

**NATIONAL HEALTH MISSION, AROGYAKERALAM,  
ERNAKULAM**



**SHORT TENDER NO. DPMSU-EKM/DAO/1054/2024  
TENDER DOCUMENT**

**For**

**Concurrent Audit of DPMSU and Peripheral Institutions for 2024-25**

Issued to

District Programme Manager  
(NHM) Arogyakeralam  
Ernakulam District

# NATIONAL HEALTH MISSION- AROGYAKERALAM, EKM

DISTRICT HEALTH & FAMILY WELFARE SOCIETY NO. ER .236/2007  
No.9 Anchorage, Palliyil Lane, Cochin- 682016, Phone: 0484-2354737

---

## **FOR CONCURRENT AUDIT 2024-25**

Sealed super scribed, competitive tenders are invited in separate tender forms for Concurrent Audit of accounts of DPMSU, Ernakulam and other peripheral Institutions for the year 2024-2025 under the following terms and conditions:

1. Only registered firms with the ICAI/ICWA.
2. There should a track record of 3 years in the field of audit of established firms/Govt. sponsored organization and certificate for the same should be attached along with the tender.
3. The firm will have to conduct Concurrent Audit of the account of the District Programme Management supporting Unit, Ernakulam and peripheral Institutions.
4. Monthly regular audit of the District Office and minimum 3 blocks should be conducted in every month.
5. The firm has to make arrangement for the conveyance to peripheral Institutions.
6. Advance audit programme of peripheral Institutions should be intimated to this office before 1<sup>st</sup> week of the Audit Programme.
7. The successful bidder will have to carry out the work regularly and submit audit report without delay to the office of the undersigned in duplicate.
8. The tender should reach at the Office of the District Programme Manager, NHM Ernakulam on or before **25.09.2024, 2.00 PM**. Tender will be opened on **26<sup>th</sup> September 2024 at 11 a.m.** in presence of bidder or their agents present.
9. Rate, terms and conditions of contract quoted, once accepted by NHM shall not be altered during the currency of the contract for any reason and shall be valid till the expiry of contract. There shall not any price increase in the rated quoted during the currency of the contract. The contract can be terminated by giving a notice of one month on either side.
10. The rate should be quoted in the enclosed proforma(Financial Bid) and tender should be put and sealed in separate sealed covers along with Technical bid.
11. No advance will be made and the payment will be made only on a monthly basis on presentation of bill after deducting statutory recoveries.
12. If the services of the contractor are not satisfactory, NHM reserves the right to cancel the contract at any point of time without giving any reasons thereof.
13. Terms and conditions of contract quoted and accepted by the District Program Monitoring support Unit shall not be altered during the contract period. The financial aid will be taken into consideration only after taking into the technical bid.
14. Normally, the contract will be awarded to the lowest tenderer but NHM reserves the right to accept/reject any or all the tenders without assigning any reason/notice. In case of same amount being quoted in the financial bid, preference will be given to those firms having more experience in the relevant field. If any dispute arise out of his/her

contract, the same shall be referred to the Chairman, Executive Committee, District Health & Family Welfare Society, Arogyakeralam, Ernakulam or any other Officer nominating by him for the purpose and his decision shall be final and binding and provisions of law relating to arbitration for the time being shall apply to such arbitration.

- 1) Any other information required may be had from the Office of the District Programme Manager(NHM), Anchorage -9, Palliyil Lane, Foreshore Road, Cochin-16(0484-2354737) on all working days between 10.00 am to 5.00 pm.

