

Uttar Pradesh Medical Supplies Corporation Limited (UPMSC)
(U.P. Government Undertaking)

Corporate Office: 9, Jagat Narain Road Lucknow, UP.

CIN: U85310UP2018SGC102425

Telephones:(0522) 2231106

E-mail: upmedicorp@gmail.com

Website : <http://www.upmsc.in/>

Expression of Interest (EOI) are invited from qualified and experienced chartered accountant/Cost Accountant firms who wish to undertake assignment of Internal Audit of UPMSC Ltd , located at Lucknow, for the Financial Year 2018-19. The firm should provide information demonstrating that they have the required qualification and relevant experience to perform the services.

Interested firms may access additional information about the corporation at www.upmsc.in

The EOI must be submitted through e-tendering portal of Govt. of Uttar Pradesh www.etender.up.nic.in.

EOI NO	: UPMSC/Internal Audit/2018-19/01
EOI Date	: 27 th April 2018
EOI Download Beginning Date	: 27 th April 2018
EOI Download Closing, Submission Date & Time	: 9 th May 2018 till 02:00 PM
EOI of Opening Date & Time	: 9 th May 2018 at 03:00 PM

Application format

1. Name of the firm
2. Firm registration No.
3. Registration Date
4. CAG Empanelment No.
5. No. of years of firm experience (cut-off date is 31.03.2018)
6. Firm's PAN (attach copy)
7. Firm's GST registration No. (attach copy)
8. Complete Office Address (including Branches, if any)
9. E-Mail ID of the Firm
10. The name, contact number & email ID of the Partner with whom the correspondence shall be made

11. **Manpower Details**

I. Details of Partners

S.No	Name of Partners	Location (HO/Branch)	Date of Joining in Firm	Specialization/Area Of Partner	Supporting documents Page No

II. Details of Other Audit Staff

S.No	Details of Audit Staff	Qualification	Location (HO/Branch) indicating City Name	Supporting documents -Page No

III. Experience of Internal Audit during FY 2015-16 and 2016-17 in any other Corporation/Company/Co-operative Sector (having turnover greater than Rs. 100 crores)

S.no	Name of Company	Period of assignment	Supporting document

IV. Experience of Internal Audit of any entity listed on a recognized stock exchange apart from the entity already stated in point III above (FY 2015-16 and 2016-17)

S.no	Name of Company	Name of Stock Exchange	Period of assignment	Supporting document

V. Professional Receipts of the firm for FY 2016-17 (Attached certified copy of firm Financial Statements)

We hereby confirm that our Firm has not taken any deviation from the specified terms & conditions of the EOI documents. A copy of complete EOI documents duly signed and sealed on all pages as a token of acceptance of all terms and conditions as mentioned in attached annexure A. We confirm that that our Firm will execute the assignment at UPMSC from our nearest office/ branch office as mentioned in the copy of certificate of incorporation from ICAI/ICMAI. It is certified that our audit firm is not debarred/disqualified/black listed by any regulatory/statutory body or Government entity.

Signature of Partner with Seal of the firm

Date :

BROAD SCOPE OF WORK:

The scope of work includes

- Quarterly physical verification of Stock at the locations mutually decided to ensure every location is covered twice in a financial year.
- Annual fixed asset verification preferably at year end.
- 100% Vouching of Vouchers viz Cash, Bank, Journal Vouchers.
- Scrutiny of ledgers.
- Checking of Bank Reconciliation and Party Ledgers.
- Ensuring that Accounting standards issued by ICAI of India are complied with.
- Ensuring GST compliance is being done in accordance with GST rules.
- Ensuring financial statements framed are in consonance with the applicable accounting standards need.
- Ensuring compliance of provisions of Income Tax Act 1961 such as filling of TDS/TCS returns, Payment of advance Tax, Tax audits etc.
- Reporting of cases relating to fraud, misappropriation, embezzlement to the board.
- To ensure that all payments / transactions are within the delegated powers as per the instruction of the board.
- To ensure the compliance of various statutory acts such as Bonus, EPF, Minimum Wages, ESI, Companies Act 2013 etc.

