

NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR



DETAILED DOCUMENT

For

**Selection of Chartered Accountant Firms
for Internal Account Auditing.**

**Issued by
CHIEF EXECUTIVE OFFICER/DEAN
NETAJI SUBHASH CHANDRA BOSE
MEDICAL COLLEGE JABALPUR- 482003(M.P.)**

NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR

Tender Form

Issued to:
.....
.....

Name of Work: Selection of CA Firms for Internal Account Auditing.

District : -----

Cost of Tender Form: Rs.2000/- (Rupees-Two thousand only)

Paid vide Demand Draft/Banker Cheque No..... Date:.....

Date of issue of Tender Form:

Chief Executive Officer/Dean
Netaji Subhash Chandra Bose
Medical College Jablapur

**NETAJI SUBHASH CHANDRA BOSE
MEDICAL COLLEGE JABALPUR**

No/Auto/Pur/2015/ 3787

Jabalpur dt. 23.6.2015

Tender Notice

Autonomous Society of Netaji Subhash Chandra Bose Medical College Jabalpur, invites Expression of Interest from suitable Charter Accountants registered with Comptroller & Auditor General of India for Yearly internal account auditing. Interested firm can be downloading prescribed format from this office website-www.nscbmc.ac.in between 24th June, 2015 to 10th July 2015 on payment of Rs.2000/- in form of Demand Draft/Bankers Cheque in favour of Chief Executive Officer/Dean NSCB Medical College Jabalpur. Complete document (EOI) must be submitted in this office latest by 15th July 2015 up to 12.30 PM.EoI will be opened on 15th July 2015 1.00 PM.

Chief Executive Officer/Dean
Netaji Subhash Chandra Bose
Medical College Jabalpur

**NETAJI SUBHASH CHANDRA BOSE
MEDICAL COLLEGE JABALPUR**

No/Auto/Pur/2015/ 3787

Jabalpur dt. 23.6.2015

**Invitation of Expression of Interest for
Empanelment of Chartered Accountant**

Expression of interest are invited from suitable Chartered Accountants registered with Comptroller & Auditor General of India for Yearly internal Account auditing for Student Account, Autonomous Account, Paramedical account and Patient Account and decision in disputes in contract matters arising in-case of companies and partnership firms.

Chartered Accountants, who are willing to do this work may submit complete details in prescribed format which can be download from our website-www.nscbmc.ac.in between 24th June 2015 to 10th July 2015 on payment of Rs.2000 in form of Demand Draft in favour of Chief Executive officer/Dean NSCB Medical College Jabalpur & payable at Jabalpur. Complete document (EOI) must be submitted to Chief Executive Officer/ Dean, NSCB Medical College Jabalpur's office latest by 15th July 2015 up to 12.30PM EOI will be opened on 15th July 2015 at 1.00 PM in presence of service provider/representative(s) who choose to be permitted. Before purchase the application form kindly go through the eligibility criteria for appointment of Auditors available with the office.

Enclosure: - As above

Chief Executive Officer/DEan
Netaji Subhash Chandra Bose
Medical College Jabalpur
Phone -(0761)2370951
Fax no.-0761-2673973

ANNEXURE-A

Expression of Interest

Subject:- Short listing Chartered Accountant Firms for the audit of the accounts of Autonomous Society NSCB Medical College Jabalpur and others

Status of Firm

Partnership

1. (a) Name of the firm (in Capital letters) -----

(b) Address of the Head office -----
(Please also give telephone no. and -----
e-mail address) -----

(c) PAN NO. of the firm -----

2. ICAI Registration No: - Region Name: - ----- Region Code No.-----

3. (a) Date of constitution of the firm :
(b) Date since when the firms has a full time FCA :

4. Full-Time Partners of the firm as on 1.1.2015 (Please fill up Annex A-1)

S.No	Year of Continuous association in the firm	Number of FCA	Number of ACA
(a)	Less than one Year		
(b)	1 Year or more but less than 5 Years		
(c)	5 Years or more but less than 10 Years		
(d)	10 Years or more		

