



उत्तर प्रदेश मेडिकल सप्लाईज़ कॉरपोरेशन लिमिटेड
(उत्तर प्रदेश सरकार का उपक्रम)

GSTIN: 09AACCU2250P1ZZ CIN: U85310UP2018SGC102425

**E-TENDER DOCUMENT FOR APPOINTMENT OF CHARTERED ACCOUNTANT
(CA) / COST ACCOUNTANT FIRMS AS INTERNAL AUDITORS OF UPMSCL**

TENDER NO: UPMSCL/Fin/2024-25/4152/038

Dated: 29/11/2024

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Disclaimer

All information contained in this Request for Proposal (RFP) provided/clarified is in the good interest and faith. Though, adequate care has been taken in the preparation of the RFP document, the interested agencies shall satisfy themselves that the document is complete in all respects. The information published in this document is not intended to be exhaustive. Interested Bidders are required to make their own enquiries and assumptions wherever required.

Managing Director, UPMSCL Lucknow reserves the right to reject any or all of the proposals submitted in response to the RFP document at any stage without assigning any reasons whatsoever, Managing Director, UPMSCL also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their proposals in response to the RFP. Managing Director, UPMSCL reserves the right to change /modify/amend any or all of the provisions of the RFP document without assigning any reason any such change would be communicated to the bidders by posting it on the website of UPMSCL.

Neither Managing Director, UPMSCL nor their employees and associates will have any liability to any prospective respondent of the RFP or any other person under the law of contract to the principles or resolution or unjust enrichment or otherwise for any loss, expense or damage which may raise from or be incurred or suffered in connection with anything contained in the RFP document, any matter deemed to form part of the RFP document, the award of the Assignment, the information and any other information supplied by or on behalf of Managing Director, UPMSCL or their employees and RFP respondent or otherwise arising in any way from the selection process for the assignment.

Information provided in this document or imparted to any respondent as part of RFP process is confidential to Managing Director, UPMSCL and shall not be used by the respondent for any other purpose, distributed to, or shared with any other person or organization.



**E - TENDER FOR THE SUPPLY OF INTERNAL AUDIT SERVICE TO
UTTAR PRADESH MEDICAL SUPPLIES CORPORATION LIMITED**

E-TENDER SCHEDULE

TENDER REFERENCE	: Ref.: UPMSCSCL/Fin/2024-25/4152/038 Dated: 29-11-2024
TENDER WEBSITE	: http://etender.up.nic.in
DATE AND TIME OF UPLOADING TENDER	: 29 November, 2024 at 18:00 Hrs.
DATE AND TIME OF DOWNLOADING THE TENDER	: 29 November, 2024 at 18:30 Hrs.
LAST DATE AND TIME FOR ONLINE SUBMISSION OF TENDER	: 21 December, 2024 UPTO 15:00 Hrs.
PRE-BID MEETING	: 06 December, 2024, 12:00 Hrs at SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226010
DATE AND TIME OF OPENING OF TECHNICAL BID-COVER 'A'	: 21 December, 15:30 Hrs at UPMSCSCL Office, Lucknow
DATE AND TIME OF OPENING OF FINANCIAL BID- COVER 'B' (PRICE/ BOQ)	: Date shall be declared on website www.etender.up.nic.in and www.upmsc.in
DATE OF COMPLETION OF EXAMINATION OF FINANCIAL BID (PRICE/BOQ)	: Date shall be declared on website www.etender.up.nic.in and www.upmsc.in
VALIDITY OF TENDER	: 180 DAYS
OPENING OF TENDER	: Online on https://etender.up.nic.in
ADDRESS FOR COMMUNICATION	: Uttar Pradesh Medical Supplies Corporation Ltd. , SUDA Bhawan, 7/23, Sector-7, Gomti Nagar Extension, Lucknow-226002 (UP) India Email – finance@upmsc.in

Request for Proposal

(INTERNAL AUDIT F.Y. 2024-25)

TENDER PROCESSING FEES	:	Rs. 1180 /-(Rupees One Thousand One Hundred Eighty only) inclusive of GST, through NEFT/RTGS (NON REFUNDABLE)
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**MANAGING DIRECTOR,
UPMSCL**

Background

1. The Uttar Pradesh Medical Supplies Corporation Ltd- UPMSC is a Government of Uttar Pradesh undertaking incorporated under Companies Act, 2013. The Key objective of the UPMSC is to act as central procurement agency for all essential and specialized Drugs as well as Medical Equipments and Services for health care institutions at competitive rates.

