

DR. H. GORDON ROBERTS HOSPITAL

(Khasi Jaintia Presbyterian Hospital)



Jaiaw, Shillong -793002, Meghalaya
Estd - 1922

Tele: 0364 - 2548053 PABX



2242197 Fax
2242198 Emergency
2546699 MS Office
2548228 NS Office

Regd . Under Societies Registration Act XXI of 1860 Vide No. 87 of 1967 - 1968

BID DOCUMENT

EXPRESSION OF INTEREST FOR CONDUCTING INTERNAL AUDIT OF DR. H. GORDON ROBERTS HOSPITAL FOR THE FINANCIAL YEARS 2018-19. 2019-20, 2020-21

EOI No: DRHGRH/ACC/EOI/1(C)/2019/5880

DR. H. GORDON ROBERTS HOSPITAL
JAIAW, EAST KHASI HILLS DISTRICT, SHILLONG

Phone : 0364-2547811

Email : robertshosp@gmail.com

Website: www.drhgrobertyshospital.com

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF INTERNAL AUDITOR

EOI No:DRHGRH/ACC/EOI/1(C)/2019/5880
EOI Date: 25.07.2019

Due date & time of submission: 10.08.2019 up
to 3:00 PM (IST)

Dr. H. Gordon Roberts Hospital, Shillong invites EOI in the enclosed format from Chartered / Cost Accountant firms registered with The Institute of Chartered Accountant of India/ The Institute of Cost Accountant of India, for appointment as Internal Auditors for the Hospital for conducting Internal Audit for the Financial Years 2018-19, 2019-20, 2020-21.

Interested firms which fulfill eligibility conditions may apply by completing the enclosed Annexure - 1 (Technical Bid) and Annexure - 2 (Price Bid) and submitting the same to the office of –

The Medical Superintendent

Dr. H. Gordon Roberts Hospital, Jaiaw,
Shillong -793001

so as to reach, latest on or before 10.08.2019 up to 3:00 PM (IST)

Terms and Conditions:

- 1) Bid should be submitted strictly as per the requirements detailed in 'bid submission' clause. Annexure – 1 and Annexure – 2 should be separately sealed in different envelopes and both the envelopes should be kept in one envelope as detailed below:-
 - i) Envelop I :- (Main envelop) It should contain envelop II and III duly sealed. The envelope must be sealed and super-scribed with '**EOI for Appointment of Internal Auditor for Dr. H. Gordon Roberts Hospital for the Financial Years 2018-19, 2019-20, 2020-21.**' The name and address of the applicant Firm must also be mentioned on the envelope.
 - ii) Envelop II :- (Eligibility Conditions) - It should be clearly marked 'Technical Bid' and contain all the details as per Annexure 1. Also the stamped and signed copy of the EOI should be kept in this envelope only.
 - iii) Envelop III :- (Financial Bid) - It should be clearly marked 'Financial Bid' and should contain only price bid. Enclosing any other document in this envelope may lead to rejection of the bid.
- 2) Technical Bids will be opened on the same day i.e 10.08.2019 at 3:15 PM (IST).
- 3) Price Bids will be opened in respect of only technically qualified bidders and on a date notified later.
- 4) Bids received after due date and time shall not be accepted in any circumstances and shall be returned unopened. No further correspondence on such responses shall be entertained.

- 5) Respondents, if so desire, may participate in 'Bid Opening' on production of authorization / Identity certificate. Only one person from each firm will be allowed to participate.
- 6) Bid submitted should be free from correction, over-writing etc.
- 7) Each page of Bid and EOI should be stamped and signed by the authorized signatory of the firm.
- 8) Canvassing in any form shall render the submitted Bid liable for rejection.
- 9) Disregard of any instructions may result in bid being rejected.

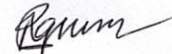
For any query or general correspondence except submission of Bid please contact:

Shri Roger Marbaniang.

Mob. No. 7005228587. Email – rogermarbaniang5@gmail.com

Important Note: For the purpose this EOI 'Firm' means a Firm of Chartered Accountants and/ or Cost Accountants and includes Limited Liability Partnerships.

