



## State Health Systems Resource Centre

Thycaud, Thiruvananthapuram-14

Ph: 0471-2323223, Fax : 2323213

E-mail : shsrckerala@shsrc.kerala.gov.in

Web : www.shsrc.kerala.gov.in

No. Admin/139/2011/SHSRC

Dated: 10/05/2023

### Notice Inviting Expression of Interest (EOI)

To

As per the list identified  
Through interest/local enquiry  
& web site of SHSRC – K

Sir,

**Sub:- Proposal for Appointment of Chartered Accountant for conducting Statutory Audit, filing of tax returns (Bothe 24Q and 26Q), Issue of quarterly certificates and other advisory services to the State Health Systems Resource Centre, Kerala for the Financial Year 2022-23.**

Your Expression of Interest may be submitted to the Executive Director in sealed envelop on or before 29/05/2023 (Date), 3 PM(Time) in the format as given at Annexure 1 (in the letter hear form) as per the following terms and conditions. In the EOI, the letter number and date of NIQ may be mentioned.

### Terms and conditions

1. The Proprietor/Firm should be a Chartered Accountants firm and have at least 5 years of experience from the date of registration of the firm and Head Chartered Accountant should be a FCA. **(Copy of the self-attested Registration Certificate is required to be submitted)**. CA firm should have conducted either Statutory audits and/or internal Audits, Taxation and Revenue Audit, Legal matters etc, of the autonomous bodies/statutory bodies/Institutions under Health Department/other Government Departments.
2. The Firm submitting EOI should have Registration Certificate of the Firm, Fellow Membership No. (FCA), PAN Card No. and service tax number shall be submitted along with the EOI.
3. The Audit shall be completed within two weeks of receipt of the work order from SHSRC and the report of the statutory Audit viz: certified copy of annual accounts along with the auditor's report will have to be submitted to the Executive Director within a fortnight on completion of the Audit.
4. SHSRC- K shall not bear the expenditure incurred on the boarding of the staff deputed by the firm. The firm shall make their own arrangements for the same.
5. The financial proposal is for a period of one year i.e; FY 2022-23. The same may be renewed on the similar terms and conditions for a period of another two years if the services of the firm is considered satisfactory by SHSRC.
6. Payment shall be made through cheque or NEFT/RTGS within 2 weeks of the completion of the job. Details of bank A/c (Name of bank account holder, Nature of account, Account Number, Bank name/branch, IFSC Code) shall be specified in

the EOI.'

7. SHSRC-K reserves the right to cancel the notice even after receipt of EOI's without assigning any reason there of.
8. The financial bid (as given in Annx-1), mentioning the professional fee and other charges if any, shall be submitted in a separate sealed cover, enclosed along with the EOI. The financial bid shall be opened only if the EOI is accepted after scrutiny. .
9. EOI shall be submitted to the Executive Director in sealed envelop super scribing **"EOI for Appointment of Chartered Accountant" in response tro SHSRC-K bearing no. ADMIN – 139/2011/SHSRC dated 10/ 05/2023"**.

Yours faithfully,

Executive Director.

## Approval Valid

Digitally Approved By

Dr.Jithesh V

Date: 10.05.2023

Reason: Approved

The document is digitally approved. Hence signature is not needed.

## Format for Financial Quote

Annexure -1

Format (should be on the letter head of the Firm submitting the EOI)

Letter No.

Dated:

To

The Executive Director  
State Health Systems Resource Centre  
Thiruvananthapuram

Sir,

Please find our EOI with respect to your NIQ bearing No. ADMIN/139/2011/SHSRC Dated: 27/04/2023.

Sl.No	Items	Amount in Rs.
(i)	Statutory Audit for the FY 2022-23	
(ii)	Issuance of audit report	
(iii)	e-TDS return (24Q & 26Q), on quarterly basis, along with issuance of TDS Certificates  24Q :  26 Q (Professionals) : (contractors) :	
(iv)	Filling of Annual Income Tax Return for the current Financial Year.	

Total Amount ₹ ...../- (In words .....only)

I accept all the terms and conditions stated in the notice issued bearing no. ADMIN/139/2011/SHSRC dated 28/04/2023.

Signature of Authorised Signatory  
Name of the firm with stamp and date