

Request for Proposal

(RFP)

for Preparation of Bank Reconciliation Statement

for District & Block level offices under

National Health Mission, Jharkhand



National Health Mission
Jharkhand Rural Health Mission Society, Jharkhand
GVI Campus, Tata Road, Namkum Ranchi-10

Request for Proposal (RFP) for Preparation of Bank Reconciliation Statement

National Health Mission, Jharkhand invites proposals from interested Chartered Accountant (CA) firms meeting the minimum eligibility criteria for providing their services for preparation of Bank Reconciliation Statement for all bank accounts maintained at District & block level offices for the period 2005-06 to 2017-18.

Background of the organisation, eligibility criteria, scope of work and general guidelines for submission of proposals are given in the following sections:-

Section I

1. Background

National Rural Health Mission (NRHM) of the Ministry of Health & Family Welfare (MoH&FW) was launched on 12th April, 2005 by the Government of India to improve medical facilities in the country. From 2013-14 onwards the NRHM programme has been subsumed under the umbrella programme of National Health Mission (NHM). NHM is overarching National Urban Health Mission (NUHM) and includes Communicable and Non-Communicable Diseases (NCD) as well. The NHM seeks to provide accessible, affordable and quality health care to the population, especially the vulnerable sections.

At present the following Programmes/Schemes come under the purview of National Health Mission:

A. NHM-RCH Flexible Pool:

- **RCH Flexible Pool** including Routine Immunization (RI), Pulse Polio Immunization (PPI) and National Iodine Deficiency Disease Control Programme (NIDDCP)
- **Health System Strengthening (HSS) under NRHM** including National Programme for Prevention and Control of Deafness (NPPCD), National Oral Health Programme (NOHP), National Programme for Palliative Care (NPPC), Assistance to State for Capacity building (Burn Injury), National Programme for Fluorosis (NPF).

B. National Urban Health Mission (NUHM) Flexible Pool

C. Flexible Pool for Communicable Diseases:

- National Vector Borne Disease Control Programme (NVBDCP),
- Revised National Tuberculosis Control Programme (RNTCP),
- National Leprosy Eradication Programme (NLEP),
- Integrated Disease Surveillance Project (IDSP).

D. Flexible Pool for Non-Communicable Diseases:

- National Programme for Control of Blindness (NPCB),
- National Mental Health Programme (NMHP),
- National Programme for Health Care of the Elderly (NPHCE),

- National Tobacco Control Programme (NTCP),
- National Programme for Prevention and Control of Cancer, Diabetes, Cardiovascular Diseases and Stroke (NPCDCS).

2. Institutional Arrangements

For the implementation of the above programmes, MoH&FW has mandated the creation of Integrated Health Society at State and District level, registered as legal entities under Societies Registration Act, 1860. State Health Society (SHS) works in close coordination with the Directorate of Health & Family Welfare and the District Health Societies (DHSs) work in coordination with the District Collector and District Chief Medical Officer (CMO). Program implementation is done through the DCMO's office, Community Health Centres (CHCs), Primary Health Centres (PHCs), Sub- Centres (SCs), Rogi Kalyan Samities (RKS) and Village Health Sanitation & Nutrition Committees (VHSNCs).

3. Funding Arrangements

MoH&FW allocates funds in the form of Grants-in-Aid to the State Health Society on the basis of State Programme Implementation Plan (SPIP). Funds for the various programs are released from Pay & Accounts Office of MoH&FW to the State Treasuries and thereafter from the Treasuries to the State Health Society. Further, the State Government also releases funds in the shape of corresponding matching share to the State Health Society.

Funds received by the State Health Society from the Govt. of India and the State Govt. are transferred to District Health Societies and therefrom to Block level Offices, as per approval/guidelines. In addition funds are also released from SHS/ DHS to NGOs/private entities under Public Private Partnership (PPP) arrangements.

Some of the programs of NHM are also supported by development partners such as the Asian Development Bank (ADB), GFATM/World Bank etc. for which credit agreements have been entered into by GoI with the respective development partners.

Each Programme under the umbrella of the integrated SHS/DHS maintains separate bank accounts, books of accounts and other financial records as per the requirement of each programme and also submits separate financial activity reports at varying frequencies to the respective monitoring unit in MoH&FW, GoI.

4. Banking Arrangements

At State, district & block level offices, multiple bank accounts are operated as per the guidelines. Certain accounts are programme specific while some are generalized. Number of Bank accounts being maintained at various districts is mentioned in Annexure 1. The figures are tentative and are likely to vary.