Objectives

The key objective of the Internal Audit includes:

- To ensure payment based on voucher/evidence to improve transparency
- To ensure accuracy and timeliness in maintenance of book of accounts
- To improve accuracy and timeliness of periodical financial reporting.
- To ensure compliance with laid down systems, procedures and policies.
- To ensure procurement is as per Drug procurement and Equipment procurement policy and prevailing rules & Regulations.
- To ensure compliance of GST Act, Income Tax Act and Companies Act 2013 and other rules & regulations applicable from time to time.
- To Comment and guide upon the applicability of other acts prevailing in the country having a direct or indirect bearing on Procurement of Drugs & Equipment like MSME, NSIC etc.
- To regularly track, follow up and settlement/ adjustment of various advances on a priority basis.
- To assess & improve overall internal control systems.
- To assist in finalization of books of account and support in statutory auditor work on behalf of UPMSC.

UPMSC seeks to invite proposals, from **Uttar Pradesh Chartered Accountant/ Cost Accountant firms** for conducting Monthly Internal Audit of Uttar Pradesh Medical Supplies corporation (UPMSC) at Suda Bhawan, 7/23 Sector -7, Gomti Nagar Ext. Lucknow for **Financial year 2024-25**. The Assignment may be extendable for maximum next 3 year (1+1+1) at sole discretion of TIA, based on satisfactory work.

The details about the background of the auditee, scope of work, terms of reference, and the eligibility criteria for selection of the CA/CWA firms are given in the following paragraphs.

Uttar Pradesh based Chartered Accountants/Cost Accountants firms having head office located in Uttar Pradesh with one office either head office or branch office at Lucknow will be eligible for the audit of the UPMSCCL.

Earnest money deposit (EMD)

EMD acts as a safeguard against bidder's withdrawing/altering its bid during the bid validity period which is 180 days. Submission of EMD shall be mandatory unless exempted in accordance with UP State MSME Policy. EMD for participation in this tender is Rs. 7,200.00 (Rs. Seven Thousand Two Hundred Only) and shall be submitted in through RTGS/NEFT/DD/BG from Nationalized or Scheduled Bank to the account details mentioned below and receipt of the same shall be uploaded in e-Tender portal along with other documents. EMD and Tender Fees shall be deposited from bank account of bidder only in Bank Account of UPMSCCL given below.

Account Holder Name: **Uttar Pradesh Medical Supplies Corporation Ltd.**

Account No: **39366886265**

Bank Name: **State Bank of India,**

Branch - Arjunganj, Lucknow, Uttar Pradesh

IFSC code: **SBIN0012732**

(E-Transfer receipt has to be uploaded with the Tender & UTR No. Should be mentioned clearly)

The EMD shall be valid for a period of 45 days beyond bid validity period. EMD of a bidder shall be forfeited, if the bidder withdraws or amends his tender or impairs or derogates from the tender in any respect after expiry of the deadline for the receipt of tender but within the period of validity of tender. Further, if the successful bidder fails to furnish the required performance security within the specified period, his EMD will be liable to be forfeited.

EMD furnished by all unsuccessful bidders shall be returned to them without any interest whatsoever, not later than 30 (thirty) days after conclusion of the contract. EMD of the successful bidder shall be returned, without any interest whatsoever, after receipt of performance security as called for in the contract.

Performance security

Performance security acts as a safeguard against unsatisfactory performance or violation of contract agreement by the supplier on the contract. Performance security shall be solicited from all successful bidders. Ordinarily, performance security will be 5% of the contract value. Performance security may be furnished in form of an Account Payee Demand Draft/FDR/BG from a nationalized/ scheduled bank approved by RBI. Performance security is to be furnished within 15 days after notification of the award and it should remain valid for a period of 18 month's validity and if contract renewed then the validity of the submitted performance security should be extended for another 18 month for each extended tenure or submit a new PBG for 18 month validity.

Note: In case of breach of contract by the Supplier, the performance security shall be forfeited. If the Supplier duly performs and completes the contract in all respects, the performance security shall be returned to the Supplier without any interest, on completion of all such obligations under the contract.

Terms of Reference (ToR)

1. **The submission of the proposals:** - The proposals shall be submitted in two parts viz., Technical and Financial and should follow the form given in the "Supplementary Information for the Consultants."
2. **Proposals are invited for Internal Audit of following :**

Monthly Internal Audit for UPMSCL Books of account which are maintained on tally software. 100% checking of all tenders of Drug procurement and equipment procurement. Vouching of all transactions. Bank reconciliation statement of all Bank A/c of UPMSCL. Audit of administrative expenditure of UPMSCL. Audit of funds

received from DGMH, NHM and other departments. Audit of District drug warehouses expenditures. Audit of HR related files. Commenting upon the status of Data uploaded on DVDMS Portal. Finding loopholes in the process and indicating corrective measures. 100% checking of TDS, GST and GST-TDS transactions. Audit of Tender processing fee, EMD and PBG to ensure that collected correctly and account for in proper accounts. Advances on quarterly basis and if not adjusted in any quarter then reason for non adjustment of advances to be reported separately.

