-IV

(in firms letter pad)

FINANCIAL PROPOSAL

To
The Director
Acharya Harihar Post Graduate institute of Cancer,
Cuttack-753007.Odisha

Sub: Submission of Proposal for appointment of Auditor of AHPGIC

Sir,

1. Having carefully examining the entire ToR and having obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
2. Our Professional Fees for the aforesaid assignment shall be Rs. _____ (Rupees _____ only)
3. The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The GST and other Taxes if any shall be claimed separately as per the prevailing rates.
4. We agree to abide by this financial proposal.

Yours faithfully,

Signature of the authorized signatory/All Partners