



**Fakir Mohan Medical College & Hospital, Balasore**

**At/Po- Balasore, Odisha, Pin- 756001**



Notice No. 350 Date : 31.01.2023

**Expression of interest for Engagement of Chartered Accountant Firms for Conducting Statutory Audit of Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Account of F.M. Medical College & Hospital, Balasore for the period of 2019-20 to 2021-22**

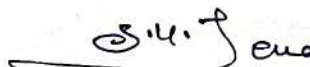
F.M. Medical College & Hospital, Balasore invites 'Expression of interest' from reputed and experienced Odisha based Chartered Accountant Firms empanelled with C & AG for the FY 2021-22 for conducting statutory audit of **Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Account of F.M. Medical College & Hospital, Balasore** for the Financial Year 2019-20, 2020-21, 2021-22.


The engagement of Chartered Accountant Firms shall be through two bid systems i.e. Technical Bid & Financial Bid. The Technically qualified Chartered accountant firms will eligible to participate in the Financial Bid. EOI along with all the documents can be submitted by the interested firms through **Speed Post/ Registered Post** only to "Medical Superintendent, F.M Medical College & Hospital, At/Po- Balasore, Odisha, Pin- 756001". The firm should submit their Technical & financial bid in two separate envelopes & both the envelopes are to be packed inside one sealed envelope indicating "Technical Proposal" & "Financial Proposal" on top of the respective envelopes. The outer envelope is to be superscripted with "EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF SVS, NIRAMAYA & NIDAAN ACCOUNT OF F.M. M.C.H, BALASORE: 2022-23".

The Detail Term & Condition, formats to be filled along with bid documents will be available in Balasore District Website i.e.: <https://baleswar.nic.in> & College website <https://blsmch.nic.in> from 01.02.2023 to 20.02.2023

- Last date for submission of EOI: : 20.02.2023 up to 5.00 PM through Speed/Registered Post only.
- Opening of Eoi (date): 21.02.2023, 12.00 Noon at O/o Medical Superintendent, F.M Medical College & Hospital, Balasore.

The details of the Eligibility criteria & formats to be filled are annexed with the EOI.

  
21.1.2023  
Accounts Officer  
FMMCH, Balasore

  
Medical Superintendent  
F.M Medical College & Hospital, Balasore.

**Superintendent,  
FMMCH, Balasore**



**Expression of Interest for Engagement of Chartered Accountant Firms for conducting Statutory Audit of Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Account of F.M. Medical College & Hospital, Balasore for the FY 2019-20, 2020-21, 2021-22**

F.M. Medical College & Hospital, Balasore invites Expression of interest from reputed and experienced Odisha based Chartered Accountant Firms empanelled with C & AG for the FY 2021-22 for conducting statutory audit of **Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Account** for the Financial Year FY 2019-20, 2020-21, 2021-22.

The CA firm should submit their offer in the prescribed format mentioned below. Tender paper along with tender paper cost of **Rs. 500/- (Rupees Five hundred)** (non-refundable) and EMD worth of **Rs. 2000/- (Rupees Two thousand)** only in shape of Demand Draft drawn in favour of **Medical Superintendent, F.M Medical College & Hospital, Balasore payable at Balasore** must be submitted with the Expression of interest. The Expression of interest without the cost of tender paper and EMD are summarily rejected by the office.

**Scope of Work & Terms of Reference**

1. CA Firm shall conduct 100% checking of vouchers relating to transactions, and other relevant records, documents, Books of Accounts of the **Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Account**.
2. Firm will prepare analysis of Opening and Closing Balance, mode of expenditure, fund received & payment, fund position in different account etc.
3. Firm will ensure all the financial transactions that are recorded in Cash Book and reflected in pass book.
4. Firm will reconcile all the Bank accounts and ledgers like Stock and Store, GIA register.
5. Firm will ensure the correctness of accounts and may suggest necessary action points as per their requirements.
6. The Audit Firm will have to start the audit within 07 days of the receipt of the letter of appointment from Medical Superintendent, F.M Medical College & Hospital, Balasore.
7. No TA/DA expenses will be borne by the office for the CA firms undertaking audit work and this will be met by the Audit firms.
8. The successful bidder shall not be entitled to claim any additional amount for any reason whatsoever for the above audit work.
9. Firms selected by F.M Medical College & Hospital, Balasore shall have to give an undertaking to follow all ethics of faith and the information provided by O/o Medical Superintendent, F.M Medical College & Hospital, Balasore shall be kept "strictly confidential" and all assignments shall be carried out with due diligence maintaining quality of work done and in the least possible time.

