

**OFFICE OF THE DIRECTOR,
ACHARYA HARIHAR REGIONAL CANCER CENTRE, CUTTACK.
Phone No: 0671-2304264**

Quotation Call Notice No 3 dated 21.5.2016

Sealed quotations are invited from intending highly qualified and experienced Chartered Accountant firms duly empanelled by C&AG and ICAI for conducting internal audit of the accounts of AHRCC, Cuttack for the Financial Year **2016-17**. The terms of reference & details can be downloaded from the website of <http://as.ori.nic/ahrccodisha>, <http://www.dmethodisha.gov.in>, www.orissa.gov.in/healthportal/index.html.

Director

Invitation to Quotation

From

The Director,
Acharya Harihar Regional Cancer Centre,
Manglabag, Medical Road,
Cuttack-753007, Odisha.

Dear Sir(s),

For and on behalf of Acharya Harihar Regional Cancer Centre (AHRCC, hereinafter called the Institute) the Director, Acharya Harihar Regional Cancer Centre, invites for appointment of firms of Chartered Accountants for a period of One year for undertaking internal audit of the Institute for the **Financial Year 2016-17**. The period of contract can be extended depending upon satisfactory performance of the Auditor at the sole discretion of the Institute at the same terms & conditions.

The sealed quotations should reach the office of the undersigned on or before **16th June, 2016 at 4.30 P.M.** The sealed quotations shall be opened on **17th June, 2016 at 11.30 am** in the office Chamber of the Director.

Critical Dates Sheet:

Quotation Publish Date	23.05.2016
Bid Submission End Date/Time	16.06.2016 – 4.30 PM
Opening of Technical Bid	17.06.2016 – 11.30 AM

IMPORTANT NOTE:

If the date, upto which the quotation is open for acceptance, is declared to be a closed/holiday/Sunday, the quotation shall be deemed to remain open for acceptance till next following working day, till the same time and at the same venue. The bidders or their representatives may make themselves available at the time of opening of the quotations.

Director
Acharya Harihar Regional Cancer Centre,
Cuttack-753007

**Terms of Reference for Engagement of Firms of Chartered Accountants
constituting Partnership firm or a Limited Liability Partnership firm as Internal
Auditor of Acharya Harihar Regional Cancer Centre, Manglabag, Medical Road,
Cuttack-753007.Odisha.**

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1. INTRODUCTION:

Acharya Harihar Regional Cancer Centre is an autonomous society, registered under the Registration of the Societies Act, 1860 to develop it into integrated complex providing for research, investigation, early detection and treatment of cancer cases.

In early fifties, the combined Radiology department of SCB Medical College, Cuttack started treating cancer using deep X-ray therapy and radium application. In 1962, a full-fledged Radiotherapy department with 100 beds was started. Thereafter in 1967, it was designated as the Cancer Wing of SCB Medical College, Cuttack.

On the recommendation of the WAHI committee, the status of the Cancer Wing was elevated to the level of a Regional Cancer Centre for Research and Treatment in 1983. On 24th April 1984, this Regional Cancer Centre was declared as an autonomous institution and was named Acharya Harihar Regional Cancer Centre, Cuttack, after the great dedicated social worker Acharya Harihara, a disciple of Acharya Vinoba Bhave, founder of the Bhudan movement.

Now, this hospital forms an important component for treatment of cancer in the eastern part of India covering the whole state of Odisha and its neighbouring states like Andhra Pradesh, Chhattisgarh, West Bengal, Bihar and Jharkhand.

2. BREIF DETAILS OF THE OFFICE TO BE AUDITED:

The Acharya Harihar Regional Cancer Centre, Medical Road, Manglabag, Cuttack-753007, Odisha.

3. TIME PERIOD:

The period of Contract is for **one** year, i.e. for the Financial Year **2016-17**. AHRCC shall have the option to allot Audit of more than one financial year to the CA firms depending upon its performance, need of AHRCC and availability of adequate time for conducting Audit during the contract period. Notwithstanding anything contained herein above, AHRCC reserves the right to discontinue the services of Chartered Accountant firm in the event their services are evaluated as unsatisfactory at any time during the contract period.