3. **Funding & Financial Arrangements:** Funds for the various drugs, consumables, equipments, services and warehouse CAPEX and OPEX grant are transferred to the corporation on the basis of respective budget from NHM, DGMH and other departments.
4. **Objective of audit services:** The objective of the audit is to ensure that State receives adequate, independent, professional audit assurance that the grant proceeds provided to corporation are used for purposes intended in line with approved objective of fund utilization and the objective of the audit of the financial statements is to enable the auditor to express a professional opinion as to whether,
 1. The financial statements give a true and fair view of the Financial Position of the corporation for the accounting period ended.
 2. Advances are adjusted on quarterly basis and if not adjusted in any quarter then reason for non adjustment of advances should be reported separately.
 3. The funds were utilized for the purposes for which they were provided.
5. **Standards:** The audit will be carried out in accordance with **Audit & Assurance Standards** issued by the Institute of Chartered Accountants of India. In this regard the auditor should accordingly consider materiality when planning and performing the audit to reduce the risk to an acceptable low level that is consistent with the objective of the audit. In addition the auditor should specifically consider the risk of material misstatements in the financial statements resulting from fraud.
6. **Eligibility criteria:**

- I. Chartered Accountants/ Cost Accountant firms having Head Office located in Uttar Pradesh with one office either head office or branch office at

Lucknow will be eligible for the audit of the Corporation. In this regard firm has to submit the details about the firm as per Form T-2.

- a. The Firm should be Partnership / LLP firm having at least THREE partners out of which 2 partners should be FCA/FCMA.
- b. The firms should be in continuous practice for a period of at least 5 years or more.
- c. Firm must have Head office in Uttar Pradesh as on 01.01.2024 with either Head Office or Branch Office in Lucknow with effect from above date.
- d. The Firm should have achieved an average turnover of more than Rs.20.00 lacs in the last three financial years i.e. 2021-22, 2022-23, 2023-24 (Copy of Balance sheet and Income Tax return has to be attached).
- e. Firms should have experience of audit of Government / Government undertaking bodies.
- f. It is necessary to have sufficient qualified and experienced staff members.
- g. The firm must have a GST registration.
- h. The firm should not be blacklisted at any time by any government agency or organisation.
- i. The firm should not have any disciplinary action initiated by ICAI/ICMA at any time.

- II. **Audit Fees:** The firms those are interested will have to quote professional monthly audit fees inclusive of all the out of pocket expense excluding GST as per BOQ.

Corporation may renew the internal audit assignment for further period of Three years (yearly basis 1+ 1+ 1) with the same professional fees without any increment.

7. Financial Statements:

Internal Audit Report of “**Corporation**” should contain the following financial statement and documents-

- Duly filled in Checklist provided in the guidelines.
- Checking Bank Reconciliation Statements of all bank accounts.

- Checking of adjustment of advances on quarterly basis and if not adjusted in any quarter then reason for non adjustment of advances should be reported separately.
- Observation and recommendation of Auditor – particularly covering the following aspects :
 - ❖ Serious audit observations.
 - ❖ Deficiencies noticed in internal control.
 - ❖ Suggestions to improve the internal control.
 - ❖ Other liabilities- reason for non adjustments/ recommendation for adjustments.
 - ❖ Report on compliance/ non-compliance with GST, Income Tax Act, Companies act, PF and other applicable laws.
 - ❖ Reporting of Financial irregularities and violation of procurement policies must be specifically covered.
- Action Taken by Corporation on the previous audit observations, along with (Internal auditor's) observation on the same.
- Preparation of Executive summary for management on the observations which need immediate attention.
- Audit of the Provisional Utilization Certificates to be sent to NHM, DGMH and other departments.
- Other task as and when required from the side of management in the interest of corporation.

8. Reporting and Timing: The Monthly Audit Reports must be submitted to corporation in signed hard copy & soft copy along with Executive Summary by **end of the next month.**

9. In case of any dispute Jurisdiction of Court will be at Lucknow only.

10. Scope & Coverage of audit: Internal audit is a systematic examination of financial transactions on a regular basis to ensure accuracy, authenticity, compliance with procedure and guidelines. The emphasis under internal audit is **not on test checking but on substantial checking of transaction.** It is an ongoing appraisal of the financial health of an entity to determine whether the financial management arrangements (including internal control mechanism) are effectively working and identify areas of improvement to enhance efficiency.