*S. K. Sore*  
21.1.2023  
Accounts Officer  
FMMCH, Balasore

*M. K.*  
31/1/23  
Superintendent,  
FMMCH, Balasore



10. If the selected/engaged C.A firm does not confirm the offer within the stipulated time, the committee may cancel their selection/engagement & opt for 2nd lowest bidder with L1 cost.
11. In-case of any dispute, the decision of Medical Superintendent, F.M Medical College & Hospital, Balasore shall be final and binding.
12. After completion of the assigned work, the firm shall mandatorily give their overall findings/ views/ suggestions/ comments etc. for proper maintenance of accounts adopting Govt. Financial Rule along with all financial statements.
13. In the event of any dispute that may arise and in case the matter is referred to the Court of Law, the Competent Court to try such disputes at Balasore shall have the territorial jurisdiction over the same.

### **PERIOD OF ENGAGEMENT**

The Selected CA firm will act as Statutory Auditor for one Financial Year i.e. 2021-22 which may be renewed for another two years periodically on satisfactory completion of the assigned work. The firm shall not be engaged for more than three years in any circumstances. The agency however reserves all rights to disengage the Firm at any time with one month prior notice.

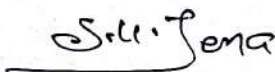
### **TIME SCHEDULE**


The selected firm should submit the Audit Report for the Financial Year 2021-22, 2020-21 & 2019-20 within 60 working days from the date of engagement.

### **REGULATION OF AUDIT FEES**

The fees of the CA firm for audit of three accounts i.e Swastya Vikash Samiti (SVS), Niramaya & NIDAAN Accounts would be of following basis.

1. Rate of Audit fees per annum must be to the ceiling of Rs. 10,000/- as maximum and Rs. 7,000/- being the minimum including of all taxes as applicable and valid for engagement period. The cost should not be exceeded the ceiling cost.
2. No price escalation will be allowed during the engagement period.
3. The payment of Audit Fees as fixed will be made only after completion of Audit Work and issue of final Audit Report. Completion of Audit will include conduct of audit, submission of interim report and discussion thereof with this office. The office will not pay any advance to the selected audit firm under any circumstances. Bill for Audit Fees will be submitted to the Medical Superintendent, F.M Medical College & Hospital, Balasore along with a certificate indicating that audit has been conducted as per guidelines framed by the Office and the work has been completed as per the agreed terms and conditions.

  
31.1.2023  
Accounts Officer  
FMMCH, Balasore

  
31/1/23  
Superintendent,  
FMMCH, Balasore



## **PRE-QUALIFICATION CRITERIA OF THE CA FIRM**

The CA firm satisfying following eligibility criteria can bid only for conducting Statutory Audit of the Agency.

1. Chartered Accountant firms must be an Odisha based firm and empanelled with C & AG for the year 2021-22.
2. Must not have been blacklisted. An undertaking to this effect is to be submitted by the CA firm.
3. Must have minimum two partners. Single proprietorship firms are not eligible for participation.
4. The Chartered Accountant firms should have a minimum of 3 years experience of conducting external audit of any PSUs, Government undertakings, Government managed programmes / schemes/ Projects, Externally aided projects etc.
5. The Chartered Accountant firms must have a minimum Average Annual turnover of Rs. 10.00 lakh (Rupees Ten lakh) only or more for the last 03 (three ) preceding financial years.
6. Must be registered with institute of Chartered Accountant of India and have Income Tax PAN and GST Registration.

**The selected CA firm should submit authenticated documents of the followings:**

1. Copy of partnership deed.
2. Copy of last 3 years Balance Sheet., (profit & Loss A/C)
3. An undertaking to the effect that the firm has not been Black listed by any Govt./PSU institution.
4. An undertaking to the effect that no person of the Firm/partner is related to any employer of the concerned authorities/institutions nor have any interest in their activities.
5. Firms profile indicating previous experience in undertaking similar work in any Govt Dept. institutions and success story, if any, in streamlining financial management through their assigned work.
6. Proof of payment of last 3 years Income Tax return.

**B.** The audit team for conduct of audit at Medical Superintendent, F.M Medical College & Hospital, Balasore must comprise of one audit manager & two audit staff.

- \* The Audit Manager must be CA qualified at least 3 years of post qualification post.
- \* The audit staff must have 3 years of audit experience in similar nature of work.