5. Number of Part Time Partners if any, as on 1.1.2015: -----
(Please fill up Annex A-2)

6. Number of Full Time Chartered Accountant Employees: -----
(Please fill up Annex A-3)

7. Number of audit staff employed full- time with the firm
(a) Articles / Audit Clerks : -----
(b) Other Audit Staff (with knowledge of book Keeping and accountancy) : -----
(c) Other Professional Staff (Please specify) : -----

8. Number of Branch (Please fill up Annex –B) : -----

9. Fees earned by the firm from March 2011 to PSU/ Companies Banks
March 2015 in respect of : autonomous Private sector Body
(i) Statutory / Branch Audit/
6 monthly Audit review
(ii) Internal / Concurrent Audit

Total of (i) and (ii) above -----

Details of audit experience of the firm for the last 5 years in the following proforma.
(Only assignments which carry a fee of Rs. 10000/- and above should be mentioned)

Name of the Sector	Name of the Company/body audited	Years of Audit	Fees Charged for each of the assignments in each year	Nature of audit assignment viz. Statutory audit/or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit or signed financial statements and who is still working in the firm

- 10- Whether the firm is engaged in any internal / concurrent audit or any other services of any Govt. Companies / Corporations etc If Yes, details may be given Annex 'C' Yes/ No
11. Whether there are any court / arbitration / any other legal case against The firm (If yes, give a brief note of the case indicating its present status) Yes / No
12. Whether there are any court/arbitration/ any other legal case against case against the firm (If ye, give a brief note of the case indicating its present status) Yes/No

**Name & Signature of
duly authorized partner**

Annex A-1

1. Firm's name

Details of Full Time Partners / Sole Proprietor of the firm (Please refer to Sl. No. 4 of the Expression of Interest format)

S.No	Name of the Partner /sole proprietor	Member ship No.	Whether FCA / ACA	Date of Joining the firm (full time)	Date of becoming FCA	Station & Region where residing at present	Whether acknowledgement of Income Tax Return for the relevant Year Attached Yes /No	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification))

If yes, please attach a copy of the certificate

Annex A-2

Details of Part – Time Partners of the firm (Please refer to Sl. NO. 5 of the Expression of Interest format)

Name of Partners	Member ship No.	Whether FCA / ACA	Date of becoming FCA	Date of Joining Partnership	No. of other firm in which he is partner	Whether practicing in his own name also (Y/N)	Whether employed elsewhere (Y/N)	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification (specify the qualification)*)

* If yes, please attach a copy of the certificate.

Annex A-2A

Total Annual Turnover in the last 3 financial years:

S.No.	Financial Year	Name of the Major Client served during yr.	Total (Attach supporting document)
1	2012-13		
2	2013-14		
3	2014-15		

Average of 3 years

(Annex A-3)

Details of full time Chartered Accountant Employees (Please refer to Sl. No. 6 of the Expression of Interest format)

S.NO.	Name	Membership NO.	Whether FCA / ACA	Date of Joining the firm as full time employee	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification * (specify the qualification)	Signature of the employee

* If yes, please attach a copy of the certificate

(Annex A-4)

Details of Partner and full time Chartered Accountant Employees of the firm included this year in Annex A-1, A-2 & A-3 above .

S. No.	Name	Membership No.	Whether Full Time Partner / Part Time Partner / Full Time CA Employee

· If yes, please attach a copy of the certificate

(Annex B)

Particulars of Branch (including foreign branches, if any)

S.NO.	Station at which located	Complete address with PIN Code & Telephone No.	Name of the partner in charge of the branch	Date of opening of the branch	Region	Whether included in last year application (yes /No)

(Annex C)

Details of internal audit work / any other accounting work of Public Sector Undertaking in hand with the firm (please refer to Sl. No. 10 of the Expression of Interest format)

S. NO.	Name of the PSU /Unit	Nature of assignment	Year for which appointed

Annexure-1

GENERAL CONDITION

SUBJECT:- SELECTION OF FIRMS OF CHARTERED ACCOUNTANTS IN AUTONOMOUS SOCIETY NSCB MEDICAL COLLEGE JABALPUR FOR INTERNAL AUDIT.

1. PREPARATION OF THE PROPOSAL: -

1- CA Firms are requested to submit an Expression of Interest. The Eoi shall be in English language.