4. SCOPE OF WORK:

Auditor on getting appointment has to undertake following activities of the Institute:

A. AUDIT:

- a. To audit the financial statements i.e. Receipts and Payments account, Income and expenditure account and Balance Sheet prepared by the Institute and to report on the true and fair view of such statements.
- b. To check the reconciliation of the bank accounts with the receipts and payments account as prepared by the Institute.
- c. To check various ledgers maintained by the institute along with cash book and bank book and necessary actions taken for unmatched transactions.
- d. To scrutiny all assets and liabilities to ensure their correctness.
- e. To check the propriety of expenditure and income, correctness of the entitlement and authority along with the booking to correct Heads of accounts.
- f. To check and reconcile the utilization of the grants received from Govt. with the utilization certificates.
- g. To check the payment of Salary and retirement benefits are paid as per terms & conditions.
- h. To ensure proper accounting of the EMD and SD received as per the accounting norms.

- i. To check the financial controls, its effectiveness, level of compliance with the policies and procedures ,rules & regulations, systems & procedures and report of any violations to the management of the Institute.
- j. To check the necessary documents, records, certificates and accounts in respect of any project being undertaken by the Institute.
- k. To conduct surprise physical verifications of cash and certifications of the same.
- l. To report any serious irregularities/fraudulent activities noticed.
- m. Checking of the previous years' financial statements for opening balances and compliance to the audit observations.
- n. To assist the Institute to comply with any objection if raised by the State Govt. or Central Govt. audit wing.
- o. The accounts of AHRCC are to be checked on monthly basis with the month wise receipt & payment alongwith re-conciliation of bank accounts as prepared by the Institution latest by 7th day of every succeeding month.

B. INCOME TAX:

- a. To prepare and file quarterly TDS returns of salary and non-salary payments as per the data given by Institute within 7 days of receipt of the complete data from the Institute.
- b. To guide the Institute in deduction of Income Tax as per the requirements of the Income Tax Laws on various payments made by the Institute as and when required.
- c. To generate and provide Form-16 and 16A to the Institute at the end of the year.
- d. To file the income tax returns of the Institute for the period of Audit in time.
- e. To guide the Institute to comply with the Notices of Income Tax Department.
- f. To represent the Institute before any Income Tax Authority in respect of any income tax proceedings of the Institute.

C. ACCOUNTS:

- a. To guide the Account Section in preparation of the monthly receipts and payments account and Income and Expenditure Account of the Institute.
- b. To guide the Account Section in preparation of the statement of accounts and reconciliation of various Fund account.
- c. To guide the Account Section in implementation of Tally package.

5. SUBMISSION OF REPORT:

- a. The Audit Report will be submitted to the Director, the Head of the Institute who have been delegated with the power to accept the Audit Reports of the firms of Chartered Accountants of the Institute.
- b. The Director of the Institute would take a view on satisfactory completion of the assignment by the Firm or otherwise. Any omission/deficiency noticed in the Report, has to be made good by the Firm at their own cost.
- c. A flash Report on detection of any serious irregularity shall also be submitted to the above referred authority immediately on detection, without waiting for the audit to be over.
- d. To submit the Audit report along with the audited financial statements including balance sheet
- e. The audit report will be submitted **before 30th May** of the year of the audit.

6. DEPLOYMENT OF OFFICIALS FOR AUDIT:

- a. The Audit firm has to deploy at least one qualified Chartered Accountant/Partner and sufficient Assistants for carrying out the audit assignment.
- b. At least one partner of the firm has to visit the office being audited, once during the course of the Audit.
- c. The staff deployed would preferably remain unchanged till the Audit of the Institute is completed and discussions with the management are over.
- d. The Audit firm can visit the office of the Institute with prior intimation to expedite the audit work whenever they feel necessary.