Scope of work

Detailed scope of work of internal auditor shall be as under:-

- a) Expenditure is incurred against various activities approved in the Annual Work Plan & Budget from funds released by various organisations. The internal auditor is required to exercise tests of accounting records, internal checks, and control and other necessary audit practices for the internal audit of the accounts as per general principles. In conducting the Audit, specific attention should be given to the following:
- b) 100% checking of all entries made in tally software on the basis of approval by sanctioning authority with proper voucher and supporting documents.
- c) If any expenditure founds exceeding from its budget, then its detail scrutiny should be done by audit team and reason for the same should be reported specifically.
- d) Physical verification of Fixed Assets to be done.
- e) Ensure opening balances have been properly entered in the ledger as per audited accounts.
- f) The Internal audit activities should include payment audit as well as independent appraisals of the financial, operational and control activities of the corporation.
- g) The responsibilities of the Internal auditor should include reporting on the adequacy of internal controls, the accuracy and propriety of transactions, the extent to which assets are accounted for and safe guarded, and the level of compliance with financial norms and State Government procedures.
- h) All funds have been used in accordance with the condition of the relevant financial norms and financial regulations with due attention to economy and efficiency, and only for the purpose for which funds are provided.
- i) Generally accepted accounting principles are followed by corporation that are authorized to incur expenditure.
- j) Goods, works and services financed have been procured in accordance with relevant provisions of the Procurement Procedure prescribed for the purpose. Proper documents namely, purchase orders, tender documents, invoices, vouchers, receipts, pay bills, TA bills, etc. are maintained and linked to the transactions.
- k) All necessary supporting documents, records and accounts have been kept in respect of all expenditure. Clear linkages should exist between the books of accounts and Financial Statements presented to the Board of Directors.
- l) Expenditure incurred is strictly in accordance with the prescribed financial norms as per guidelines issued time to time. The expenditure statements / financial

statements are drawn from the books of accounts and reporting proper utilization of funds as per the prescribed norms and in the best interest of the corporation

- m) Verification of approval of competent authority in case, actual expenditures exceeds the budget allocation sanctioned.
- n) Funds are used efficiently and economically to the purpose which they are provided.
- o) Ensure the monthly bank reconciliation of all the bank accounts.
- p) The auditor shall submit necessary details as required by corporation from time to time.
- q) The auditor has to ensure that each item of expenditure has been covered by a sanction, either general or specific, accorded by competent authority, authorizing such expenditure. The audit of sanction is directed both in respect of ensuring that the expenditure is properly covered by a sanction and also to satisfy that the authority sanctioning it is competent for the purpose by virtue of powers vested in it.
- r) It is required to be seen that the expenditure is incurred with due regard to the broad and general principle of financial propriety. The auditor needs to bring out the cases of improper, avoidable or in-fructuous expenditure even though the expenditure has been incurred in conformity with the existing rules and regulations. The Auditor is required to secure a reasonably high standard of public morality by looking into the wisdom, faithfulness and economy of transactions.
- s) Specific Scope of Internal audit

Sr. no.	Particulars	Scope	Remarks
1.	Carry forward of Opening Balance on 1 st April of financial year correctly in the books of accounts.	100%	
2.	Checking of Cash / Bank Book Totals including carried forwards.	100%	
3.	Vouching of receipts and payment with supporting documents.	100%	
4.	Whether sanctioned amount of all vouchers are tallying with Cash / Bank –Book?	100%	
5.	Checking of Cash-Bank Contra entries.	100%	
6.	Verify all vouchers entered in the Petty Cash / Bank	100%	

Request for Proposal

(INTERNAL AUDIT F.Y. 2024-25)

Sr. no.	Particulars	Scope	Remarks										
	Book duly sanctioned/ attested by Officer in charge?												
7.	Physical Cash Verification –Random.	Once each visit											
8.	Preparation of Bank Reconciliation Statements.	100%											
9.	Checking Monthly expenditures incurred & entered in tally on daily basis submitted along with supporting documents.	100%											
10.	General Ledger scrutiny, accounting transactions are correctly accounted for in the respective Account Heads.	100%											
11.	Check calculation of salary payments, EPF payments, NPS and entry for the salary payments.	100%											
12.	Check that payment to government, other departments towards TDS, GST etc are made timely.	100%											
13.	Verification of different deductions against payments for procurements.	100%											
14.	Ensure Compliance of Statutory Acts timely- Ex. EPF liability, TDS, GST.	100%											
15.	GST and Income Tax TDS has been deducted as per the provisions of the respective Act and deposited within prescribed time period.	100%											
16.	To check credits for interest on bank deposits and saving account with bank statements/bank reconciliation statement & its proper treatment as per operational guidelines	100%											
17.	Check irregularities in payments on the following counts <table border="1" data-bbox="316 1585 1082 1935"> <tbody> <tr> <td>a)</td> <td>Purchase expenses without following procurement norms.</td> </tr> <tr> <td>b)</td> <td>Overwriting on bills.</td> </tr> <tr> <td>c)</td> <td>Inadequate/improper supporting/authorization for payments.</td> </tr> <tr> <td>d)</td> <td>Delays in payments.</td> </tr> <tr> <td>e)</td> <td>Purchase made directly for which rate contract is available.</td> </tr> </tbody> </table>	a)	Purchase expenses without following procurement norms.	b)	Overwriting on bills.	c)	Inadequate/improper supporting/authorization for payments.	d)	Delays in payments.	e)	Purchase made directly for which rate contract is available.	100%	
a)	Purchase expenses without following procurement norms.												
b)	Overwriting on bills.												
c)	Inadequate/improper supporting/authorization for payments.												
d)	Delays in payments.												
e)	Purchase made directly for which rate contract is available.												