2. Sub- Contract:-

- 1- The successful Chartered Accountant firm shall not be allowed to sub-contract the audit work. If the firm is found sub-contracting the work allotted, the matter will be reported to the ICAI for disciplinary action as per code of conduct.
- 2- The firm of Chartered Accountants will be allotted the districts for audits by Chief Executive Officer/Dean, NSCB Medical College Jabalpur.
- 3- The audit works can be allotted only to those firms which will be successful against the norms fixed by Autonomous society of NSCB Medical College Jabalpur.

3. Written Articles/Correspondence:-

4- Any articles pertaining to Autonomous society of NSCB Medical College Jabalpur. Activities written by you or jointly with any other person during the course of this assignment with us and all correspondence that you may have written to other organizations in connection with our activities shall become the sole property of Autonomous society of NSCB Medical College Jabalpur and you shall have no claim over the same. · All the records for CA's audit will be provided by the Concerned Section of Autonomous society of NSCB Medical College Jabalpur.

5- NSCB Medical College Jabalpur's Property:-

1- You shall be responsible for the safe keeping and return in good condition and order all the Organization's property which may be issued or assigned to you or which is in your custody. Also any material collected by you during the course of this audit will be the sole property of Autonomous society of NSCB Medical College Jabalpur and will have to be returned before the release of the payment.

5. Divulging of Information:-

1- During the course of the contract period or thereafter you shall not share with or divulge to any person or persons any of the organization's affairs without written authorization from the chief Executive Officer/Dean, NSCB Medical College Jabalpur.

6. Early Termination of the Contract:-

- 1- If for any reason, CEO/Dean, NSCB Medical College Jabalpur, determines that the contract should be terminated; he can do so at his own discretion. Without explainer
- 2- If for any reason, you decide to terminate the contract prior to satisfactory completion of the task, you may do so at your discretion but only after handing over all unused funds and assets created out of the specific task agreement,

handing over all notes, worksheet and drafts prepared to date and after a thorough debriefing with the CEO/Dean, NSCB Medical College Jabalpur.

- 3- In either case, the CEO/Dean, NSCB Medical College Jabalpur, will be the sole authority to determine the reduced amount of remuneration to be paid to you.
- 4- All the disputes so occurred will be decided by the CEO/Dean, NSCB Medical College Jabalpur and his decision will be final.

7. Payments:-

A. Routine Payment

On submission of audit report 80% payment of the bill amount will be released. Rest 20% shall be released after acceptance of the audit report by the employer or after 3 month from the date of submission of the audit report whichever is earlier.

Annexure-2

TERMS OF REFERENCE (TOR)

Selection of Chartered Accountant firms for the Internal audit of

Accounts of Autonomous society of NSCB Medical College Jabalpur.

Expression of Interest is invited from Chartered Accountants firms in the prescribed format for short listing for the engagement of internal audit of the accounts of Autonomous society of NSCB Medical College Jabalpur. as per the enclosed Terms of Reference.

1. The last date for receipt of expression of interest in the specified format in sealed envelope by 15th JULY 2015 up to 12.30PM. Incomplete format/formats received after the prescribed last date will not be entertained.
2. The Expression of Interest must be submitted in the prescribed format given in the attachment. Only the Expression of Interest in the prescribed format accompanied with all requisite documents would be considered.
3. The period of internal Accounting audit would be for financial year 2015-16 & 2016-17 running concurrently with the year during which the audit is done, except for some overlap. The audit is to be carried out in four phases of 3 months each ending.