Section II

Minimum Eligibility Criteria

Interested firms must meet the following minimum eligibility criteria:-

Sl. No.	Particulars	Criteria
1	Empanelment with Institute of Chartered Accountants of India (ICAI)	The firm must be empanelled with ICAI as on 01.01.2018/date.
2	Average annual turnover of the firm during last three financial yrs. (i.e. 2014-15 to 2016-17 or 2015-16 to 2017-18)	Minimum Rs.5 (Five) Lakhs
3	Existence of Firm	Minimum 01 (One) year (as on 1.1.18)
4	Existence of Branch/HO	Firm must have Head/Branch Office in the district for which proposal is being submitted. <i>One bidder can apply for one District only.</i>
5	Non-blacklisting of the firm	The firm or any partners of the firm should not have been blacklisted ever by any Central/State Govt/PSUs in respect of any assignment or <i>behaviour</i> .

Firms not meeting/fulfilling the above minimum eligibility criteria need not apply as their proposal shall be summarily rejected.

Supporting Documents for Eligibility Criteria:

Following supporting documents must be submitted by the firm along with the technical proposal:

- A. **For Sl. No. 1, 3 & 4:-** A self-attested copy of Certificate issued by ICAI.
- B. **For Sl. No. 2:-** A copy of the Financial Statements and Income Tax Return for the last three financial year
- C. **For Sl. No 5:-** An undertaking on the Letter head of the firm signed by the Partner authorised by the firm for submission of the bid.

Section III

Scope of work

- After award of the assignment, the selected firm should prepare a list of the all the bank accounts under operation in the District and blocks thereunder during the period 2005-06 to 2017-18, indicating the account opening date (and closing date, if closed) thereof in consultation with the concerned district/block level official. A copy of this list, signed by partner of the selected firm and the concerned District Accounts Manager, shall be forwarded to the State office, at the earliest. Number of Bank accounts being maintained at various districts is mentioned in Annexure 1. However, the figures are tentative and are likely to vary.
- Bank Reconciliation Statements(BRSs) are to be prepared separately for all the bank accounts in operation during the period 2005-06 to 2017-18 at the district and block level offices, financial year-wise.
- In case any Bankaccount has been closed during the said period, BRS is to be prepared till the last FY in which the concerned account was closed. For e.g., if a bank account was opened in Nov'08 and is still in operation, total 10 BRSs need to be submitted for this particular bank account (i.e., one for each FY, beginning with 2008-09 and ending with 2017-18).
- All BRSs, duly signed by the authorised partner of the firm and the concerned District Accounts Manager, are to be submitted to the State Office, with a copy to the concerned unit, in hard as well as soft copies within 03 (three) months from the date of award of assignment. Copy of the related cash book & bank statement highlighting the period end figure should also be enclosed.
- Selected firm needs to ensure that dedicated manpower is deputed for the assignment in order to complete it within the stipulated timeline. However, if due to inevitable circumstances extension for a certain period beyond the stipulated time is desired, written request must be submitted at least fifteen days prior to the stipulated deadline. Extension, as deemed proper, may be granted only thereafter. In case of delay in submission of BRSs beyond the stipulated/extended period, penalty @ 1 % of the work value per week or part thereof, limited to 10% of the work value, shall be levied.
- The stipulated/admissible Fee shall be paid by the State Office upon submission and verification of aforementioned documents, after deduction of TDS, as applicable. A situation may arise that BRS for all the accounts could not be prepared owing to non-availability of documents/formation. In such a condition, payment may be released for the accounts for which the BRSs have been prepared on a proportionate basis, after due consideration of the facts. However, submission of at least 75% of the required BRS is necessary to claim any payment.

Section IV

Guidelines for Submitting the Proposals & Evaluation of Bid

Firms are required to submit their proposals as per the guidelines and formats detailed in the following paras:

A. General Guidelines:

- i. The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**". Similarly, the original Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**Do NOT OPEN WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and **title of the Assignment (Proposal for preparation of BRS for – Name of District)**, and be clearly marked "**DO NOT OPEN, EXCEPT IN PRESENCE OF THE STATE AUDIT COMMITTEE**". The Society shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a case for Proposal rejection. **If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.**
- ii. The interested firm should submit their proposals, as above, with the Mission Director, NHM. The State Audit Committee shall evaluate the Technical and Financial proposals (of the technically qualified firms only) and make recommendations to the Mission Director, NHM, who shall be the final appointing authority.
- iii. All agencies must comply with the Technical Specification, General Conditions and Format/Requirements for Technical and Financial proposal.
- iv. The Technical Proposal shall be marked "ORIGINAL" or "Copy" as appropriate. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.
- v. Financial proposals submitted by the firm should be valid for 6 months from the date of opening of the proposal.
- vi. **Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the authorised partner of the local branch/HO.**
- vii. JRHMS reserves the right to accept or reject any application without giving any explanation and change the evaluation criteria as per its requirements in the interest of the organisation.
- viii. All bid documents should be spirally bound with page no. & signature.

B. Technical Proposal:

- I Letter of Transmittal (Form *T-1*) indicating name of district for which proposal has been submitted.
- II Details of the Firm along with Details of Partners (Form *T-2*)
- III Necessary documents as required under Section II above.