Request for Proposal

(INTERNAL AUDIT F.Y. 2024-25)

Sr. no.	Particulars	Scope	Remarks
	have been awarded on single tender basis.		
	n) Verify whether the comparative statement which shows the evaluation of the tenderers has been drawn up correctly.		
	o) Examine the cases where the most evaluated commercially and technically viable tenders have been overlooked and the reasons thereof.		
	p) Verify whether the delegation of powers have been followed strictly at all stages-i.e. at the time of technical approval, administrative approval, calling for tenders, calling for negotiation and approval of the award.		
	q) Examine whether any approved qualifying requirements were set before invitation of bids and whether successful bidders meet such requirements.		
	r) Review and comment on the progress of supply in respect of purchases under execution with reference to scheduled completion period provided in respective contracts. Also refer to the penal action taken against defaulting suppliers.		
	s) Comment on the reasonableness of the rates against proprietary and standardized purchases.		
	t) Examine whether the payment for supplies is in line with the terms of the payment and are not prejudicial to the interest of the corporation. Also highlight the deviations thereof.		
	u) Examine whether the items purchased made on urgent basis has been utilized for the purpose for which it was procured or is still laying in stores.		
	v) Examine and comment on the control maintained by the competent authority over high value contract.		
	w) Ensure tender form fees collected deposited in		

Request for Proposal

(INTERNAL AUDIT F.Y. 2024-25)

Sr. no.	Particulars	Scope	Remarks
	<p>bank account and entered in the books of accounts.</p> <p>X Auditor also has to furnish a certificate for having checked 100% of the awards of contracts.</p> <p>y) Original bills duly signed by the supplier are submitted.</p> <p>z) Supplier has put his initials in all cuttings/ corrections in the bill.</p> <p>i) All supporting documents are attached with the bills.</p> <p>ii) Performance certificate should be processed by the dealing Officer</p> <p>iii) Bills are passed for payment as per the norms of corporation.</p> <p>iv) Before passing the bills it is to be checked that all the terms and conditions have been complied with.</p> <p>vi) Examine whether the discrepancies observed on physical verification have been investigated and adjusted with due approval of competent authority.</p> <p>vii) Whether all the EMD/ security deposits/PBG money held by whatsoever name called have been released only after approval of competent authority.</p> <p>viii) Whether advances, if paid any, have been properly adjusted while making the final settlement with the Warehouse owner.</p>	100%	
19.	Checking those legal recourses that have been taken in due course against defaulting contractors/suppliers.	100%	
20.	Physical Verification of Fixed Assets with the Fixed Assets Register.	100%	
21	List of bank accounts maintained by the corporation and Bank account reconciliation there of	100%	
22	Audit of HR related files.	100%	

Penal clause

It is required for the auditor to make 100% coverage of the points mentioned in scope & coverage of audit. In case of failure to do so and if it is disclosed in future that some major points have not been recorded in the audit report of corporation then same will be treated as default on the part of audit firm, and penalty @10% of the monthly audit fees for each case will be recovered and Issue will be referred to ICAI for disciplinary action if serious negligence found on the part of auditors.

Guidelines for Submitting the Proposals:

Clarification of bidding documents

A prospective Bidder requiring any clarification of the Bidding Documents may notify the UPMSCCL in writing or by e-mail at the UPMSCCL mailing address indicated in the Invitation for Bids or may raise issue in pre bid meeting. Tender inviting authority reserves the right to take decision on nature and extent of amendments required.

Amendment of bidding documents

At any time prior to the deadline for online submission of bids, the Purchaser /Tender Inviting Authority may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment. All such amendments will be made available on <https://etender.up.nic.in> and www.upmsc.in website. In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids.

Tender process

The tender process will be of 2 cover system, consisting:

Cover - A: Technical Bid Cover

B: Price Bid

Requirements of Cover A:-

Technical proposals (as prescribed in format T-2) which fulfill the eligibility criteria will only be considered for financial evaluation.

The Corporation shall notify those consultants whose proposal did not meet the minimum norms fixed by the evaluation committee or were considered non responsive to the tender, indicating that their financial proposals will be kept unopened. The Corporation shall simultaneously publish the result of technical evaluation on <https://etender.up.nic.in> and www.upmsc.in website.

Requirements of Cover B:

Complete cost to the Purchaser to be filled in downloaded BOQ of this tender and then uploaded.