4. **OBJECTIVE OF INTERNAL AUDIT:**

- a. To ensure that the accounting and financial management systems remain and effective in design and to assess the extent to which they are being followed;
- b. To review the efficacy, adequacy and application of accounting, financial and operating controls and thereby ensuring the accuracy of the books;
- c. To verify that the system of internal check is effective in design and operation in order to ensure the prevention of and early detection of defalcations, frauds, misappropriations and misapplications;
- d. To identify areas of significant inefficiencies in existing systems and to suggest necessary remedial measures:
- e. To confirm the existence of financial propriety in all decisions and verifies compliance the Government and statutory requirements;
- f. To review the performance of various functions in the light performance budgeting;
- g. To associate with Principal Secretary MP Govt. Medical Education , Director Medial Education, Divisional Commission etc. in their surprise checks and inspections in one of their visits to the unit whenever asked for;
- h. To ensure that the units have obtained confirmation and prepared statements of reconciliation of balances as on, under outstanding advances to contractors, and of creditors; In this context, internal auditors shall analyze the advances to the contractors into (1) good and fully recoverable, (2) requiring adjustment entries to be passed, (3) doubtful of recovery, and (4) bad with supporting documents/explanations and reasons as for each and every account. The analysis will be of the accounts as per the ledgers and schedules to the accounts as at beginning of the year whose audit is taken up. This analysis shall be furnished along with the Phases I audit report for the first six months;
- i. To report compliance of guidelines issued from time to time by the Ministry of Medical Education M.P. and autonomous General /Executive committee.

- j. To report compliance of Internal audit observation outstanding as at the end of year;
- k. To review the performance guarantee provided by contractor/consultants.
- l. To report that tax deduction at source are being made in all cases, as applicable under the Income Tax Act, 1961, and other statutes at prescribed rates and TDS deposits are being made within the prescribed time and also that the unit is complying with all statutory requirements under Income Tax Act and other laws; and
- m. Routine errors of omissions or noticed during the course of internal audit may be got rectified on the spot.

5. EXTENT AND SCOPE OF INTERNAL AUDIT:

The extent and scope of internal audit will be as follows: This is only indicative. The auditor is free to extend any area and to any extent to cover within his review as required or as may be necessary to achieve the objectives.

a. Accounts:

- i. 100% Vouching of Cash Payment Vouchers, Bank Adjustment Vouchers and Transfer Vouchers of Student Account/Patient Account/ Paramedical Account etc. Cheques payments may be vouched to cover 80% of the transactions in each of the months selected.
- ii- Govt. Employees TDS preparation and submission and other relevant work related with income tax, sale tax etc.
- iii- Help to proper maintenance of all accounts autonomous as well as govt. of this institution.
- iv. Works: A list of the cases audited should be mentioned in the report while in cases "Accounts" (vouching of cash, bank and transfer entry), the name of the months for which vouching has been reviewed shall be mentioned in the report.

6. Submission of Internal Audit Report:

The reports are to be submitted in triplicate for the year 2015-16 & 2016-2017 for each Quarterly phase of audit and final (consolidated) report on 31st March to the Chief Executive Officer/CEO of NSCB Medical College Jabalpur with two CDs and 4 set of hard copy of the report. Internal auditor will send two copies to the Divisional Officer. Within a month of completion half yearly phase.

7. Eligibility Criteria: For Internal Auditors

- a. The Firm should have to be registered with Institute of Chartered Accountants of India, New Delhi;
- b. The firm should have to be registered with comptroller and auditor General of India, New Delhi;
- c. The CA Firm's registered with ICAI, New Delhi before 01.10.2001 is only eligible to apply.
- d. The CA Firm should have experience of conducting Internal Audit.
- e. The CA Firm's average annual turnover for the last 3 year should be Rs.15.00 lacs or more than that.(as per annexure A-2A)
- f. The CA Firm should have adequate no of Chartered Accountants, Articles and Staff to conduct audit of Autonomous society NSCB Medical College Jabalpur in a month and produce report for the same within that period.

- g. The CA Firms have experience in same type of organization i.e. works accounting shall be given preference.
- h. **The C.A. firm should have Head Office or Branch Office at Jabalpur (M.P.)**

Note: -

- a). Same firm cannot simultaneously be an internal and External (Statutory) auditor.
 - b). similarly a firm having a common partner will not be allotted simultaneously internal audit to one firm and External audit to another firm.
 - c). The fees quoted should be commensurate/ appropriate with the work volume for work allotment the least quoted fees may/ may not be the criteria if the fee quoted is not justifiable.
8. All firms are required to enclose the following document along with the expression of Interest.
- (A) A copy of constitution certificates of firm issued by the ICAI containing inter-alia.
 - i. Date of formation of the firms with a full time FCA
 - ii. Details of Partners/CA Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA, their other interest, if any.
 - (B) Copy of Latest Partnership deed.
 - (C) A copy of registration certificate issued by C&AG.
9. The Expression of Interest must be delivered by post (in a sealed envelope)/or by hand in the office of the CEO/Dean, NSCB Medical College Jabalpur. The Expression of Interest must be addressed to:
- The Chief Executive Officer
Netaji Subhash Chandra Bose
Medical College Jabapur -482003(M.P.)
10. **Please clearly marked on envelope "Expression of Interest for Internal Audit" in bold letter.**

