RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, KARNATAKA. BANGALORE.

TELEPHONE NO 080-26961928 Fax:080-26961929
e-mail:rguhsregistrar@gmail.com
Website:http://www.rguhs.ac.in

Ref No: RGU/PRO/Audit/88/2015-16

INVITATION FOR EXPRESSION OF INTEREST

Address
Rajiv Gandhi University of Health Sciences, Karnataka
4th “T” Block, Jayanagar, Bengaluru – 560 041
Telephone: +91 80 26961928, (35), Fax: +91 80 26961929
IFT No.: Ref No.: RGU/PRO/Audit/88/2015-16 Date: 23/01/2016

SECTION I. INVITATION FOR TENDERS (IFT)

The Registrar, Rajiv Gandhi University of Health Sciences, Bangalore invites Expression of Interest (EOI) from Chartered Accountant Firms to conduct the Statutory Audit of RGUHS for the finance year 2015-16. More details are provided in the attached tender document.

| 1. | Expression of Interest (EOI) are invited from Chartered Accountant Firms to conduct the Statutory Audit of RGUHS for the finance year 2015-16 |
| 2. | EMD amount | Rs. 5,000/- |
| 3. | Tender document available for downloaded | 23/01/2016 17.30 Hrs |
| 4. | Last date of receipt | 23/02/2016 17.30 Hrs |
| 5. | Opening of all Bid Tender | 25/02/2016 16.30 Hrs |
| 6. | Opening of Commercial Bid | Will be intimated |
| 7. | Place of Opening of Tender | Rajiv Gandhi University of Health Sciences, Bangalore |

2.1 Tender documents may be downloaded from Government of Karnataka [https://eproc.karnataka.gov.in](https://eproc.karnataka.gov.in). w.e.f. 23/01/2016 to till 23/02/2016 up to 17:30 hrs.

2.2 Service provider must be accompanied by Earnest Money Deposit (EMD) as specified in the tender document which shall have to be made through electronic system.

2.3 The Earnest Money Deposit shall be denominated in Indian Rupees and shall be paid in the e-procurement portal using the following payment modes:
   - Credit Card,
   - Direct Debit,
   - National Electronic Funds Transfer (NEFT)
   - Over the Counter (OTC)

2.3a Micro and Small Enterprises registered with NSIC under a single point vendor registration scheme, shall be facilitated by providing tendered sets free of cost, exempting from payment of Earnest Money Deposit.

2.4 Confirmation of receipt of EMD in Government of Karnataka central pool A/C held at the Bank approved by E-procurement will be verified. If founds that an
acceptance EMD is not received the tender shall be rejected by the Employer as Non-responsive.

2.5 Unsuccessful Bidder earnest money deposit will be refunded as early as possible as but not later than 30 days after the expiration of the period of tender validity prescribed by the Employer.

2.6 The successful Bidder earnest money deposit will be refunded upon the bidder signing the contract and furnishing the performance security.

2.7 The Earnest Money Deposit may be forfeited:
(a) If a Bidder
   (i) Withdraws its during the period of tender validity specified by the bidder on the Tender Forms; or
   In case of a successful bidder, if the bidder fails:
   (i) To sign the contract; or
   (ii) To furnish performance security.

2.8 Refund of EMD
(a) The EMD money will be kept in the central pooling account unit the tender is awarded to the successful bidder.
(b) Based on the instructions of Tender Accepting Authority (TAA) the EMD amount of the unsuccessful bidders will be refunded to the respective Bank A/c’s of the Contractor registered in the e-Procurement system.

2.9 Bidders along with necessary enclosures must be uploaded to the website http://eproc.karnataka.gov.in as per tender schedule mentioned in page2 and First Cover containing the Technical Bid will be opened as per tender schedule. If the office happens to be closed on the date of opening of the tenders as specified, the tenders will be opened on the next working day.

2.10 Other details can be seen in the tender document.
2.11 Further clarification you may contact The Registrar, RGUHS, Phone No.080-26961928/41.

