



**REQUEST FOR PROPOSAL**

**FOR APPOINTMENT OF STATUTORY AUDITOR OF**

**THE HEALTHCARE SECTOR SKILL COUNCIL (HSSC)**

**FOR THE FINANCIAL YEAR 2019-2020**

**Issued By**

**Healthcare Sector Skill Council (HSSC)**

520-521, 5th Floor, DLF Tower A Jasola District Center New Delhi – 110025

Contact Details: [dishant.sharma@healthcare-ssc.in](mailto:dishant.sharma@healthcare-ssc.in) Ph: 011-40505850 Ext:

105

Website: [www.healthcare-ssc.in](http://www.healthcare-ssc.in)

### **IMPORTANT INFO / KEY EVENTS / ACTIVITIES AND DATES**

<b>EVENT</b>	<b>DATE &amp; TIMELINE</b>
Availability of Request for Proposal (RFP) Document (To be downloaded from <a href="http://www.healthcare-ssc.in">http://www.healthcare-ssc.in</a> )	14/08/2019
Request for Proposal (RFP) closing date and time for submission of bid document by firms	24/08/2019 up to 2.00 P.M

### **TABLE OF CONTENTS**

<b>SECTION-1 BRIEF PROFILE OF HSSC</b>
<b>SECTION-2 NOTICE FOR REQUEST FOR PROPOSAL</b>
<b>SECTION-3 ELIGIBILITY CRITERIA</b>
<b>SECTION-4 SCOPE OF WORK</b>
<b>SECTION-5 INSTRUCTION TO BIDDERS</b>
<b>SECTION 6 PAYMENT TERMS</b>

## **SECTION-I: BRIEF PROFILE OF HSSC**

The Healthcare Sector Skill Council (HSSC) is a Not-for-Profit, Non- Statutory Certifying Organization, under the ambit of Ministry of Skill Development and Entrepreneurship (MSDE) and registered under the Societies Registration Act, 1860. The Council has been promoted by the Confederation of Indian Industry (CII), National Skills Development Corporation (NSDC) and Healthcare Industry Leaders representing both public and private sector.

The key objective of the Council is to create a robust and vibrant eco-system for quality vocational education and skill development in Healthcare space in the country

## **SECTION-2: NOTICE FOR REQUEST FOR PROPOSAL**

The Healthcare Sector Skill Council (HSSC) seeks to invite Proposal from Chartered Accountant (CA) firms for financial years i.e. FY 2019-20 for conducting statutory audit. Detailed information of aforesaid work has been given in the document which may be downloaded from (HSSC) website, <http://www.healthcare-ssc.in>. Proposal should be submitted along with duly filled forms as per details given below.

## **SECTION-3: ELIGIBILITY CRITERIA**

Any interested Chartered Accountants' Firm shall be eligible to apply for the assignment, subject to meeting the following eligibility criteria.

1. The firm must have average annual turnover of Rs. 50 Lakh during last three financial years (i.e. 2016-17, 2017-18 & 2018-19).
2. The firm must have minimum of one FCA partner / Prop working with the firm as on 01<sup>st</sup> August 2019.
3. The Firm must have a minimum experience of 10 year in practice.
4. The firm must be empaneled with Comptroller & Auditor General of India.

## **SECTION-4 SCOPE OF WORK**

To undertake the statutory audit of **HSSC** for the financial year FY 2019-20 which includes

- Submission of Statutory Audit Report as per Societies Registration Act 1860.

## **SECTION-5: INSTRUCTION TO BIDDERS**

- (i) Language of the Bid: The language of the Bid and related documents shall be in English language.
- (ii) Appropriate sealing and marking of the RFP Proposal should be ensured.
- (iii) Proposal should to be submitted by mail at [dishant.sharma@healthcare-ssc.in](mailto:dishant.sharma@healthcare-ssc.in) or physically at 520-521, 5th Floor, DLF Tower A, Jasola District Center, New Delhi - 110025,
- (iv) Documents to be submitted :
  - a. Brief Profile of the Audit Firm (Annexure-1) along with Proof of statutory audit experience
  - b. Financial Proposal (Annexure-2).

## **SECTION-6: PAYMENT TERMS**

- Payment will be made on yearly basis after submission of statutory audit report for the Financial year 2019-20.
- Bill should be raised in favour of **The Healthcare Sector Skill Council (HSSC)** in triplicate for payments.
- Income tax will be deducted as per the rules.
- GST will be paid as applicable.

### **ANNEXURES ANNEXURE – 1: BRIEF PROFILE OF AUDIT FIRM**

<b>S No.</b>	<b>Particulars</b>	
1	Name of the Firm/Company	
2	Year of Establishment	
3	Address of Office (H.O.)	
4	Name of the contact person	
5	Telephone/Mobile No.	
6	Email Address	
7	Experience of the firm	
8	Date of Registration of the Firm	
9	Experience of Statutory audit in Govt. Sector /PSU/Society/Company.	

**Signature of the Firm Representative**

**Date:**

**Place:**

### **ANNEXURE – 2 : FINANCIAL PROPOSAL**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Price (Rs.)</b>
a	Statutory Audit Fees for one year i.e F.Y 2019-20 ( Exclusive of Tax)	
	Total Audit Fees (For one year)	
<b>Total Audit Fees (in words) *</b>		

**\* Kindly reach out to us at 9718657297 for any clarification.**