

## **Expression of Interest (EOI) only for CAG empaneled Chartered Accountants firm for Statutory Audit of NHSRC**

On behalf of the Executive Director-NHSRC, Expression of Interest (EOI) for CAG empaneled Chartered Accountants firm for Statutory Audit of NHSRC. Eligible and interested firms may send their EOI to the Principal Administrative Officer, National Health Systems Resource Centre, NIHFV Campus, Baba Gangh Nath Marg, Munirka, New Delhi -110067.

### **About NHSRC-**

The National Health Systems Resource Centre (NHSRC) is a registered Society under the Ministry of Health & Family Welfare, Government of India to provide technical assistance to the central & state government. It was established on 8th December 2006 as a Society under Societies Registration Act XXI of 1860. It's mandate is to assist in policy and strategy development in the provision and mobilization of technical assistance to the states and in capacity building for the Ministry of Health and Family Welfare (MoHFW) at the centre and in the states.

National Health Systems Resource Centre (NHSRC) worked as a technical support wing of Ministry of Health & Family Welfare, Govt. of India. NHSRC acts as a nodal agency for channelizing the Technical Assistance (TA) to central and state governments for effectively implementing the NHM, with a specific focus on health system strengthening, capacity development & comprehensive Primary Healthcare. The Key technical areas of NHSRC are Community Processes, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Administration, and Quality Improvement in Healthcare.

It has a 23 member Governing Body, chaired by the Secretary, MoHFW, Government of India with the Mission Director, NHM as the Vice Chairperson of Governing Body and the Chairperson of its Executive Committee. Of the 23 members, 14 are ex-officio senior health administrators includes four from the states, 9 are public health experts from academics and civil society with the Executive Director, NHSRC who is the Member Secretary of both the Governing Body and the Executive Committee. NHSRC's governing body meet sanctions its annual work agenda and its budget.

Audited Accounts Report for the previous years is uploaded at our website ([www.nhsrccindia.org](http://www.nhsrccindia.org)) for your ready reference.

You are requested to confirm willingness to provide services by your firm with the following information positively by **21st March 2024** to “**The Principal Administrative Officer**”, NHSRC at the given office address:

**Eligibility** : CA firm must be CAG empaneled as per list issued by CAG

### **Submission of Bid**

- a) The EOI will be required to submit in two bid system in two separate envelopes as mentioned below:

#### **Technical Bid :**

Envelope No. 1 super-scribed as “Technical Bid” should contain:

1. CA firm must be CAG empaneled as per list issued by CAG.

2. CA firm has experience to conduct statutory audit of public health organizations/Societies/NGO/Other Govt. bodies (proof in the form of contract letter may be incorporated as per Annexure (!) with his signature along with all supporting documents)
3. Details of firm GST, PAN details along with last 3 years IT return.
4. CV of your firm along with previous audit experiences preferably with Autonomous organizations/Societies/NGOs/other govt. bodies & their contact details and other information with supporting documents.

#### **Financial Bid :**

Envelope No. 2 super scribed as financial bid should contain filled EOI form duly signed on each page along with price bid in a sealed envelope. The Agency must fill up Annexure “B”.

**Both Envelope I & II should be placed in large envelope which should be super-scribed As “EOI only for CAG empaneled Chartered Accountants firm for statutory audit of NHSRC”**

#### **How To Apply:**

Chartered Accountants firms are requested to revert with all essential documents as stated above latest by 21<sup>st</sup> March 2024 to the Principal Administrative Officer, National Health Systems Resource Centre, NIHFV Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067.

One representative from your firm is desired to be present while opening of Bids.

#### **Schedule to the Invitation of Technical and Financial Quote:**

1.	Last date and time for submission of bids	21 <sup>th</sup> March, not later than 3.30 pm
2.	Date and time for opening of Technical Bid	22 <sup>nd</sup> March at 11.30 AM
3	Date and Time for opening of Financial Bid	22 <sup>nd</sup> March at 2.00 pm
4	Service to be provided	Annual audit, Income Tax return filing and TDS and GST returns
5	Period/Extension of contract	<ul style="list-style-type: none"> <li>• Initially for 1 year.</li> <li>• Extendable maximum up to 2 more years</li> </ul>
6	Validity of tender offers	<ul style="list-style-type: none"> <li>• Three years</li> </ul>

**Please note:** Timeline for completion of the annual audit process of NHSRC is 90 days from end of the financial year.

### **Annexure 1**

Sr.No.	Name of Autonomous organizations/Societies/NGOs/other govt. bodies	Duration	Supportive documents

**SIGNATURE OF BIDDER  
(Prop. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**Financial Quote**

<b>S.no.</b>	<b>Services to be provided</b>	<b>Professional fee (Amount in Rs.)</b>	<b>Remarks (if any)</b>
<b>i.</b>	<b>Audit fee and Income Tax filing fee (Minimum Fee Rs.40,000 as per ICAI notification CA(07)/03/2016 dt.07<sup>th</sup> April 2016)</b>  <b>This shall also includes following fee/charges:</b> <ol style="list-style-type: none"> <li>Charges to provide Opinion.</li> <li>Professional fee for handling Income Tax scrutiny case</li> <li>TDS returns filling fee.</li> <li>GST returns filling fee.</li> <li>Any other financial service required time to time.</li> </ol>		

- The rates quoted shall be inclusive of all taxes. Nothing extra shall be applicable.
- Applicable TDS/statutory deductions will be applicable.

**SIGNATURE OF BIDDER**  
**(Prop. / Partner/ Authorized Signatory)**

**Name & Address with Seal of the firm**

**(FOR OFFICIAL USE ONLY)**

# Quote Accepted for further processing.

\* Quote rejected (Reasons for rejection .....)