**Places of Concurrent Audit proposed**

Sl. No	Blocks	Institutions
1	DPMSU, Ernakulam	Anchorage -9, Palliyil Lane, Foreshore Road, Cochin-16.
2	Ankamali Block	TH Angamaly/PHC Mookkanoor/FHC Palissery/FHC Ayyampuzha/FHC Manjapra/FHC Thuravoor/PHC Kanjoor
3	Parakadav Block	CHC Chengamanad/PHC Nedumbassery/ Kunnukara/ Parakadavu/ T H Puthenvelikara/ FHC Chowara
4	Edappilly Block	PHC Cheranelloor/Kakkanad/PHCKalamassery/Pizhala/Thrikkakara& CHC Malippuram/ FHC Mulavukad/ PHC Puthuvyppu/ PHC Vallarpadam/ UPHC Kalamassery/ UPHC Thrikkakara
5	Alangad Block	CHC Varapuzha/PHC Alangad/ Binanipuram/Eloor/Karumalloor/Kadungalloor/
6	Paravoor Block	CHC Ezhikkara/PHC Chittattukara/Gothuruth/ Koonammavu,/CHC Moothakunnam
7	Mulanthuruthy Block	CHC Keecherry/PHC Arakunnam/Chottanikara/ Eroor/Thiruvankulam/Thottoor/Poothotta/ RVPD/ Fisheries HospitalUdyamperoor/CHC Mulanthuruthy/ FHC Maneed
8	Palluruthy Block	CHC Kumbalangy /Chellanam/Kandakadavu/ FHC Nettoor/ FHC Panangad/ PHC Valanthakad
9	Vypin Block	BlockFHCMunambam/Edavanakad/Nayarambalam/PHC Ayyampilly/ T H Njarakkal
10	Malayidamthuruth block	CHC Malayadamthuruth/PHC Choornikara/Edathala/ Keezhmad/Vazhakulam/ CHC Vengola
11	Kothamangalam Block	CHC Pallarimangalam/PHC Kadavoor/ Pothanicaud/ Neriyanangalam/ CHCVarapetty/PHC Cheruvattoor/Kottapady/Punnakad/Kuttampuzha/Pindimana
12	Pampakuda Block	CHCPampakuda/PHC Elenji/Palakuzha/Thirumaradi/Koothattukulam/ CHC Ramamnagalam/ TH Piravom
13	Muvattupuzha Block	CHC Pandapilly/PHC Ayavana/Avoly/Manjalloor/Paipra/ Marady/ Valakom/Kalloorkad
14	Vadavucode Block	CHC Vadavucode/PHC Kumarapuram/ Mazhuvannoor/ Pattimattom/Thiruvaniyoor/CHC Kadayiripu/ PHC Poothrikka

15	Koovappady Block	CHC Vengoor/PHC Asamannoor/Kodanad/Mudakuzha, PHC Rayamangalam/ PHC Okkal
16	Vazhakkulam Block	CHC Malayidamthuruthu/ PHC Choornikkara/ PHC Edathala/ PHC Keezhmad/ PHC Vazhakulam/ CHC Vengola
17	THQH's, GH, DH	GH Ernakulam, GH Muvattupuzha, DH Aluva, THQH Tripunithura, THQH N.Paravur, THQH Perumbavoor, GMH Karuvelipady, THQH Kothamangalam, W&C Mattancherry, Kalamassery Medical College
18	NUHM	15 UPHCs AND 1 UCHC
19	NCD and Disease Control Programmes	

**District Programme Manager**

**Technical Bid**

Appendix-11.A

**Expression of Interest for short listing Chartered Accountant Firms/Cost Accountant Firms for the monthly concurrent audit of the accounts of the District Health and Family Welfare Societies**

Status of the Firm    Partnership        Sole Proprietorship   

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/Cost Accountant

4. Full – time partners/sole Proprietor of the firm as on 1<sup>st</sup> April 2024

Sl.No	Years of continuous association with the firm	No. of FCA	No. of ACA/Cost Accountant
1	Less than one year		
2	1 year or more but less than 5 year		
3	5 years or more but less than 10 year		
4	10 year or more but less than 15 years		
5	15 years or more		

(Please attach the copy of Firm’s Constitution Certificate issued by ICAI)

5. Number of part time partners if any, as on 1<sup>st</sup> April 2024
6. Number of full time Chartered Accountant/Cost Accountant as on 1<sup>st</sup> April 2024
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 Branches if any (Please mention \_\_\_\_\_  
Places & locations):
9. Whether the firm has conducted statutory/internal audit in institutions/ societies  
under Kerala Health Services Department and if so provide complete details(attach  
separate sheet if space is insufficient)
10. Whether the firm is implementing quality control  
Policies and procedures designed to ensure \_\_\_\_\_ : Yes/No  
That all audit are conducted in accordance with  
Statement on Standard Auditing Practices.  
(if yes, a brief note on the procedure adopted is to be enclosed)
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)

### **Undertaking**

I we do hereby declare that above mentioned informations are true & correct and I/  
we also undertake to abide by the terms & condition of the contract and would  
make compliance of terms laid down in the contract if executed by us with the  
District Health and Family Welfare Society.