Yours sincerely

Sd/-
Registrar
RGUHS Bangalore

Copy to:
1. The Deputy Secretary to Government Medical Education Department and State Tender bulletin officer Vikasa Soudha, Bangalore with a request to publish in the state tender bulletin.
2. The Registrar, Evaluation, RGUHS, Bangalore
3. The Finance Officer, RGUHS, Bangalore
4. The System Analyst, RGUHS with request to publish the notification in website of RGUHS and also in the e-procurement portal
5. OSD to Vice Chancellor, RGUHS, Bangalore
6. Office copy/ spare copy.
Note: Expression of Interest (EOI) should be submitted in a cover superscripted with the Statutory Audit of Rajiv Gandhi University of Health Sciences, Bangalore

I. Scope of the Audit

Audit is to cover following tasks:

1. To audit the account of the Rajiv Gandhi University of Health Sciences, and then to prepare annual audited accounts with respect to.
   (i) Receipt and payment with respect to.
   (ii) Income & Expenditure Account and balance sheet along with required schedules.

2. Records and reports of Rajiv Gandhi University of Health Sciences, are to be verified which will facilitate verification of assets /facilities created and established.

3. For the purpose the Auditor will visit and conduct audit at Rajiv Gandhi University of Health Sciences, All records will be made available. The auditor shall be entrusted with the following works and shall report on half yearly basis.
   (i) Checking of daily cash, bank & journal transactions to ensure
       (a) Transactions are recorded in principals of commercial accounting and are booked to proper accounting heads.
       (b) Transactions are undertaken on proper authority.
       (c) Transactions are duly supported by proper vouchers and supported by all the direct expenditure duly signed SOE /Utilization Certificates of the various activities from the expenditure reporting by RGUHS.
   (ii) Checking /Verification the maintenance of book of accounts and records.
   (iii) Checking /Verification the Bank Reconciliation Statements.
   (iv) Checking /Verification of Statement of Expenditure (SOE)
   (v) Reconciliation of reimbursement claims filed.
   (vi) Checking /verification of investments, short term deposit ect.

(viii) Checking of various statutory compliances like Income Tax, Service Tax, VAT etc.,

(ix) The Auditor shall comment on adequacy of the internal control mechanisms and suggestions to strengthen the same.

(x) If any notices received from I.T Department shall be attended.

4. The Auditor shall directly report to the Director along with a copy of audit report with main findings, suggestions on various items indicated in his half yearly audit report, every six months by the 30 September/31\textsuperscript{th} March after the close of the financial year.

5. Queries raised by audit party of Tax authorities should be met satisfactorily.

6. RGUHS are to be guided in all accounting matters so as to ensure compliance to accounting standards issued by ICAI from time to time.

7. Timely compliance with all statutory provisions and returns under relevant Acts & Rules.

8. **Audit Standards:**
   
The Audit will be carried out in accordance with the Auditing Standards promulgated by the Institute of Chartered Accountants of India. The auditor should accordingly consider materiality when planning and performing the audit to reduce audit risk to an acceptable level that is consistent with the objective of the audit. Although the responsibility for preventing irregularity, fraud, or the use of credit/loan proceeds for purposes other than as defined in the legal agreement remains with the borrower, the audit should be planned so as to have a reasonable expectation of detecting material misstatements in the financial statement.

8.1. **EOI processing schedule**
   
   No fees are required for EOI processing.

8.2. **Form of EOI**
   
   As annexed.

8.3. **Criteria for short listing of Auditing Firms**
i) The applicant of Auditing Firm shall be in the panel
ii) Firm should have at least 5 years of experience of Audit Work of Central/State Government Organization.
iii) The annual turnover of the firm shall be of INR 25 lakhs or more.
iv) The firm needs to have at least 5 years experienced Auditing staff in its pay roll to undertake this responsibility.

8.4. **Section Method:**
Selection is made on the lowest cost of the Services.

8.5. Duration of the Contract is for One Year and extendable to Two more years based on performance and approval from the Governing Council of Institute.

8.6. Further Information can be obtained at the address below during office hours i.e. 10.00 to 17.00 hours.

8.7 **Submission of EOI**
8.8 The EOI shall be through e-procurement portal.