7. OTHER TERMS & CONDITIONS:

- a. The offer shall remain open for acceptance up to 21 Days from the date of opening of quotation. AHRCC shall at its sole discretion can extend the date of acceptance of quotation by another 30 Days which shall be binding on the quotation.
- b. The Quotation will be automatically closed after the date and time as mentioned above.
- c. Incomplete offer/offers not conforming strictly to the prescribed quotation forms and terms & conditions and instructions shall not be considered and shall stand summarily rejected.
- d. Quotation cannot modify, correct or provide any further documents after submitting the bid unless permitted by the Director of the Institute.
- e. AHRCC will open the Technical Bid of all quotation received through this advertisement on the specified date and time.
- f. The bidders are at liberty to be present personally or through their authorized representative at AHRCC office at the time of opening of the quotation.
- g. In the event of the specified date of quotation opening being declared a holiday for AHRCC, the quotation will be opened on the next working day at the same time for opening as indicated in the quotation.
- h. Prior to the detailed evaluation of bidders, it will be determined whether each bidders; (i) has been signed; (ii) is responsive to the requirements of the quotation documents.
- i. A quotation determined as not responsive will be rejected by the AHRCC and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
- j. The eligible bidders would be required to show the supporting documents, in original or self-attested by authorized signatory, on the date to be notified to enable the Institute to physically verify the authenticity of the documents, which is pre-qualification for technical evaluation.
- k. A list of bidders who qualify the Technical Bid will be available to qualified bidders present at the time of opening of the bid.
- l. After the technical evaluation is completed, the Institute will open the Price Bid of only technically qualified bidders on the date and time which will be intimated to the bidders who have qualified for the bid.
- m. The Notification may be sent by registered letter or fax or e-mail.
- n. The job will be awarded to the successful Bidder through issue of an Acceptance Letter by post/fax/e-mail.
- o. If any of the attached documents are found to be forged/fabricated at any stage, before or after the award of the contract and/or expiry of the contract, the Institute has rights to cancel the bid.
- p. The Director of the Institute is the final authority for finalizing the selection of the audit firm which depend not only the bid price but also experience and number of partners of the audit firm etc.

8. SIGNING OF BIDS:

- a. Person or persons signing /submitting the Bid shall state in what capacity he is or they are signing/submitting the Bid.
- b. In the case of a Partnership Firm and Limited Liability Partnership firm, the names of all the partners shall be disclosed and the Bid shall be signed by all the partners or their duly constituted attorney, having authority to bind all the partners in all matters pertaining to the contract. The copy of the Partnership Deed along with Power of Attorney shall be submitted along with the Technical Bid.
- c. The persons competent to sign/submit the Bid Form or any document forming part of the Bid on behalf of another or on behalf of a Firm shall be responsible to produce a proper Power of Attorney duly executed in his favour, stating that he has authority to bind such other person or the Firm as the case may be, in all matters pertaining to the contract. If the person so signing the Bid fails to produce the said Power of Attorney, his Bid shall be liable to be summarily rejected without prejudice to any other right of the institution under the Contract and Law. The "Power of Attorney" should be signed by all the partners in the case of partnership concern or Limited Liability Partnership firms.

9. DOCUMENTS COMPRISING THE QUOTATION:

- a. The quotation shall comprise of **Part –A Technical Bid in Annexure I** alongwith all supporting documents and **Part-B Price Bid (Financial Proposal) in Annexure II**. The Financial proposal should be enclosed in a sealed envelope.
- b. The original copies of the attachments from the successful bidders will be collected on the date to be notified to enable the Institute to physically verify the authenticity of the documents submitted which is pre-qualification for technical evaluation.

10. SUBMISSION OF BID:

- a. Bidder shall submit the bids along with all the documents before the last date & time, as notified in critical date sheet. AHRCC may extend the deadline for submission of quotation by issuing an amendment in which case all rights and obligations of AHRCC and the bidders previously subject to the original deadline will then be subject to the new deadline.
- b. The onus of ensuring fulfillment of the eligibility condition would be on the bidders and the quotation of anyone, if subsequently found ineligible would be summarily rejected.
- c. If any of the documents are found to be forged/ fabricated at any stage, the AHRCC may take action for banning the bidder from participation in any bidders of AHRCC apart initiating legal action under the applicable law for causing any loss/damage.