Date:

Place:

**Signature of Proprietor/Sole Partner**

**Standard Evaluation sheet for Evaluation of the Technical Bids of the Monthly Concurrent Auditors at State & District Health Societies**

**Name of the Firm:** \_\_\_\_\_

<b>Sl. No</b>	<b>Criteria</b>	<b>Remarks</b>
1	No. of partners –( FCA/ACA/ICWA)	
2	Years of experience of the firm	
3	Association with NHM in the previous years and the track record(including good rapport with institutions)(mention also the number of institutions covered during the years under audit)	
4	No. of Staff	
	i. Qualified	
	ii. Semi Qualified	
	iii. Others	
5	Nature of experience (giving Turnover/Project cost/years of experience of the entities/project audited)	
	i. RCH audit	
	ii. Govt. Social Sector Audit	
	iii. Other Social Sector Audit	
6	Total turnover of the firm in last three years	

- Note: 1. In the Invitation Letter, CA/ICWA firms will be asked to give details of all these criteria while applying  
 2. CA/ICWA firms will also provide their latest Certificate of Firms Constitutions as on 1<sup>st</sup> January of the current year issued by ICAI/ICWA and their latest Income Tax Return duly acknowledge by IT Department. Firms not able to provide these two documents will not be considered  
 3. Each member of the evaluation committee will fill up this form separately  
 4. Only those firms which have qualified for the technical bid will be eligible for Financial bid.

**Expression of Interest for short listing Chartered Accountant/Cost Accountant for the monthly concurrent Audit of the accounts of the District Health & Family Welfare Society, Ernakulam and peripheral Institutions for the year 2024-25**

**Financial Bid:**

- a. I, We are agreeable to concurrent monthly audit of the District Health and Family Welfare Society, Ernakulam District and other peripheral Institutions(includes DPMSU and all institutions as mentioned in the tender document) at a fee of Rs.....only) per month which is inclusive of cost of travel.
- b. I understand that TDS will be deducted at source.
- c. I understand that service tax at applicable rates will be extra.
- d. Other financial terms are:
  - i)
  - II)
  - III)

Date:

Place:

Signature of Proprietor/Side partner



Agreement

THIS agreement executed between office of the District Health & Family Welfare Society, Ernakulam, No.9 Anchorage, Palliyil Lane, Cochin-682016( Name and Address of Officer) (hereinafter called Arogyakeralam) on the one side and M/s.....District (hereinafter called the Agency) on the other side)

WHEREAS the Agency above mentioned is carrying out the services of Concurrent audit on contract basis and NHM is desirous of utilizing the services, and WHEREAS the Agency has agreed to provide the services, subject to the terms and conditions mentioned hereunder.

1. The firm will conduct the concurrent audit of the DPMSU every month and a minimum 3 block every month on a full time and the monthly rate as specified below and will submit the audit report periodically.
2. No advance will be made and the payment will be made only on a monthly basis on presentation of bill after deducting statutory recoveries.
3. If the services of the contractor are not satisfactory, Arogyakeralam reserves the right to cancel the contract at any point of time without giving any reasons thereof.
4. In case of non-conduct of audit for a period of more than two months and promptly to our satisfaction, it shall be treated as breach of contract and contract may not be continued any further.
5. Terms and conditions of contract quoted by Agency and accepted by the Arogyakeralam shall not be altered during the contractor period.
6. For the services provided as mentioned above, Arogyakeralam shall pay the Agency monthly payment as per the rated given below: onthly rate for concurrent audit is (Rs.....only)
7. No vehicle will be provided to contractor for travel to peripheral Institutions.
8. The above arrangements shall be deemed to have come into force with effect from 01.04.2024 and shall be operated for a 31.03.2025 which is renewable depending upon the satisfactory performance.

This Contract of agreement is terminated by the parties by giving one month's notice on either side.

Dated this        day of        Two thousand Twenty

For Arogyakeralam

For M/s.

Witnesses:

District Programme Manager (NRHM)  
No.9, Anchorage, Foreshore Road, Palliyil Lane  
Cochin 16.Phone 04842354737