Registrar,
Rajiv Gandhi University of Health Sciences,
Bangalore
EXPRESSION OF INTEREST

(Letterhead paper of the Applicant or partner responsible for a consortium, including full postal address, telephone no. and fax no.)

Date: ......................................

To,
The Registrar,
Rajiv Gandhi University of Health Sciences,
4th Block, Jayanagar,
Bangalore-560 041

Sir,

1. Being duly authorized to represent and act on behalf of ........... (hereinafter referred to as “ the Applicant”), and having reviewed and fully understood all of the information provided in the Notice Inviting Expression of Interest, the undersigned hereby expresses its interest in and applies to be prequalified and shortlisted by yourselves as a submitter of proposal for the Auditing services for the Capacity Development.

2. Attached to this Expression of Interest are copies of original documents defining:
   (a) The applicant’s legal status and
   (b) The place of incorporation or the place of registration and the nationality of the owners (for applicants who are partnerships or individually – owned firms).

3. The RGUHS and its authorized representatives are hereby authorized to conduct any investigations to verify the statements, documents and information submitted in connection with this Expression of Interest, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Expression of Interest will also serve as authorization to any individual or authorized representatives of any institution referred to in the supporting information, to provide such information provided in this Expression of Interest, such as the human resources and competence of the Applicant.

Sir,

..................................................
4. The RGUHS and its authorized representatives may contact the following persons for further information:

<table>
<thead>
<tr>
<th>Experience inquiries</th>
<th>Personnel inquiries</th>
<th>Financial inquiries</th>
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</thead>
<tbody>
<tr>
<td>Contact</td>
<td>Telephone</td>
<td>Contact</td>
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5. This Expression of Interest is made with the full understanding that:
   (a) All information submitted in this Expression of Interest for qualifications and selection for short-listing will be subject to verification at the time of submitting proposal by short-listed applicants.
   (b) The RGUHS reserves the right to reject or accept any application, cancel the qualification and selection for short-listing process at any stage and reject all applications.
   (c) The RGUHS shall not be liable for any such actions and shall be under no obligations to inform the Applicant of the grounds for them.

6. We confirm if we submit a proposal that proposal, as well as any resulting contract, will be:
   (a) Signed so as to legally bind all partners, jointly and severally. And
   (b) Submitted with a consortium agreement providing the joint and several liability of all partners in the event the contract is awarded to us.

7. The undersigned declare that the statements made and the information provided in this Expression of Interest are complete, true and correct in every detail.

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<thead>
<tr>
<th>Signed</th>
<th>Name</th>
<th>Signed</th>
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<tbody>
<tr>
<td>For and on behalf of (name of Applicant or lead partner of a joint venture)</td>
<td>For on behalf of (name of partner)</td>
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# APPLICATION FORM FOR ENGAGEMENT OF CHARTERED ACCOUNTANCY FIRM FOR RGUHS

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<tbody>
<tr>
<td>1</td>
<td>Name of the Firm</td>
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<td>2</td>
<td>Authorized signatory of the Firm</td>
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<td>3</td>
<td>Year of Establishment</td>
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<td>4</td>
<td>Address of the Registered Office with Telephone No. Fax No.(with STD Code) &amp; e-mail</td>
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<td>5</td>
<td>C&amp;AG Empanelment Registration Number and Validity if any</td>
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<td>6</td>
<td>Other Branches in the State, if any with addresses, Telephone No. Fax No. (with STD code)</td>
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<td>7</td>
<td>Category wise staff strength of the firm</td>
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<td>8</td>
<td>Type of Services provided by the firm</td>
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<td>9</td>
<td>Experience of the firm in working with National/State Level Government organizations, Development agencies, Societies etc.</td>
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<tr>
<td>10</td>
<td>Details of Work Plan</td>
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<td>11</td>
<td>Profile of persons to be engaged in the work, both professional and support (CV’s of professional persons duly signed by the persons concerned to be enclosed)</td>
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<td>Financial Proposal (Rs. Per annum)</td>
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<td>Year</td>
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<td>13</td>
<td>Signature of authorized signatory of the Firm with date, place and seal</td>
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