## **SUBMISSION OF BID**

i) **Annexure-A** :- Pre-qualification-Cum-Technical Bid with all the requisite documents duly signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as "**PREQUALIFICATION-CUM-TECHNICAL BID**"

*S. U. Jais*  
31.1.2023  
Accounts Officer  
FMMCH, Balasore

*Mr.*  
31/1/23  
Superintendent,  
FMMCH, Balasore



ii) **Annexure-B** :- Financial Bid duly filled and signed with seal of the authorized partner of the firm should be submitted with separate sealed envelope superscribed as **"FINANCIAL BID"**.

iii) The above two envelope containing Annexure-A and Annexure-B should be placed in one sealed envelope superscribed as **"EXPRESSION OF INTEREST FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM FOR STATUTORY AUDIT OF SVS, NIRAMAYA & NIDAN ACCOUNT OF F.M. M.C.H, BALASORE: 2022-23"**.

iv) The EOI duly filled must be submitted through **Registered Post/Speed Post** only to **Medical Superintendent, F.M Medical College & Hospital, At/Po- Balasore, Odisha, Pin- 756001**. Any EOI received after due date will be out rightly rejected. F.M Medical College & Hospital will not be responsible for any postal delay or misplacement of the document.

v) The authority reserves the right to accept or reject any or all the offers received or cancel the bidding process at any stage prior to award of contract and without assigning any reason thereof.

**OPENING OF BID**

A) After opening of Technical BID, the CA firm who fulfilled all above necessary conditions will be considered as technical qualified and only after that Financial Bid of the same firm will be opened.

B) The lowest bidder may be considered as selected firm for statutory Audit.

*S. L. Jena*

31.1.2023

Accounts Officer  
FMMCH, Balasore

*[Signature]*  
Medical Superintendent,  
F.M Medical College & Hospital, Balasore.

**Superintendent,  
FMMCH, Balasore**



# FORM FOR TECHNICAL PROPOSAL

Sl. No	Particulars	Supporting Documents (self attested) required to be submitted along with this form
<b>1</b>	<b>Details of Firm</b>	
1.1	Name of Firm :	
1.2	Contact Details of the Firm :	
1.3	Address of the Head Office:	
1.4	Phone No. Mobile No. of Contact Person:	
1.5	Branch Offices: 1. 2. 3. (Attach separate sheet if necessary. Particulars of each branch including contact details to be given)	(Attach copy ICAI certification)
2.1	Date of establishment of the firm	
2.2	Date since H.O. & B.O. are functioning at the existing Station.	(Attach copy ICAI certification)
3	Firm's Income Tax PAN No.	(Attach copy of PAN card)
4	Firm's GSTIN Registration No.	(Attach copy of Registration)
5	Firm's Registration No. with ICAI	
6	C&AG empanelment No.	(Attach proof of empanelment with C&AG for the year 2021-22)
7	No. of years of Firm's existence as partnership firm & Date of establishment	(Attach copy ICAI certification)
8	Turnover of the Firm for the last three years (in Rs.) 2019-20, 2020-21, 2021-22	(Attach a copy of Balance Sheet and Profit & loss Account of last three years duly certified /audited)
9.1	Number of Assignment in Commercial / Statutory Audits	i. Attach copy of the offer letter for each assignment
9.2	Number of Assignments of auditing PSUs, Govt. Undertakings, Govt. managed schemes/ projects, Externally Aided Projects	ii. Relevant evidence to be given of the turnover and fee.
10	Profile of persons to be engaged in the work both professional and support staff.	(CVs of the professional staff to be engaged in this assignment to be enclosed, duly signed by the authority person of the firm)

*S.A. Jena*  
31.1.2023  
Accounts Officer  
FMMCH, Balasore

*V. K.*  
31/1/23  
Superintendent,  
FMMCH, Balasore

11	<b>Details of Partner</b>	
11.1	No. of Full time Fellow Partner associated with the firm	
11.2	A. Name of each Partner B. Date of joining the firm C. Membership No D. Status; FCA/ACA E. Date of becoming FCA/ACA F. Highest qualification G. Experience (in years) H. Type of Engagement (Part Time/ Full Time) I. Contact Details (Correspondence Address, email, mobile no.)	Attach self attested copy of certificate issued by ICAI
12	<b>Details of Audit Staff :</b>	
12.1	No. of Audit Staff engaged by the Firm	
12.2	A. Name of Audit manager B. Name of each Audit Staff C. Date of joining the firm D. Highest qualification E. Experience (in Years) F. Contact Details.	Attach self attested copy of effect.

Seal & Signature of Partner  
Membership No.  
Date:

*S. K. Jena*  
31.1.2023  
Accounts Officer  
FMMCH, Balasore

*N. K.*  
31/1/23  
Superintendent,  
FMMCH, Balasore



**Detail of CA Firm Experience of Similar Service during the last 3 years along with  
Medical Audit Experience**

(Furnish the copy of documentary evidence in support of the information provided above)

Sl. No	Name of the Assignment (start date / End date )	Name of the Client / Organisation	Nature of Assignment ( Please specify the work involved as detailed in scope of work )	Detail of the supporting documents provided
1				
2				
3				
4				
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10				

Seal & Signature of Partner  
Membership No.  
Date:

*S. K. Jau*  
21. 1. 2023  
Accounts Officer  
FMMCH, Balasore