11. DETAILS OF TERMS & CONDITIONS:

A. WHO CAN APPLY

Firm of Chartered Accountant which is either a Partnership firm or a Limited Liability Partnership (LLP) firm empanelled with C&AG and ICAI for the year 2015-16.

B. TECHNICAL ELIGIBILITY CRITERIA:

- a. The Audit firm should have their Head office in the state of Odisha.
- b. The Head Office or a Branch Office of the Audit Firm must be situated in Cuttack with at least 2 full time working partners stationed at Cuttack and having association as partners of the audit firm for not less than 10 years.
- c. The firm must have the experience of having done internal/revenue audit of atleast one 100 bedded hospital for more than 3 years.

12. PAYMENT SCHEDULE:

- a. Payment shall be released after satisfactory completion of Audit
- b. Payment shall be released by the Institute which shall not be more than 15 days of date of submission of bills by the auditor.
- c. The bill shall be submitted on a quarterly basis.
- d. Payment shall be made by way of NEFT/RTGS or cheque in INR for which necessary bank details shall be provided by the bidders.
- e. Statutory deductions, as applicable, will be made by the Institute from the bills.

13. TECHNICAL/FINANCIAL& ADMINISTRATIVE CONTACT:

All communications concerning the technical/financial& Administrative issues of this quotation should be directed to the Director as below:

Name	Director
Address	Acharya Harihar Regional Cancer Centre, Manglabag, Medical Road,Cuttack-753007.Odisha
Phone	0671-2304264
Fax	0671-2304683
E-mail	ahrccdirector@gmail.com

14. IMPORTANT NOTES:

- a. The undersigned reserves the right to cancel/reject the Expression of Interest at any point of time without assigning any reasons thereof.
- b. The offers submitted would be governed by all the terms & conditions laid down in the quotation and the terms & conditions indicated herein.
- c. The appointment may be terminated by the Institute by giving one calendar month notice without assigning any reason before completion of the term without any compensation.
- d. The bidders shall bear all costs associated with the preparation and submission of its quotation and the Institute will in no case be responsible or liable for these costs.
- e. Any bribe, commission or advantage offered or promised by or on behalf of the firms to any officer or official of the Institute shall (in addition to any criminal liability which the firm might incur) debar his quotation from being considered. Canvassing on the part of, or on behalf of, the firm will also make his quotation liable to rejection.
- f. The Auditor/firm shall not sublet, transfer or assign the job or any part thereof.
- g. If the firm fails to execute the assignments or any part thereof within the period fixed for such execution or at any time repudiates the contract before the expiry of such period on the ground of dissolution/insolvency of firm/any partner or commits any breach of the contract not herein specifically provided for, the Institute may without prejudice to the right to recover damages for breach of the contract, terminate the contract or a portion thereof and if so desired award the contract at the risk and cost of the firm/organization.
- h. The contract will be governed by the laws in India for the time being in force. In case of any disputes arising out of this contract will be dealt in the Court of competent jurisdiction.

15. Documents to be submitted along with the information:

- a. **'Quotation Application'** in the prescribed format duly signed in.
- b. **"Particulars of bidders"** as prescribed in **Annexure I**.
- c. Financial proposal – **Annexure-II (in a sealed envelope)**
- d. Self-attested Power of Attorney duly signed by all the partners.
- e. List of all offices of the firm with complete address and contact numbers of Branch in Charge.
- f. Certificate of Registration with ICAI etc. as applicable.
- g. Self-attested relevant document from ICAI containing particulars of partners.
- h. List of all articles/paid assistants.
- i. Copy of PAN card &Service Tax registration number of the firm.
- j. Proof of empanelment with CA&G.
- k. Copy of appointment letter of Hospitals stating the scope of audit.