For Dr. H. Gordon Roberts Hospital



Dr. R. Nongrum
Medical Superintendent

For detailed EOI, Terms and Conditions please visit www.drhgrobertyshospital.com

INDEX

| S. No. | Description | Page No. |
|--------------------|--|-----------------|
| 1 | Notice Inviting EOI | 1- 2 |
| 2 | Index | 3 |
| 3 | Formats for submission of EOI - Annexure 1 & 2 | 4 - 6 |
| 4 | Detailed EOI | 7 - 10 |
| 5 | Scope of work - Annexure A | 11 - 12 |
| 6 | Standard declaration of confidentiality- Annexure B | 13 |
| 7 | Format for offices/ Branches of the Firm- Annexure C | 14 |
| Total Pages | | 14 |

Format for submission of Expression of Interest

Annexure-1

TECHNICAL BID

Part – I : General Information

| S. No. | Particulars | Details |
|--------|--|---|
| 1 | Name of the Firm and address of the Registered Office of the Firm | |
| 2 | Date of formation (as per the constitution certificate issued by the Institute of Chartered Accountants of India / Cost Accountants of India. Latest certificate issued by the Institute concerned will be considered) | |
| 3 | Number of Partners (Enclose copy of constitution certificate issued by the Institute of Chartered Accountants/ Cost Accountants of India. Latest certificate issued by the institute concerned will be considered) | |
| 4 | Number of qualified Employees (either CA and/or CMA qualification) along with their names and qualification. | |
| 5 | Full Postal Address of Office/ Branches (in enclosed format Annexure E) | |
| 6 | Name of the contact person along with landline and mobile numbers | |
| 7 | Permanent Account Number (PAN) of the Firm | |
| 8 | Service Tax registration number of the Firm | |
| 9. | Email address and phone number of the Head Office of the Firm | |
| 10 | Seal of the Firm | Signature of Authorized Signatory of the Firm |

a) Self declaration by CMA Firm and

b) Certificate issued by ICAI by CA Firm for fully qualified CA employees and self declaration for fully qualified CMA employees.

Part – II : Specific Information

| S. No. | Particulars | Note | Details |
|---------------|--|-------------|----------------|
| 1 | Internal Audit/ Statutory Audit experience (in years) as on 31.03.2019 (Attach Proof). | |Years |
| 2 | Internal Audit/ Statutory Audit experience (in years) of undertaking(s) having turnover of Rs. 20 crores or more during last three years, as on 31.03.2019 (Attach Proof). | a) | |
| 3 | Turnover of the firm for the past three consecutive years. (Attach proof). | b) | |
| 4 | Internal/ Statutory Audit experience in Hospitality Sector (Attach Proof). | c) | |

- a) List the name(s) of the Undertaking(s) along with year and corresponding turnover. Proof of such assignment and turnover statement of the Undertaking for the year concerned to be attached separately.
- b) Three F.Y. 2016-17, 2017-18 and 2018-19 are to be considered.
- c) List the name(s) of the Hospitals, Nursing Homes, others in the hospitality sector and the year in which audit assignment was done. Proof to be attached separately.

Signature of the Authorized Signatory
Of the Firm with seal

PRICE BID

| Indicative fee as per EOI | All inclusive fees p.a. (in figures)@ |
|---|--|
| Rs.25,000/- per month (excluding applicable taxes) | |

| |
|----------------------------------|
| Rupees..... (In words). |
|----------------------------------|

@All inclusive fees mean fees including TA/ DA and out of pocket expenses but excluding applicable taxes.

(Signature of the Authorized Signatory
of the firm with seal)

Notes:

1. No correction or overwriting is allowed on Price Bid Format.
2. No additional document should be enclosed in Price Bid.
3. If there is difference in amount quoted in figures and in words, the amount in words will be considered.

**INVITATION OF EXPRESSION OF INTEREST (EOI) FOR CONDUCTING INTERNAL
AUDIT FOR THE FINANCIAL YEARS 2018-19, 2019-20, 2020-21**

1. INTRODUCTION

Dr. H. Gordon Roberts Hospital, Shillong invites EOI / Proposal for appointment of Chartered / Cost Accountant Firms (for the purpose of this EOI the term 'Firm' includes 'LLP' also) for conducting Internal Audit in the Hospital for the Financial Years 2018-19,.

Dr. H. Gordon Roberts Hospital is the oldest Hospital in Meghalaya and was established in 1922. The Hospital is a charitable institution and provides health care services to patients from Shillong and other parts of the State especially those hailing from the rural areas. The Hospital also has four Rural Health Centres at Mawphlang, Thangsning, Laitmawsiang and Nongkynrih.