Important instructions for submission of bids:

- i. It is mandatory for bidders to comply with the Technical Specification, General Conditions, Format/Requirements for Technical and Financial proposal and other instructions given in the RFP.
- ii. Each page, Form, Annexure and Appendices of the Proposal must be signed by the Authorized signatory of the firm.
- iii. UPMSCS reserves the right to accept or reject any application without giving any explanation and can change the evaluation criteria as per its requirements in the interest of the corporation.

Forms and Formats

- a. Letter of Transmittal (Form T-1)
- b. Details of the Firm along with Details of Partners (Form T-2,T-3 & T-4)
- c. Financial Bid (Format given in Page no. 31 Point no. 5)

Format for Technical Bid

a. Form T-1 Section - A

Letter of Transmittal

To,

Managing Director,
Uttar Pradesh Medical Supplies Corporation Limited,
Lucknow

Dear Sir/Madam,

We, the undersigned, offer to provide the audit services for UPMSCCL in accordance with your Request vide tender no _____ dated _____. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

We agree to accept the Internal audit assignment in case if it is allotted for the financial year 2024-25 and renewed for further period of three years (1+1+1) with the same professional fees without any increment.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We hereby confirm that our firm has not been black listed by any government department / agencies.

I confirm that I have authority of [*Insert Name of the C.A. / CWA Firm*] to submit the proposal on its behalf.

Yours faithfully,

()

SECTION-B**Undertaking**

We the following partners of M/s. _____, Chartered Accountant/ Cost Accountant do hereby jointly and severally verify and declare-

- (i) That the particulars given are complete and correct and that if any of the statements made or the information so furnished in the application form is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 / Cost and Works (Management) accountants act 1959 and the regulations framed there under;
- (ii) That the firm or partners has not been debarred or cautioned by ICAI/ICMAI during the last three years, (if debarred, give details);
- (iii) That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949/ Section 2(2) (iv) of Cost and Works Accountant Act 1959;
- (iv) That the constitution of the firm as on 1st January of the relevant year shown in the Expression of Interest is same as that in the constitution certificate issued by the ICAI/ICMAI.

Sl. No.	Name of the partner	ACA/ACMA/FCA/FCMA	Membership Registration No.	PAN No	Dates of joining of the firm	Signature of partner

(Seal of the Firm)

Place:

Date:

Enclosures: - _____ pages

SUPPLEMENTARY INFORMATION FOR CONSULTANTS

(1) Proposals should include the following information:

(a) Technical Proposal

1. A brief description of the firm,/organization, name, address, phone/ fax numbers, email, establishment date, registration number PAN, TAN, GST and Partners details and outline of recent experience on assignment / projects of similar nature executed during the last 5 years.
2. Any comments or suggestions of the consultant on the Terms of Reference (TOR).
3. Approach or methodology proposed for carrying out the required work.
4. Description about the similar type of assignments carried out for other public health, social sector, Rural Development, Education programs of Government
5. The composition of the team of personnel which the consultant would propose to provide and the task which would be assigned to each team member.
6. The consultant's comments, if any, on the data, services and facilities to be provided as indicated in the Terms of Reference (TOR).
7. Infrastructure facilities available with the firm.

(b) Financial Proposals:

The financial proposals should include the following:

- i. Schedule of Price Bid (As per Page no. 31 Point 5).

(2) The proposal should be submitted to the UPMSCL, Lucknow.

(3) Terms of Payment:

The UPMSCL, Lucknow will pay in due time after the receipt of Reports and invoice as stated in bid document.

(6) Review of reports:

A review committee will consisting of the following officers of the UPMSCCL will review all reports of consultants (inception, progress, intermediate and draft final) and suggest any modifications/changes as considered necessary within . days of receipt.

- Additional Managing Director
- Finance Controller
- Manager (Finance)

Whenever the auditor comes across major issues such as defalcation/irregularities a special report should be submitted directly to the Managing Director, UPMSCCL.

Selection of Chartered Accountant/Cost Accountant firms for the internal audit of UPMSCL Accounts for the financial year 2024-25

Expression of Interest is invited from Chartered Accountants/ Cost Accountant firms having Head Office located in Uttar Pradesh with one office either head office or branch office at Lucknow in the prescribed format for short listing for the engagement of audit of the accounts of UPMSCL as per the enclosed Terms of Reference.