Quotation Application

From (Full name & address of the bidders)

To,
The Director,
Acharya Harihar Regional Cancer Centre,
Manglabag, Medical Road,
Cuttack- 753007, Odisha.

Dear Sir,

With reference to your Quotation No...../ dated..... I submit the quotation for appointment of Firm of Chartered Accountants under the bid system for undertaking Internal Audit of AHRCC for the F.Y.2016-17.I have thoroughly examined and understood all the terms & conditions as contained in the quotation document, and agree to abide by them.

I/We hereby declare that my/our firm has not been blacklisted or otherwise debarred during the last five years by AHRCC or any other Public Sector Undertaking or any Government, or any other client, for any failure to comply with the terms and conditions of any contract, or for violation of any Statute, Rule, or Administrative Instructions.(*)

OR

I/We hereby declare that my/our Firm was blacklisted/debarred by _____ (here give the name of the client) for a period of _____, which period has expired on _____. (Full details of the reasons for blacklisting/debarring, and the communication in this regard, should be given)(*)

(*) (Strike out whatever is not applicable)

I/We hereby declare that no contract entered into by me/ my Firm with the AHRCC, or any other Public Sector Undertaking or any government, or any other client, has been terminated before the expiry of the contract period at any point of time during the last five years. I hereby declare that I have not been convicted at any time by a Court of Law of an offence and sentenced to imprisonment for a period of three years or more.

I/We certify that all information furnished by me/us is correct and true and in the event that the information is found to be incorrect/untrue, the AHRCC shall have the right to disqualify me/us without giving any notice or reason thereof or summarily terminate the contract, without prejudice to any other rights that the Institution may have under the Contract and Law. I/We shall not share the data/information and analysis relating to AHRCC, obtained during course of their audit and physical verification with any other person and entity. I also agree that I shall ensure due secrecy of information and data as same is not intended for public distribution.

Signature of authorized person:

Full Name: _____

Date: _____

PART A**(In firms letter pad)****ANNEXURE-I****TECHNICALPROPOSAL**

SI No.	Particulars	Details
a)	Name of the Firm	
b)	Address of the Head office and branch office of the Firm with Telephone number and name of Branch in Charge. ¹	
c)	Name of partners at Cuttack Office having association as partners for not less than 10 years and their contact number.	
d)	ICAI Registration Number of the firm ²	
e)	Names &Addresses of all Partners of the firm with their Contact number on the date of submission of Bid ³	
f)	Firm experience in number of years ³	
g)	Total Numbers of Partners with the firm as on the date of quotation.	a) FCA: b) ACA: (list to be attached)
h)	Number of Articles/paid assistants ⁴	
i)	Name of the Contact Persons authorized to sign quotation documents with Tel, Mob. Nos. email ids.	
j)	a.PAN No. of the firm ⁵ b. Service Tax Registration No. ⁵	a. b.
k)	Date of Partnership with latest Copy of Partnership Deed. ⁶	
l)	Details of Bidder's Bank Account number, Bank Name, Branch, IFSC	
m)	Empanelment number with C&AG of India ⁷	
n)	Particular of Hospital for which audit done for more than 3 years.	

Signature of the authorized signatory/All Partners

PART B

ANNEXURE-II

(in firms letter pad)

FINANCIAL PROPOSAL

(To be submitted in a closed & sealed envelope)

**To
The Director
Acharya Harihar Cancer Centre
Manglabag, Medical Road,
Cuttack-753007.Odisha**

Sub: Submission of Proposal for appointment of Internal Auditor of AHRCC for the F.Y.2016-17

Sir,

1. Having carefully examining the entire ToR and having obtained all the requisite information about the assignment, we do hereby propose to provide the desired professional service as detailed.
2. Our Professional Fees for the aforesaid assignment shall be `.....
(Rupees.....)
3. The Professional Fees shall be inclusive of all expenses incidental and necessary to carry out the audit assignment. The Service Tax and other Taxes if any shall be claimed separately as per the prevailing rates.
4. We agree to abide by this financial proposal.

Yours faithfully,

Signature of the authorized signatory/All Partners