2. INTERNAL AUDIT IN DR. H.G.ROBERTS HOSPITAL

Firm which shall be selected and entrusted the work of Internal Audit should maintain highest standards of professional competence and ethics. A thorough professional approach towards work, concisely written Audit Report with concrete suggestions, clear and unambiguous approach towards issues of concern and practical solutions to the issues are highly desirable.

3. SCOPE OF WORK

The Audit should be conducted keeping in the view the 'Scope of Work'. The detailed scope of work is as per Annexure 'A'

ELIGIBILITY CONDITIONS

The firm should possess following eligibility conditions as on 31st March 2018:

- (i) The Firm should be either Chartered Accountants or Cost Accountants Firm (Partnership/Limited Liability Partnership).
- (ii) The Firm or any of its partners should not be associated with the Hospital in any professional capacity.
- (iii) The firm should be in existence for at least last 5 years.
- (iv) There should be at least 1 (One) full time FCA and at least 4 support staffs.
- (v) The Firm should have Internal Audit/Statutory Audit experience of at least 5 years.
- (vi) Preference will be given to the Firms having Internal/Statutory Audit experience in the hospitality sector

4. SELECTION CRITERIA/EVALUATION

- 1) Firms which will satisfy prescribed eligibility conditions and whose technical bid is accepted shall be selected solely on the basis of fees quoted for the assignment concerned. The L-1 Firm will be awarded the work and in case the Firm fails to take up assignment, the work may be offered to L-2 Firm on L-1 rates. Also the Bank Guarantee of such defaulting Firm who refuses to take up the assignment is liable to be revoked by the Hospital.
- 2) In case of tie amongst Firms, the Firms will be evaluated based on the preference conditions detailed under the head 'eligibility conditions'. A tie in this stage also will further lead the evaluation based on the date of registration and the Firm with oldest date of registration will be selected. If there is tie for date of registration also, then the

selection of a Firm will be based on the greater number of partners in the Firm. However, Dr. H. Gordon Roberts Hospital reserves the right to consider/ not to consider the Firm with the least quote due to any reason. The decision of the Hospital would be final and binding in this regard

5. TERMS AND CONDITIONS

- i. The Firms appointed as Internal Auditors will not be allowed to sub-contract the work assigned. In case it is subsequently found at any stage of the appointment process/post appointment that outsourcing has been resorted to, the appointment will be liable for cancellation with immediate effect.
- ii. The appointment, for Internal Audit will be for a period of one year initially, but may be extended by one year at a time for further two years, subject to satisfactory performance. Revision of fee in subsequent years will not be considered in any case.
- iii. The designated team will work in strict confidence and will ensure that the information in respect of the operation of the area/unit is dealt in strict confidence and secrecy. A declaration for maintaining confidentiality should be provided by the firm before commencement of work. Format for standard declaration is given in **Annexure B**.
- iv. The appointed Firm will be debarred from getting, in future, any work in Dr. H. Gordon Roberts Hospital in the following cases:
 - (i) If it is found that the Firm has obtained the appointment on the basis of false information, false statements, misrepresentation, unfair means and solicitation.
 - (ii) If the Firm does not take up the assigned work in terms of appointment.
 - (iii) If the Firm does not submit the report completed in all respect in terms of appointment.
 - (iv) If the Firm violates any of the terms and conditions stipulated under this EOI.

Also the Internal audit work assigned through this EOI may be withdrawn with immediate effect.

The Hospital Management may, without prejudice to any other remedy available for the breach of any conditions of EOI, by a written notice of 14 days, issued to successful bidder at its registered office, terminate this agreement under any of the following circumstances:

- a. Successful bidder failing to perform any obligation(s) under the EOI;
- b. Performance of the successful bidder is not in conformity with the scope of the work;
- c. Successful bidder going into liquidation or ordered to be wound up by competent authority.

In such a situation, the Hospital shall not be responsible for any damage or loss caused or arisen out of aforesaid action.

- v. It is the sole responsibility of the Firm to comply with the all labour laws and other applicable Laws in relation to the Firm's staff engaged in the Hospital for internal Audit assignment.

6. PLACE OF AUDIT

The appointed Firm will depute their 'Audit Team' at the Hospital premises at Jaiaw, Shillong and also at the four Rural Health Centres named elsewhere. The audit should be conducted at the premises of the Hospital and the RHCs only and no auditor will be allowed to carry Hospital's documents outside the premises of the Hospital/RHC.

7. TIMELINES FOR CONDUCTING AUDIT AND SUBMITTING AUDIT REPORT:

- i. The aforesaid report should be submitted in hardcopy to the Medical Superintendent of the Hospital. Soft copy of Audit Report should also be shared invariably.
- ii. The Audit Report should be in conformity with the 'Scope of work' as indicated in Annexure A and Auditor may add more meaningful inputs depending on the findings in the course of Audit.

8. FINANCIAL BID

The Firm is required to quote fee for one year.

The indicative fee is Rs.25,000/- per month. The Firm, however, is free to quote higher or lower fee than the indicative fee. All inclusive fees (including TA/ DA and out of pocket expenses) is to be quoted in the EOI in both figures and words in Annexure 2. No conditions should be attached to the all inclusive fees quoted by the Firm. However, taxes and levies shall be paid extra as per the applicable rates. The validity of the financial bid should be up to 30.06.2021. If there is difference in amount quoted in figures and in words, the amount in words will be considered.

9. PAYMENT OF AUDIT FEES

- i. The Audit Firm should raise bill with all mandatory details and disclosures on its letterhead and amounts with respect to fees and service tax should be clearly mentioned.
- ii. TDS will be deducted as applicable.
- iii. No TA/DA/other expenses will be paid/ reimbursed by the Hospital to Audit Firms except when they are called for attending any meeting and the distance travelled is more than 50 kilometers. Bill, if any, for reimbursement of TA/DA should be separately submitted.

10. BID SUBMISSION

- a) EOI should be submitted in Annexure -1 & Annexure 2 format only. No other format will be accepted.
- b) The bid should strictly be submitted in the following manner:
 - i) **Envelop I** :- (Main envelop) It should contain envelop II and III duly sealed. The envelope must be sealed and super-scribed with '**EOI for Appointment of Internal Auditor for Dr.H.G. Roberts Hospital for the Financial Year 2018-19**'. The name and address of the applicant Firm must also be mentioned on the envelope.
 - ii) **Envelop II** :- (Eligibility Conditions): It should be clearly marked 'Technical Bid' and contain all the details as per Annexure - 1. The stamped and signed copy of the EOI along with supporting documents should be kept in this envelope.
 - iii) **Envelop III** :- (Financial Bid): It should be clearly marked 'Financial Bid' and contain price bid only.

11. SELECTION OF THE AUDITOR

A two-stage procedure shall be adopted in evaluating the proposal. Technical bids will be opened first. Financial bids shall be opened only for those Firms whose Technical bid have been found in order and fulfilling all the eligibility conditions. Financial bids of the Firms whose technical bid does not fulfill eligibility criteria shall be returned unopened after the completion of selection process.

12. ARBITRATION

In the event of any question, dispute or difference arising under this EOI or in connection therewith (except as to the matters, the decision to which is specifically provided under this EOI), the same shall be referred to the sole arbitration of the Medical Superintendent.

The venue of arbitration shall be the office of the Arbitrator situated at Shillong.

14. JURISDICTION OF COURT

- i. The Laws of land as promulgated/modified/amended or replaced from time to time shall govern this EOI.
- ii. Where the Audit Firm has not agreed to arbitration, the dispute/ claims arising out of the EOI shall be subject to the jurisdiction of the competent Court at Shillong only.

15. DISCLAIMER

Dr. H. Gordon Roberts Hospital reserves the right to accept or reject any or all responses and to request additional submission or clarification from one or more applicant(s) at any stage or to cancel the process entirely without assigning any reason.

Scope of Work for Internal Auditor of Dr. H. Gordon Roberts Hospital, Shillong

Internal audit is an important tool of management to keep watch and exercise control over activities of the Company. With the specialized knowledge of professional firms of Chartered Accountants and Cost Accountants, Dr. H. Gordon Roberts Hospital endeavors to significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient Internal Audit mechanism.

Accordingly, to strengthen the control over the Hospital's financial and other activities management will rely extensively on the reports submitted by Internal Auditor and hence responsibilities of Internal Auditor are vast and it is expected that the Internal Auditor shall apply their expertise in bringing out the deviations and irregularities and support in streamlining its activities. The Hospital management also desires to gather valuable suggestions from Internal Auditor to review, modify and enhance professionalism and financial discipline in the Hospital.

Based upon the Hospital's requirements and working following is the scope of audit for the Internal Auditor –

- 1) Obtaining a thorough understanding of the Hospital, and its operational and accounting practices.
- 2) Suggesting and assisting management in laying down policies, procedures and practices and its documentation thereof.
- 3) Understanding the Internal Control framework of the Hospital and suggesting for its improvements and designing and recommending controls in respect of any gaps in the existing system.
- 4) Verification of tendering process for procurement of Construction works, capital equipment, drugs and non drugs and other Hospital supplies.
- 5) Verification of all opening balances and ensuring that they are properly classified into assets and liabilities with proper identification of accounting groups.
- 6) Verification of Payments of contractors and suppliers bills, advances to employees and vendors and its settlement.
- 7) Study the financial management system of the Hospital and comment on its robustness. Prepare a quarterly report on the efficacy and effectiveness of the financial management of the Hospital.
- 8) **Budgetary and Income & Expenditure check:**
 - i. System of Budget Formation and Budgetary Check.
 - ii. System of selection of all receipts in OPD, IPD, Laboratories, X-Ray and other departments of the Hospital.
 - iii. System of depositing details of collection in the Bank account same day followed by bank reconciliation.
 - iv. Checking all remittance from Hospital.
 - v. Verifying bills of purchase and other consumables as to whether purchases have been made as per standard procedure and their rates are competitive.
 - vi. Check the petty cash and other vouchers.

- vii. Preparation of monthly income and expenditure statement for submission to Hospital Governing Board.

9) Record Management:

- i. Check all records of Registers of Fixed Assets, medicines, X-Ray films, Laboratory reagents and other consumables, etc. followed by physical verification of these at regular intervals.
- ii. Verify the cash and bank balances, investments and inventories periodically.
- iii. Check electricity bills and verify log book diesel generator, Hospital vehicles.
- iv. Check Supplementary records of reporting X-Ray etc.
- v. Check the records and system of disposal treatment of expired medicines in the Hospital Dispensary, verify that they are kept separate from other medicines.

10) Personnel Check:

- i. Check the system of appointments, pay fixation, payment of perquisites, fixing duty hours, compensation and assigning responsibilities of duties.
- ii. Check attendance registers of all employees including ad-hoc/regular employees, movement register of all employees, salary registers, record of leaves and the personal files of employees, etc.
- iii. System of engaging personnel on contract.

11) Compliance check:

- i. Check whether Hospital is complying with its obligations pertaining to TDS, Service Tax, ESI, EPF and other statutory obligations, etc.
- ii. Verify the preparation and submission of GST, TDS and IT returns.
- iii. Consideration of other laws and regulations in the course of internal audit.

12) Proprietary Check:

Proprietary check and recommendation of improvements in the existing systems and procedures.

13) Internal review:

A quarterly report on your findings, suggestive improvements and corrective actions to be taken by the Hospital would be provided by you.

14) Audit Report:

The Audit Report should be concise, to the point and should be professionally written covering all important aspect. Above guidelines are indicative and not exhaustive. Wherever internal auditor notices issues to report he should clearly report in such a way that shall meaningfully be used by the Hospital.

The **Management/ Executive summary** should be integral part of audit report and auditor is expected to prepare the same on quarterly basis.

- 15) Any other matter that may be required by the Hospital Governing Board or the management of the Hospital from time to time.**

Declaration of Confidentiality

Subject to conditions contained in this EOI, Firm shall take all necessary steps to safeguard the privacy and confidentiality of any information about Dr. H Gordon Roberts Hospital during the audit and shall use its best endeavors to secure that:

- a) No person acting on behalf of Firm divulges or uses any such information except as may be necessary in the course of providing services to Hospital;
- b) No person seeks such information other than is necessary for the purpose of internal audit works as specified in the EOI; and
- c) The Firm shall bind its employees to terms of confidentiality clause and shall take all action reasonably necessary to secure the confidentiality of such information against theft, loss or unauthorized disclosure.

This clause shall survive the termination or expiry of the assignment as Internal Auditor of Dr. H. Gordon Roberts Hospital.

**Signature of the Authorized Signatory
of the Firm with seal**

Details of the Offices / Branches of the Firm

Name of Firm:

| S. No. | Name of the Office In charge | Office Address | State | Mobile / Landline No. | Email id |
|--------|---------------------------------|----------------|-------|--------------------------|----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

**Signature of the Authorized Signatory
of the Firm with seal**