MINIMUM CRITERIA

Firm not qualifying these minimum criteria need not apply and there proposal shall be summarily rejected :

S.No	Particulars	Criteria
1.	No. of years of firm experience	Minimum 10 years of experience of firm
2.	Minimum No of full time Fellow partners continuously associated with firm not less than 5 years.	4 No's (fellow partners)
3.	Minimum Professional turnover / receipts of the firm for FY 2016-17	Rs 40 lakhs

GENERAL TERMS AND CONDITIONS

- i) This EOI is only for the purpose of empanelment of Firms and does not guarantee/assure allotment of Internal Audit/any other assignments.
- ii) Only empanelled firms will be intimated about the decision on empanelment.
- iii) The company reserves its right to accept or reject any application(s) without assigning any reasons thereof. The decision of UPMSC Ltd Management for empanelment of Firms shall be final and binding upon the firms participating in the process of empanelment.

- iv) The audit firm will ensure that the information obtained in respect of the working /operation of the UPMSC Ltd is maintained in strict confidence and secrecy at all times, including after the completion of the assignment. All such information shall remain exclusive property of UPMSC Ltd at all the times. A certificate towards maintaining confidentiality is to be provided by the firm at the time of acceptance of assignment.
- v) If progress/performance of the audit team is not found satisfactory, management reserves the right to terminate the appointment of the Firm, without assigning any reason whatsoever.
- vi) The empanelled Firm will be debarred from getting, in future, assignments in UPMSC Ltd in the following cases:
 - i. If the Firm obtains the appointment on the basis of misrepresentation of information / misstatement of facts at the time of submission of application/documents along with EOI.
 - ii. The Audit Firm is found to have sub-contracted the work.
 - iii. If the Firm does not take-up assignment in terms of the appointment letter.
 - iv. If the Firm does not submit the Report, complete in all respects in terms of the appointment.
 - v. If an applicant resorts to any frivolous, malicious or baseless complaints/ allegations with an intent to hamper or delay the EOI process or resorts to canvassing/ rigging/ influencing the EOI process.
- vii) In case of dispute legal jurisdiction shall be at Lucknow.

Requirements for application to be considered Valid.

- i) Application should be in typed format only.
- ii) Incomplete application would be summarily rejected. The application should be unconditional. Conditional applications would be summarily rejected.
- iii) The applicant is not entitled to any compensation for the expenses incurred in connection with the preparation and submission of application.
- iv) UPMSC Ltd takes no responsibility for delays, loss or non-receipt of documents or any letters sent by post/courier either way and also reserves the right to reject any offer in part or full without assigning any reasons thereof.
- v) UPMSC Ltd shall always be at liberty to reject or accept any offer or offers or part thereof at its sole discretion. The submission of offer shall have no cause of action or claim against UPMSC Ltd for rejection of offer. The firm, whose offer is not accepted shall not be entitled to claim any costs, charges and expenses incidental to or incurred in connection with submission of offer or

its consideration by UPMSC Ltd, even though UPMSC Ltd may opt to modify/withdraw the terms and conditions laid down in EOI or does not accept the offer or cancel the EOI as a whole.

vi) All the documents should be signed by a Partner with his/her name under the seal of the firm.

vii) All Applications must be submitted through e-tendering portal of Govt of Uttar Pradesh .

viii) Minimum criteria as specified must be met .

