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सत्यमेव जयते

भारत सरकार

स्वास्थ्य एवं परिवार कल्याण मंत्रालय

निर्माण भवन, नई दिल्ली - 110108

Government of India

Ministry of Health & Family Welfare

Nirman Bhavan, New Delhi - 110108

D.O. No.G.27034/19/2008-NRHM Fin

Dated 24th December, 2009

Dear Shri Chandra,

This is regarding the appointment of Statutory Auditor to conduct audit of State and District Health Societies of your State for the year 2009-10 ending 31st March, 2010. Consequent to the merger of all the individual Programme Societies into an integrated State Health Society under NRHM, a single CA firm is required to be appointed through Open Tender System for this purpose.

2. For the year 2008—09, the appointment of the auditor was made through Open Tender System for the first time wherein certain difficulties had been experienced. This year also the same Open Tender System has to be followed with certain modifications to obviate the existing difficulties for which the 'RFP' has been suitably amended. The new features of the amended RFP are as below:

- (i) Restriction on the number of States as **two** which can be audited by a C.A. firm for a particular year. (Refer Clause (b) of Para II in Section – III on page 8).
- (ii) Relaxation in the weightage criteria of Technical and Financial evaluation from 80:20 to 70:30. (Refer Selection Methodology in Section – V on page 23).
- (iii) Undertaking by applicant firms that Team Members deputed for audit have proficiency in the States official language (both oral and written). (Refer Para ii of Section – IV on page 9).
- (iv) Preference to C.A. firm having appropriate office either Head Office or Branch Office in the State for at least one year as on 1.1.2010 as per ICAI certificate. (Refer point (iii) of Section-V Technical Evaluation on page 23).
- (v) Reduction in the amount of turnover of each Corporate/PSU entity from 25 Crore to 20 Crore ((Refer Para II of Section – III Eligibility Criteria on page 8).

Other Terms and Conditions remains unchanged. The eligibility criteria, selection methodology and the related formats of the RFP stands accordingly amended. The amended RFP is being sent herewith and also hosted on the website of this ministry www.mohfw.nic.in under the link 'Financial Management Group'.

3. You are now requested to please follow the following time frame and guidelines in this regard:

- (i) The appointment of the auditor is to be made for the year 2009-10 through **Open Tender System only** as per amended RFP. An activity-wise tentative schedule is also annexed herewith for your convenience.
- (ii) For appointment and further follow-up an Audit Co-ordination Committee has to be formed as suggested last year and the name of the Nodal Officer has to be intimated to this ministry.

Healthy Village, Healthy Nation



- (iii) The process of appointment of auditor has to be completed by 31st March, 2010 and intimation of the auditor appointed along with the fees fixed and evaluation sheet for the appointment has to be submitted to us by 10th April, 2010.
- (iv) Issue necessary instructions to all the districts to get ready for the audit.
- (v) Co-ordinate with the auditors for starting the audit in all the districts and ensure that different blocks are selected for audit this year.
- (vi) Get completed the audit of all the District Health Societies by 31st May, 2010.
- (vii) The guidelines for final accounts issued, if any, by any programme division (like RNTCP & IDSP) has to be followed in the finalization of annual audited statements.
- (viii) Get consolidation done of audit reports of all the districts with State along with all the necessary requirements like, Accounting Policies, Notes on Accounts, Management Letter, Reconciliation of FMR for the last qtr. (March, 2010) with the audited expenditures etc and finally submit the report by **15th July, 2010**.
- (ix) Audit Report as per *Appendices A to D of RFP* has to be submitted in triplicate in spiral bound only **along with a soft copy** (PDF / Scanned) mailed to fmg.mohfw@gmail.com and in a C D. also by **31st July, 2010**.

4. You are, therefore, requested to initiate the process of appointment of auditor for the year 2009-10 at the earliest as per the RFP and take various steps involved as listed above so that audit is completed in time in accordance with Development Credit Agreement with the Development Partners and that smooth flow of funds could be ensured to your State during the next financial year.

With regards,

Yours sincerely,

(Amarjeet Sinha)

To:

The Principal Secretary, All the States/UTs.

Copy to:

The Mission Director, All the States/UTs.

**Activity wise Tentative Schedule for Appointment
of Auditor of SHS under NRHM for the year
2009-010**

1	Date of advertisement	On or before 15 th January
2	Last date of collection of RFP	30 th January
3	Date of Pre-bid conference	31 st January
4	Last date for submission of proposal	3 rd February
5	Date of finalizing the tech evaluation	15 th February
6	Intimation to the technically qualified firms	17 th February
7	Date of opening of financial bid (to be intimated to the qualified bidders)	28 th February
8	Deadline for finalization of auditor	Ist Week of March
9	Giving the letter of award to the concerned auditor	Ist Week of March
10	Entering in to Contract with the Auditor	Within one week of issue of Award Letter
11	Date of submission of Audit report to GoI	31 st July