1. The last date for receipt of expression of interest in the specified format is 21-12.2024 at 3.00 PM. incomplete formats/format received after the prescribed last date will not be entertained.
2. The term full time partner / CA/CMA employee does not include those persons [Partner] who are: -
 - (i) Partners in other firms
 - (ii) Employed part-time / full-time elsewhere, practicing in their own name or engaged in practice otherwise or engaged in any other activity which would be deemed to be in practice under section 2 (2) of the Chartered Accountants Act, 1949/ Section 2(2) (iv) of Cost and Management Accountant Act 1959.
 - (iii) Partners who have earned more professional income from other sources than their income from the firm.
3. All firms are required to enclose the following documents along with the tender.
 - (i) A copy of constitution certificates of firm issued by the ICAI/ICMAI containing inter-alia.
Date of formation of the firms with a full time FCA/FCMA
 - (a) Details of partners / Employees as on 1st January of the relevant year, date of joining the firm, date of becoming FCA/FCMA, their other interest, if any.
 - (ii) A copy of the latest partnership deed in the case of partnership firms.
 - (iii) A copy of the acknowledgement of the IT return of the firm and of all full time partners for the last three Assessment Years and a copy of computation of income of full time partners
 - (iv) A copy of financial statements year 2021-22 to 2023-24 of the firm along with schedules for that financial year.
 - (v) Details of court cases / arbitration cases / or any other case pending against the firm.
4. Details of audit experience of the firm for the last 5 years in the following proforma. (Only assignments which carry a fee of Rs. 3,60,000/- and above should be mentioned).

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Name of the area / sector	Name of the company / body audited	Years of audit e.g. 2023-24 2022-23 2021-22 2020-21 2019-20	Fees charged for each of the assignments in each year	Nature of audit assignment viz. Internal Audit/Statutory audit / or Branch audit	Nature of special assignment	Name of the full time partner who supervised the audit or signed the financial statements and who is still working in the firm
	(a) Society/PSU/ autonomous body (b) Companies in private sector (c) Banks (d) Social Sector Programmes / Projects (e) Externally aided social sector projects (f) Education Projects / Programmes					

Request for Proposal

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5. Please indicate: -

The particulars of specialisation gained by the firm in audit of

(i) Electronic Data Processing systems

(ii) IT assisted audit

(iii) Any other important special assignments etc. in the following format

Sr. No	Description of specialization	Specify nature of assignment, if other than audit	Name of the organisation	Name of the partner who handled this assignment	Whether partner mentioned in is still with the firm (Y/N)

6. All full time partners should invariably sign the undertaking appended as Section B to the Expression of Interest. Similarly, all the full time Chartered Accountant/ Cost Accountant employees of the firm should sign in the column provided at Annex A-2 to the format.

Request for Proposal

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b. Form T-2

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm :-	
2	Addresses of Head office of the Firm:-	
	<u>Head Office</u>	Phone No: Fax No: Name & Mobile No. of Head Office In-charge:
	Date of establishment of the firm :-	
	Date since when is H.O. at the existing Station:-	
	Branch Office 1,2,3..... (Particulars of each branch to be given)	Location: Address: Name of Partner In Charge: Date of opening of Branch: Phone No & Fax No: Name & Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when existed at the existing place:-	
3	Firm Income Tax PAN No.:-	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
6	Firm constitution certificates of the firm on 01.01.2024 issued by the ICAI/ICMAI (downloaded from website) Details of Partners: Provide following details: <ul style="list-style-type: none">• Number of Full Time Fellow Partners associated with the firm.• Name of each partner,• Date of becoming ACA/ ACMA and FCA/FCMA• Date of joining the firm,• Membership No.,• Qualification• Whether the partners is engaged full time or part time with the firm. Their Contact Mobile No., email and full	Attach copy of ICAI/ICMAI 01.01.2024 (Downloaded from website)

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	Address					
7	Full Time Partners of the Firm (Please fill up annex A-1)					
Sr. No.	Years of continuous association in the firm	Number of FCA/FCMA	Number of ACA/ACMA			
(a)	Less than one year					
(b)	1 year or more but less than 5 years					
(c)	5 Years or more but less than 10 years					
(d)	10 years or more but less than 15 years					
(e)	15 years or more					
8	Number of Full Time Chartered Accountant Employees (Please fill up Annex A-2)					
9	No. of Years of Firm Existence & Date of establishment of Firm		Attach copy of Partnership Deed and Firm Card generated from portal of the Institute.			
10	Turnover of the Firm in last three years (FY 2021-22 ,2022-23, 2023-24)		Attach Balance sheet and P&L Account of the last three years (UDIN should be mentioned on the same)			
11	Audit Experience of the Firm (FY 2019-20 to 2023-24)		Copy of the Offer Letter & the Fee Charged. (Relevant evidences should be given for fee charged)			
	<ol style="list-style-type: none"> 1. Number of Assignments in Commercial/Statutory Audit 2. Experience in the relevant assignment. 3. Health Sector Relevant Experience. 					
	S.N	Name of the PSU/Unit			Nature of assignment	Year for which appointed
12	Whether the firm implementing quality control and procedures designed to ensure that all audits are conducted in accordance with Standards on Auditing and Assurance.		Yes/No			
13	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)		Yes/No			

Details of Qualified Chartered Accountants / Cost Accountant- Partner)**Annex A-1**

Details of Full Time Partners of the firm (Please refer to SI No.7 of the Expression of Interest format T-2)