List of Documents to be attached along with the application/EOI

Interested firms are advised to go through the contents of the EOI documents carefully and submit the self-attested copies of the following documents in proper sequence along with the EOIs as described hereinafter:

1. Typed Application to be filled & signed.
2. Latest Registration certificate of the firm issued by ICAI/ICMAI & Address proof of Firm.
3. Copies of Appointment letter showing experience of Internal Audit
4. Copy of audited profit & loss accounts of the firm for the year ended 31.03.2017 showing professional receipts of the firm.
5. Copy of PAN
6. Copy of GST Registration

Evaluation Criteria for Empanelment

In order to be eligible to be empanelled, a firm it needs to get minimum 45 points as per the criteria as mentioned below.

S.No	Particulars	Criteria	Maximum Points	Supporting Documents
1	No. of years of firm experience (minimum 10 years)	10-15 years- 5 points 15-25 years- 7 points Above 25 years- 10 points	10	Copy of certificate from ICAI/ICMAI
2	No of Partners	5 points for upto 4 partners, 1 for each	10	--do--

		additional partner		
3	Experience of Internal Audit in any Corporation or Company or Cooperative society during FY 2015-16 or 2016-17.(Having Turnover exceeding Rs. 100 crores)	3 points per entity in either year (same entity cannot be counted in both the years)	9	Copy of Appointment letter issued by Company
4	Experience of Internal audit of any entity listed on a recognized stock exchange during FY 2015-16 or 2016-17 (Apart from the entity already used in point 3 above)	4 points per entity in either year (same entity cannot be counted in both the years)	8	Copy of Appointment letter issued by Company etc
4.	Experience of Statutory/Internal Audit of Medical Sector during FY 2015-16 or 2016-17 having turnover of more than 100 crores	6 points	6	Copy of Appointment letter
5.	Professional turnover / receipts of the firm for FY 2016-17	Rs 40- Rs 80 lakh – 3 points Rs 80 Lakh to Rs 150 lakh-5 points More than Rs 150 lakh -10 points	10	Copy of audited financial statement.
6.	Head Office/Branch Office Situated at Lucknow	5 points	5	Copy of certificate from ICAI/ICMAI
7.	Firm empanelled with C&AG of India	2 points	2	Copy of empanelment letter
	Total Points		60	

Note : Supporting documents as above must be furnished along with the application ,in case supporting documents not submitted ,the offer shall be rejected.

Selection Criteria & Other Terms and Conditions

I. The top 10 audit firms securing minimum 45 points (including ties, if any) shall qualify for

empanelment. Financial bids for the entire year shall be called from all the empanelled firms and the work will be awarded to Lowest bidder.

In case of a tie, the offer shall be given to the firm which was incorporated earliest.

- II. The frequency of audit shall be monthly with regular presence of a partner and a qualified member. Cumulative report to be submitted within 45 days of quarter closing. Payment will be released as under:

S. No	Quarter/period	% Total fee Payable
a)	On Submission of Audit report of 1 st Quarter	20% of total bid fees
b)	On Submission of Audit report of 2 nd Quarter	25% of total bid fees
c)	On Submission of Audit report of 3 rd Quarter	25% of total bid fees
d)	On Submission of Audit report of 4 th Quarter	30% of total bid fees

III. Travelling expenses

If the auditors are required to travel outstation in connection with the internal audit of the corporation they shall be paid travelling expenses as follows:

- Fare equivalent to 2nd class AC (Railway) fare for Partners/Qualified Staff and 3rdA/C (Railway) for other staff.
- Fixed daily allowance (including stay and food) at Rs 1,500/- per day per Partners/Qualified Staff and Rs 1,000/- for others.

UNDERTAKING

The Managing Director,
Uttar Pradesh Medical Supplies Corporation Ltd,
Jagat Narain Road,
Lucknow.9

Sub:EOI No _____ Dt _____ , UPMSC Ltd

Dear Sir,

Kindly refer to the subject cited above and find enclosed our application on your prescribed format.

I certify that the information provided in the above Expression of Interest form is true to the best of my knowledge. I also understand that any misleading or wrong information will disqualify my firm from this application straightaway.

We are looking forward to take this opportunity.

Regards.

(Partner)

Date:

Place: