

Madhya Pradesh Public Health Services Corporation Limited
(Govt. of M.P. Undertaking)

**EXPRESSION OF INTREST
FOR**

Expression of Interest from Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm are invited by MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION LIMITED. (MPPHSCL) for engagement on retainership basis.

The detailed Tender Notice is available on our website:
www.health.mp.gov.in

Sd/-
Managing Director
M.P.P.H.S.C.L.,
Bhopal

Address:

Madhya Pradesh Public Health Services Corporation Limited
(Presently situated at IVth Floor, Directorate of Health Services, Satpura Bhawan, Bhopal-462004)

Expression of Interest from Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm are invited by MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION for engagement on retainership basis.

Introduction

1. The MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION LIMITED. (MPPHSCL) herein after referred to as the Company has been in the year 2008-09 with the aim of ensuring availability of cost effective, quality drugs, medicines, consumables and kits at the facility level, on time, to be procured through completely transparent e-procurement system on National level bid and supplied to the facilities on requisition via an efficient and professionally managed supply chain management system. It is also the aim of the MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION LIMITED to improve the services available at Health facilities by ensuring:

- i. Efficient procurement of equipments and regular maintenance of the same including frequently used equipments for all hospitals and Medical Institutions.
- ii. Construct, repair and maintain the health facilities as may be decided.

2. MPPHSCL. intends to engage the services of a Chartered Accountant cum Company Secretary/ Chartered Accountant cum Company Secretary Firm on retainer basis for day to day activities of the Company. The Chartered Accountant cum Company Secretary/ the dedicated personnel attached to MPPHSCL by the Chartered Accountant cum Company Secretary Firm shall be required to coordinate the meeting of the Board /Executive Committee/ General Body and ensure that they are properly organized and conducted, and to implement all necessary policies and procedures to ensure that the Company complies with the Memorandum/ Articles of Association and other statutory obligations under Companies Act 1956 or other applicable statutory rules. Prepare budget for the Company, Prepare Financial Statement and Audited Statement for the Company, Develop accounting and bill management system to be integrated with software, Obtain TAN/PAN from IT Department, VAT Registration from Commercial Tax Department, Service Tax Registration from Service Tax Department. Prepare project viability report in terms of cost benefit analysis, managerial cost, overheads, logistics etc for any new project that may be undertaken by the Company.

3. The applicant may be an Individual or a Chartered Accountant cum Company Secretary Firm and must have extensive experience of management of Finances of Companies and management of companies set up under Companies Act 1956 and recent amendments

4. Terms of Reference/Scope of Work

The Chartered Accountant cum Company Secretary / the dedicated personnel attached to MPPHSCL by the Chartered Accountant cum Company Secretary Firm would be required to undertake the following responsibility:-

Company Related Matters:-

1. Issue notices for Board and General Meetings, Meeting of Executive or other Committee constituted in accordance with the Articles of Association of the Company, coordinate all

- arrangements for the meetings of the Board, General Body, Executive and other committees to ensure that they are properly organized and conducted and that minutes are accurately recorded.
2. Advice on all Statutory and constitutional requirements to ensure that business is conducted in a proper and effective manner.
 3. Circulate decisions of the Board, Executive and other Committees to all relevant parties and take any necessary follow up action to record progress on the same.
 4. Keep Board, Executive and other Committee members informed of all issues relevant to them.
 5. Prepare any returns and records required by statute to ensure that the organization conducts its business in a legal and proper manner.
 6. Submission of returns, to the Registrar of Companies; such returns may be in respect of changes in particulars required to be made in some of the Directors, or in respect of certain specific provisions of the Act or amendment of Article of Association.
 7. To take charge of Company's Common Seal which may only be used with specific authority of the Board by way of a resolution.
 8. Receive notices on behalf of the company.
 9. Prepare the annual report of the organization in accordance with legal and constitutional requirements.
 10. Obtain TAN/PAN from IT Department
 11. Obtain VAT Registration from commercial Tax Department
 12. Obtain Service Tax Registration from Service Tax Department.
 13. Maintenance and proper safekeeping of the following records:
 - i) Register of Members
 - ii) Register of Directors, Secretaries and Managers
 - iii) Register of Directors' shareholdings
 - iv) Register of Substantial Shareholdings
 - v) Register of Charges
 - vi) Register of Debenture holders, if any
 - vii) Minute books of General and Directors' Meetings
 - viii) Proper maintenance of the Company's other statutory books
 14. Dealing with all types of Tax Matters, whether direct or indirect.
 15. Tax Audit under Income Tax Act.
 16. M-VAT Audit.
 17. Preparation of Asset Register as per the Companies Act.
 18. Internal Auditing of the financial affairs of the Corporation.
 19. Any other matter related to Accounting, Auditing, Taxation, Recovery and Financial matters and providing support services in their areas etc.
 20. Works related to TALLY ERP System including providing support services and party wise records of bidders/complete accounting/billings/security deposits /EMD's and contract monitoring.

Accounts Related Matters

1. Prepare Budget for the Company
2. Maintenance of Cash Book, Bills and Vouchers, Ledgers, General Ledgers etc
3. Prepare Final Accounts and Balance Sheet of the Company
4. Prepare Financial Statement and Audited Statement for the Company.
5. Perform Internal Audit, Procurement Audit
6. Finalize Terms of Reference, Bid Document and Agreement Document for Third party who may be required to conduct Periodic Audit.
7. Prepare documents, keep all books and records ready and aid in the matters of Statutory

Audit.

8. Support and verify the function of the Accounts Section of the Company.

Advisory Role

1. Prepare process of tracking of finances, required from Software.
2. Develop Accounting and Bill Management process for software
3. Analyze cost for medical supplies and services to be provided by the Company and advice on cost cutting measures.
4. Vet any new business proposal and Prepare Project Viability report of the Company and draw up the cost-benefit analysis for any new project that may be undertaken by the Company.
5. Provide all necessary advice on mergers and acquisitions, ensuring that a thorough risk analysis is carried out.
6. Any other related function that may be assigned from time to time

5. Reporting Requirements: The Chartered Accountant cum Company Secretary/ the dedicated personnel attached to MPPHSCL by the Chartered Accountant cum Company Secretary Firm will report to designated official(s) nominated by the Company for day to day interaction. The designated officer(s) so nominated will also act as the counterpart to provide the necessary support to the Chartered Accountant cum Company Secretary/ the dedicated personnel attached to MPPHSCL by the Chartered Accountant cum Company Secretary Firm on the Financial and Company related matters of MPPHSCL.

6. Eligibility Criteria

The bids will be screened on the basis of the following essential eligibility criteria:-

- The Firm should be a Company Certified under the Companies Act 1956 and should be registered with the Institute of Company Secretaries of India and a Certified Chartered Accountant Firm (attested copy to be enclosed)
- Should have been working as Chartered Accountant cum Company Secretary should have been enlisted as Chartered Accountant cum Company Secretary Firm for at least last 10 years.
- Should have worked as a Chartered Accountant cum Company Secretary or should be Chartered Accountant cum Company Secretary Firm attached to a company having authorized capital of more than Rs. 1 Crore.

Other Criteria

1. The firm should have minimum 10 years existence including experience of working in public sector undertakings and at least two Companies with turnover of more than 25 crores.
2. The average turnover of the firm should be more than 50 lacs for last three financial years.
3. The firm should have minimum **two** partners.
4. The staff strength of firm should be more than 30.
5. At least one partner of firm should have experience of minimum **ten** years.
6. The Firm should be registered with CAG.
7. The firm should be registered in the District where MPPHSCL has Head Office .
8. Firms having associates / employees located in multiple Districts with capability to work all over Madhya Pradesh would be preferred.
9. Experience in Health sector or worked /working with Medical Services Corporation will be given weightage.

(All above points should be supported with documents self attested)

7. Bid processing fee and availability of EOI

The document for EOI could be obtained from MPPHSCL Office at the IV Floor, Directorate of Health Services ,Satpura BhawanBhopal-462 004, on payment of non-refundable amount of Rs. 100/- by DD at Bhopal in favour of “**MANAGING DIRECTOR, MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION LIMITED**” towards cost of the document. Alternatively, the document may be directly downloaded from the Health Department’s website www.health.mp.gov.in. In the event the document is downloaded from the website, the applicant shall furnish a Demand Draft for Rs. 100/- only drawn in favour of “**MANAGING DIRECTOR, MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPRATION LIMITED**” with their offer without which the proposal will not be considered.

8. Critical Information

The Schedule for opening & closure of Expression of Interest is as follows:

Date of commencement of sale of EOI document from **05.03.2015 upto 18.03.2015 between 1100 hrs and 1700 hrs.**

Last date & time for receipt of EOI Bid **20.03.2015 by 1500 Hours in MPPHSCL Office at the IV Floor, Directorate of Health Services ,Satpura BhawanBhopal-462 004**

Opening of the bids will be on **20.03.2015 at 1600 Hours in the MPPHSCL Office at the IV Floor, Directorate of Health Services ,Satpura BhawanBhopal-462 004.**

If the last date of receipt & opening thereof happens to be declared a holiday, the offer will be received and opened on the next working day at the same time.

9. Submission of Bids

9.1 The Individual/Firm qualifying under the criteria mentioned in Para -6 of the EoI document shall submit

a) The EoI as "Two Bid System" comprising of "**Technical Bid**" and "**Commercial Bid**" both of which should be sealed separately and then put together in another sealed cover. Two complete sets of Bids are to be submitted to Managing Director, MPPHSCL Office at the IV Floor, Directorate of Health Services ,Satpura BhawanBhopal-462 004. The Technical Bid will be opened as per the time schedule given in Para 8 of the document and Commercial Bids of the technically qualified bidders will be opened on the same day next week.

b) Each copy of Technical Bid of the EoI should be a complete document bound as a volume separately. Different copies must be bound separately. The document should be page numbered, duly signed with seal and appropriately flagged and contain the list of contents with page numbers. Any deficiency in documentation will result in rejection of the offer.

c) Two sets of soft copies of the Technical Bid of EoI should also be submitted, in the form of a non re-writeable CD (Compact Disc) duly signed by the Chartered Accountant cum Company Secretary /authorized representative, in case of a Firm, using a "Permanent Pen / Marker" and should bear the name of the Chartered Accountant cum Company Secretary or the Chartered Accountant cum Company Secretary Firm.

d) The "Technical Bid" shall contain Bid Security and all other technical details / documents in support of the offer. There will be no mention of price anywhere in the Technical Bid.

9.2 The EOI may be sent by Registered Post or through Speed Post or handed over personally

addressed to **Managing Director, MPPHSCL.** at MPPHSCL Office at the IV Floor, Directorate of Health Services ,Satpura BhawanBhopal-462 004 to reach on or before the exact date and time for receipt as indicated above.

10. Documents to be submitted by the Bidder

10.1 **The Technical Bid** shall be complete with the following documents:

- Expression of Interest in **Form -I.**
- Details of experience of working as Chartered Accountant cum Company Secretary in similar companies. **Form-II**
- If it is a Company, details of educational qualification and experience of empanelled experts in **Form III**
- Details of Financial status of the applicant/Firm in **Form –IV**

Every sheet and all forms complete in all respect shall be signed by the person/ persons duly authorized to sign on behalf of the applicants with affixing the applicants' rubber stamp. Any / all the section made in the offer shall be duly authenticated by the signature of the applicant / Authorized signatory. Any documents or clarifications or any such additional information furnished subsequently shall not be taken into account. However, MPPHSCL. reserves the right to call for such clarifications confined in scope of the tenders of the application and can call for documentary evidence of the information submitted, should it become necessary for proper judgment in evaluation.

10.2. The Financial Bid

The Financial Bid will contain price Schedule and all the Commercial details of the offer. A format for Commercial Bid is prescribed in **Form-V** and it is expected to be all inclusive lump sum amounts covering all items of the work. The price bid should be unconditional inclusive of all charges and taxes. The price bid in any other format is liable to be rejected.

11. Cost of EOI

The Chartered Accountant cum Company Secretary/ Chartered Accountant cum Company Secretary Firm shall bear all costs associated with the preparation and submission of its EOI, including cost of presentation for the purposes of clarification of the bid, if so desired by the Purchaser. The company will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process of the EOI.

12. Amendment of EOI

At any time prior to the last date for submission for EOI offers, The Company may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm, modify the EOI Document by an amendment. Also in order to provide prospective Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm reasonable time to take the amendment into account for preparing their bids, The Company may, at its discretion, extend the last date for the receipt of Bids and/or make other changes in the requirements set out in the Invitation for EOI.

Any amendment to the EOI document or in the last date of submission of the Bid will be duly notified in the web site of the Health department of the Government of Madhya Pradesh on health website www.health.mp.gov.in. No individual information will be sent in the matter.

13. Disclaimer

13.1 The MPPHSCL. shall not be responsible for any late receipt of Tender application for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.

13.2 The MPPHSCL. reserves the right

- a) To reject any / all application(s) without assigning any reasons thereof.
- b) To relax or waive/amend any of the conditions stipulated in this document as deemed necessary in the best interest of the MPPHSCL. without assigning any reasons thereof. Any waiver/relaxation/ modification/amendment of any part/parts of the EoI document/criteria set in the EoI document will be duly notified in the website www.health.mp.gov.in. It will be the responsibility of the bidders to check the website from time to time as no intimation will be sent individually nor will any prayer for extension of time or exemption of any Clause be entertained at the time of evaluation of Bids.
- c) To include any other item in the Scope of work at any time before or after selection.

14. Rejection of EOI

The application for Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm is liable to be rejected if:

- a) The application is not covered in proper sealed cover with superscription as indicated above.
- b) Not in prescribed form and not containing all required details.
- c) Not properly signed.
- d) Received after the expiry of due date and time.
- e) Offer is received by telex, fax, telegram or e-mail.
- f) Bid received with out cost of EOI document if downloaded from website.
- g) Bid received without Security Deposit.

15. Confidentiality

The Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm shall treat all the information provided by The Company as confidential and shall also ensure the security and confidentiality of information, documents, records, Software, data, records, deliverables etc. handled during the entire Consultancy project and subsequently. The above information shall not be shared without written approval.

16. Indemnity Bond

The Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm which is selected through the Tender process has to sign an Indemnity Bond with the Corporation.

17. Misrepresentation of facts

If at any stage of Tendering process or during the currency of the Contract, any suppression / falsification of any information provided by the Chartered Accountant cum Company Secretary /

Chartered Accountant cum Company Secretary Firm comes to the notice of the Company, the Company shall have the right to reject the proposal or terminate the contract, as the case may be, without any compensation to the bidder.

18. Authorized Signatory

The term “Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm” as used in the EOI shall mean the one who has signed the EOI document forms. The Chartered Accountant cum Company Secretary / the person signing on behalf of Chartered Accountant cum Company Secretary Firm should be the duly Authorized Representative of the Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm for which a certificate of authority will be submitted. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the Authorized Representative. The power or authorization, or any other document consisting of adequate proof of the ability of the signatory to bind the Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm shall be annexed to the bid.

The Company may reject outright any proposal not supported by adequate proof of the signatory's authority. The Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm should indicate their contact details in the offer.

19. Evaluation

60% of weightage shall be given to the technical bid and 40% of weightage will be given to financial bid. The technical bid will carry maximum marks of 100 and each activity will carry maximum marks.

The maximum marks for each activity of technical bid is as under:

Sr No	Activities	Weightage
1	Post qualification experience of working as Chartered Accountant cum Company Secretary	10
2	Experience of working as Chartered Accountant cum Company Secretary with a Company having authorized share capital of Rs. 10 crore and above	20
3	Education and related information	25
4.	Methodology	25
5.	The team worked in Health Sector	20

The financial bids of only those Chartered Accountant cum Company Secretary / Chartered Accountant cum Company Secretary Firm will be opened who scores minimum of 60 marks in the technical bids. The bid will be decided in favour of the candidate who has quoted the lowest fee.

20. Period of engagement

The term for engagement of the Company Secretary on contract basis will be initially till 31st march 2016, which could be further extended by the MPPHSCL. on same terms/conditions for a further period of 1 year at a time but not exceeding in total the period of 2 years.

All Monthly ,Quarterly and Annual reports should be submitted timely during the period. Financial reports desired be promptly presented by the firm from time to time.

FORM – I
EOI Letter Proforma

To
MANAGING DIRECTOR,
MADHYA PRADESH PUBLIC HEALTH MEDICAL SERVICES CORPORATION LIMITED.
MPPHSCL Office at the IV Floor,
Directorate of Health Services ,Satpura Bhawan
Bhopal-462 004

Sub: Engagement of Chartered Accountant cum Company Secretary for MPPHSCL.

Sir,

The undersigned having read and examined in detail all the EOI documents in respect of appointment of a Chartered Accountant cum Company Secretary in MPPHSCL. on retainership basis to perform the duties and responsibilities of Company Secretary as defined in the Companies Act, 1956 as amended from time to time and to manage the Finances of the Corporation, do hereby express the interest to perform the duties and responsibilities as specified in the scope of work.

Details:

- 1 Name of the applicant/ applicant Company
2. Address
3. Name, designation & address of the person to whom all references shall be made in case of applicant is a Company
4. Telephone (with STD code)
5. Mobile No. of the contact persmn
6. E-mail of the contact percon
7. Fax No. (with STD Code)

The Following documents are enclosed forming part of EOI

- a. Statement of Applicant in Form –I
- b. Details of experience of working as Company Secretary in Form-II
- d. Details of educational qualification and experience in Form - III.
- d. Details of Financial status of the applicant in Form –IV.
- e. Details of Commercial bid in Form-V

f. Other information sought in the scope of work.

I/ We hereby declare that my/ our EOI is made in good faith and the information contained is true and

correct to the best of my/ our knowledge and belief.

Thanking you,

Yours faithfully
(Signature of the Applicant)

Name:

Designation:

Place: Date _____

Witness:

Signature _____

Name _____ Address _____

FORM-II

DETAILS OF EXPERIENCE OF WORKING AS CHARTERED ACCOUNTANT and COMPANY SECRETARY

A. Companies for which the applicant has worked as Chartered Accountant cum Company Secretary in preceding **10 years**:

B. Companies in which the applicant is performing as Chartered Accountant cum Company Secretary.

Sr no	Name of the Co (s) with Location	Authorised Share capital of the company	Whether a fully Government Owned company	Name & address of the Client	Date of appointment	Period of Appointment

Any other information

1.

2.

3.

Date....

Place...

(Signature of Applicant)

FORM-III
DETAILS OF EDUCATIONAL QUALIFICATION AND EXPERIENCE DETAILS OF
APPLICANT/EXPERTS ENGAGED WITH THE FIRM

Sr no	Name	Date of Birth	Profession	Nationality	No of Service year with the Applicant	Key Qualification ¹	Experience Record ²

¹ Under Key Qualification, outline the person's academic qualification and other special education training etc.

² List all position held by the person since graduation, giving dates, name of employing organization, position held.

Date....

Place....

(Signature of Applicant)

FORM-IV
FINANCIAL STATUS OF THE APPLICANT

Company Secretary cum Chartered Accountant/ Company Secretary cum Chartered Accountant Firm are to submit tax returns for the last three years along with the following details for the last three years:

(All Amount to be mentioned in INR)

Tax Return for the Year	2011-12	2012-13	2013-14
-------------------------	---------	---------	---------

Current credit resources

Total value of contract during the financial year

Bank References and address

Place

Date

(Signature of Applicant)

FORM-V
Financial Bid

Format for Quoting Rate against Category of Works.

Name of Activity	Rate on Monthly lump-sum Basis
Company Related Matter	
Finance and Accounts related Matters	
Advise on Company or Finance matters	

Charges for hiring of Experts for advice on any Matters will have to be borne by the Applicant. Charges, if any, for filing Forms>Returns/Applications for Registration, or any other Statutory obligations / charges for representing the Corporation in any Offices, will be charged on actual case to case basis based on discussion with the Management of the Corporation.

(Authorized Signatory)
(Name & Title of Signatory)
Name and Address of the
Firm