**Chief Executive officer/Dean
NSCB Medical College Jabalpur**

AGREEMENT

FOR

Internal audit of Accounts of

Chief Executive Officer/Dean,
Netaji Subhash Chandra Bose Medical College
Jabalpur

And

(Name of Independent Monitoring Agency/Expert)

NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR

AGREEMENT

This AGREEMENT is made on this _____ day of _____ 2015 between the Chief Executive Officer/Dean, NSCB Medical College Jabalpur (hereinafter named the “Employer”) which expression shall where the context so admits, includes his successors in office and assigns of the one part, and _____ (hereinafter called the “Chartered Accountant”) which expression shall where the context so admits, includes his successors in office and assigns of the other part.

WHEREAS

The Employer intends to carry out a Autonomous society of NSCB Medical College signed by Government from time to time. The Employer has requested the to provide certain services required for the project as defined in the Term of References attached to this agreement (hereinafter called the “Services”); The Chartered Accountant having represented to the Employer that they have the required professional skills, personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in the Agreement;

The works and services shall be subject to the guidelines of the Autonomous Society.

NOW THEREFORE the parties hereto hereby agrees as follows:-

The following documents attached hereto shall be deemed to form an integral part of this agreement:

The General Conditions of Agreement (hereinafter called “GC”);

The Special Conditions of Agreement (hereinafter called the “SC”);

The following Appendices and Annexure:

Annexure A:	Expression of Interest
Annexure I :	General Condition
Annexure II:	Terms of Reference
Annexure III:	Agreement
Annexure IV :	Format for financial offer

The mutual rights and obligations of the Employer and the Independent Monitoring Agency/Experts shall be set forth in the agreement; in particular:

The Independent Monitoring Agency/Expert shall carry out the services in accordance with the provisions of the agreement; and

The Employer shall make payments to the Independent Monitoring Agency/Expert in accordance with the provisions of the agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed in their respective names as of the day and the year written.

FOR AND ON BEHALF OF

Autonomous Society NSCB Medical College Jabalpur

By

(Authorised Representative)

FOR AND ON BEHALF OF

(NAME OF Independent Monitoring Agency/Expert)

By.....

(Authorised Representative)

(Note: If the Chartered Accountant Firms consist of more than one entity all of these entities should appear as Signatories e.g. in the following manner)

FOR AND ON BEHALF OF EACH OF THE MEMBERS OF
Chartered Accountant Firms

(Name of the member)

By.....

(Authorised Representative)

etc.

Annexure-4**FORMAT FOR FINANCIAL OFFER**
OFFER FOR Internal Account Auditing

To,

Chief Executive Officer/Dean,
Netaji Subhash Chandra Bose
Medical College JabalpurSubject: - Selection of Chartered Accountant Firm for External/Internal Audit of
Autonomous Society of NSCB Medical College Jabalpur.

Reference:- This office Tender Enquiry No./Auto/Pur/2015/3787 dt. 23-6-2015

Sir,

With regards to your invitation of EoI dated 23-06-2015. I/We hereby offer for Providing Services for Internal Audit @ Rs..... (in words Rs.) for the Autonomous Society of NSCB Medical College Jabalpur as detailed below:-

SNo	Particulars	Amount	Rs. in-word
A	Internal Audit Year 2015-16		
B	Internal Audit Year 2016-17		

(The work shall be done in all respects fully in accordance with the TOR.)

Signature of
WitnessSignature of person duly
Authorised by the firm

(Name & Address)

Note: - Please insert sealed envelope of financial bid inside the main envelope.
(Cutting/Overwriting/ Use of whitener not allowed)