Sr No	Name of the partner	Membership No.	Whether FCA/FCMA/ACA/ACMA	Date of Joining the firm (full time)	Date of becoming FCA/FCMA	Station & region where residing at present	Whether acknowledgment of Income Tax Return for the relevant year Attached Yes/No.	Whether ISA (information system Audit/CISA or any other equivalent Qualification* (Specify the qualification)

*If yes, please attach a copy of the certificate

Details of Qualified Chartered Accountants / Cost Accountant- Employee)**(Annex A-2)**

Details of full time Chartered/Cost Accountant Employees (Please refer to Point No. 8 of the Expression of Interest format)

Sr. No.	Name	Member ship No.	Whether FCA/FCMA / ACA/ACMA	Date of joining the firm as full time employee	Whether has ISA (Information systems Audit / CISA or any other equivalent qualification* (specify the qualification)	Signature of the employee

*If yes, please attach a copy of the certificate

Request for Proposal

(INTERNAL AUDIT F.Y. 2024-25)

c. Form T-3

Details of Semi-qualified Staff (including Article Clerks etc)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs						
1.						
2.						
Article Clerks:						
1.						
2.						
Others						
1.						
2.						

d. Form T-4

Details of Structure & Composition of Team and Task Assignments – DEPLOYED FOR Proposed Assignment.

Name	Position / Team Number	No's (Minimum)	Names of Staff	Educational Qualification	Key Responsibilities	Number of Man days (Monthly) estimated for task completion
Chartered Accountant/Cost Accountant	Team Leader	1				
Semi-Qualified (CA/CMA Inter)	Support to Team Leader	1				
Support Staff (Jr. Auditors)	Support to team leader	2				

Format for financial bid

a. Form F-1 (below mentioned Point -5)

IMPORTANT POINT TO BE NOTED-

1. The Total Professional Fees constitutes Internal Audit Fees for UPMSCL inclusive of all out of pocket expenses for carrying out the services (Excluding GST).
2. The rates should be workable and justified on the basis of man power to be deployed according to scope of work.
3. The firm must have Head Office in Uttar Pradesh with one office either head office or branch office at Lucknow (**mandatory condition**) otherwise the proposal will be rejected.
4. Total Audit Fee constitutes of Professional Charges and out of pocket expenses, excluding GST which will be considered for comparison.
5. Audit Fee (including all out of pocket expenses) excluding GST must be submitted by every firm in the following format (**To be filled in BOQ document only**)

Particulars	Rs.
MONTHLY AUDIT FEES INCLUDING OUT OF POCKET EXP. (Excl. GST.)	

(Signature of Authorised Person and Seal)

Selection Process:-1) **Technical evaluation will be based on the following criteria:**

Assignment will be allotted on the basis of below mentioned marks:

Sl. No.	Condition	Remarks	Maximum marks	Marks obtained (to be filled by the applicant)
A	C. A./CMA Firm with 5 year experience having 2 FCA/FCWA (as on 1.1.2024) - 5 marks and above 5 year (in continues practice), for each year 1 mark maximum 15 marks under this head	-	15	
B	No. of Partners: 3 full time partners – 5 marks (after that 5 marks for each full time partner maximum 15 marks under this head)	-	15	
C	The firm having audit experience with Government/ Semi-Government / Public Sector Undertaking / Implementing agencies State/ Central government schemes (4 marks for minimum of 1 unit and thereafter 2 marks for each additional unit with a maximum of 30 marks)	No. of years/no. of schemes done under 1 unit would be counted One.	30	
D	The number of Article/CA /CMA Inter Staff (1 marks every article/CA /CMA Inter Staff with a maximum of 10 marks)	-	10	
E	The number of full time CA/CMA Employee (5 marks for each CA/CMA with a maximum of 15 marks)	-	15	
F	The firm with an average turnover of Rs. 20 Lakhs for the last 3 years (FY 2021-22, 2022-23 & 2023-24) (Rs. 20 Lakhs - 5 marks and then for each 3 lakhs of turnover – 1 mark with a maximum of 15 marks)	-	15	
		Total Marks	100	

Note:

1. Minimum marks for qualification for Technical bid would be 65 marks.
2. Please enclose the attested legible photocopies of the required documents.
- 2) UPMSCL **reserves right** to obtain any additional information or clarification of documents relevant to technical bid at any stage of empanelment..
- 3) In case of any two or more firms becoming L-1, the firm with having more number of assignment in Government/ Semi-Government / Public Sector Undertaking / Implementing agencies State/ Central government schemes will be selected. In case of further tie firm with more audit experience (Statutory audit or Internal audit) of Government undertakings gets preference in selection.

Award of Contract-

On completion of selection process, the firm selected shall be awarded the contract of Internal audit of UPMSCL by issuing Letter of Award. The Firm will have to execute a contract and submit performance guarantee with the UPMSCL within 2 weeks of the issuance of the letter of Award.

**Managing Director
(UPMSCL)**