C. Financial Proposal:

The financial bid shall be submitted as per *Form F-1*.

Note: Rate per BRS per Bank account per Financial Year is to be quoted. At the time of payment, this rate shall be multiplied with the actual number of BRSs submitted.

Selection Process:

A two-stage procedure shall be adopted in evaluating the proposals. Financial proposals of only those firms which meet the minimum eligibility criteria mentioned above shall be opened. L1 shall be decided on the basis of financial proposal of eligible firms for each district separately. Only one firm shall be selected for one district.

On completion of selection process, the firm selected shall be offered the letter of award and after receipt of the Letter of Acceptance from the successful firm(s), agreement would be executed within one week of the conveyance of acceptance of the award. In case the selected firm refuses to execute the assignment after its selection, JRHMS reserves the right to assign the task to L2 firm provided it agrees to match L1 rate. If the L2 bidder refuses to execute the assignment/match L1 rate, JRHMS may approach L3 to execute the assignment at the rate quoted by L1, and so on.

In case a single bid is received for a particular district, JRHMS may award the work to the sole bidder based on appropriate price justification and recommendations of the Tender committee.

Minimum Proposed Fee:

NHM Jharkhand, recommends a minimum fee of Rs 500/- per BRS per bank per Financial Year (excluding GST). Bids below the minimum recommended fee shall be rejected.

Letter of Transmittal

The
Mission Director
SHS
Name & Address of State

Dear Sir,

We, the undersigned, offer to provide the BRS preparation services for Jharkhand Rural Health Mission Society in accordance with your RFP dated *[Insert Date]* for *[Insert name of district(s) for which proposal is being submitted]*. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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.

The prices quoted by us in the Financial Proposal (Form F-1) are valid till six months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

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 understand that JRHMS *[Insert Name of the State]* is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of *[Insert Name of the CA. Firm]* to submit the proposal and to negotiate on its behalf.

Yours faithfully,

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Particular/Details of the Firm		
Sl No	PARTICULARS	Details
1	Name of the Firm	
2	Addresses of the Firm (Head Office):	
	Phone No:	
	Mobile No. of Head Office In-charge:	
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
3	Branch Office 1,2,3 (Particulars of each branch in Jharkhand to be given)	
	Mobile Number of each Branch Office In-charge:	
4	Firm Income Tax PAN No.& GST No.	Copy of PAN Card and GST Registration to be attached.
5	Firm's Registration No. with ICAI	Copy of certificate downloaded from ICAI Website showing the name & address of H.O., B.O. and partners etc. to be attached.
6	No. of Years of Firm Existence & Date of establishment of Firm	Copy of Partnership Deed to be attached.
7	Turnover of the Firm in last three years	Copies of Balance Sheet and P & L Account of the last three years or a C.A. Certificate with separate disclosure of income from audit fees to be attached
8	Details of Partners:	
	• Name of each partner	
	• Date of becoming ACA and FCA	
	• Date of joining the firm	
	• Membership No.	
	• Qualification	
	• Experience	
	• Whether the partners are engaged full time or part time with the firm.	
	• Contact Mobile No., email and full Address of the partners	

FORMAT FOR SUBMISSION OF FINANCIAL PROPOSALS

Particulars	Name of District	Fee (Inclusive of TA/DA) (Rupees in numbers & words)
Amount payable for preparation of Bank Reconciliation Statement (Rate per BRS per bank account per financial year)		

Note: GST shall be paid extra as applicable. Apart from GST & the fee quoted above, no separate charge shall be paid/reimbursed.

Yours faithfully,

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CA

Annexure 1: Details of Bank Account**List of tentative number of Bank Account**

S No	Name of Districts	Number of blocks	No of Bank Account (District level)	No of Bank Account (Block level)	Total Number of Bank Account
1	Bokaro	8	14	28	42
2	Chatra	6	15	6	21
3	Deoghar	8	33	28	61
4	Dhanbad	8	15	26	41
5	Dumka	10	8	12	20
6	East Singhbhum	9	15	39	54
7	Garhwa	8	20	21	41
8	Giridih	12	16	15	31
9	Godda	7	14	7	21
10	Gumla	11	22	35	57
11	Hazaribagh	10	11	24	35
12	Jamtara	4	16	4	20
13	Khunti	6	16	8	24
14	Koderma	4	21	5	26
15	Latehar	7	13	9	22
16	Lohardaga	5	12	12	24
17	Pakur	6	1	6	7
18	Palamu	10	24	44	68
19	Ramgarh	4	15	11	26
20	Ranchi	14	13	17	30
21	Sahebganj	7	17	21	38
22	Saraikela	8	10	8	18
23	Simdega	7	19	14	33
24	West Singhbhum	15	16	21	37
	Total	194	376	421	797