

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE GENERAL OF HEALTH SERVICES
(DELHI AROGYA KOSH)

3RD FLOOR, DGD BUILDING, S-1, SCHOOL BLOCK, SHAKARPUR, DELHI-110092
F.22(2323)/Vol-III/DAK/2023-24/Pt-I/472-73 **Date:26.07.2024**

HIRING OF CA

Applications are invited from CA firm for the following work of Delhi Arogya Kosh

- i. Conducting the Audit and preparation of Financial statement and computerized books of Accounts of Delhi Arogya kosh for the year FY 2023-24.
- ii. Preparation and filling of ITR, TDS returns
- iii. Representation in assessment order proceeding before income tax department

Terms & Conditions for eligibility:

- i. Audit firm shall be empanelled with office of Comptroller & Auditor General of India
- ii. Audit firm should have its Head Office/Branch in Delhi
- iii. Audit firm should be in existent for more than 5 years as on date of expression of interest
- iv. Audit firm should be partnership firm registered with the Institute of Chartered Accountants of India (ICAI) with minimum prescribed audit team composition
- v. Audit firm should have Average Annual Turnover of at least Rs. 5 Lakhs during the last three preceding financial year.
- vi. MSE & Startups are exempted from years of experience and turnover

Documents to be enclosed with the expression of interest:

- i. Registration No./Fellowship No./FCA No. (copy may be attached)
- ii. Registration Certificate/Empanelment Certificate of CAG
- iii. GST certificate of Delhi
- iv. PAN card
- v. Valid UDIN Number
- vi. MSME/Startup certificate (if applicable)
- vii. Turnover Certificate (ITR & Balance sheet etc not to be attached)



- viii. Bid Security Declaration on the letter head of CA firm
- ix. Past Experience of similar services:
- x. Past Experience of similar services: The bidder must have successfully executed/completed statutory Audit and/or Internal Audit, Taxation and Revenue Audit. Legal matters etc of the Autonomous Bodies/Statutory Bodies/Educational Institution/Autonomous Hospitals/PSUs etc. over the last three years i.e. the current financial year and the last three financial years (ending months of March prior to the date of expression of interest):
- Three Similar completed services costing not less than the amount equal to 40% of the estimated cost per annum or two completed services costing not less than the 50% of the estimated cost or one completed service costing not less than the 60% of the estimated cost

The interested firms may send their quotations along with requisite documentations as mentioned above by hand or through speed post by 5:00 PM on 01.08.2024 at 3rd Floor, DGD Building, S-1, School Block, Shakarpur, Delhi-110092

Dr. Meenakshi Bhardwaj
Incharge, DAK

To,

1. All Govt. Hospitals with a request to publish the notification on their notice board
2. Programmer/Incharge, IT Cell, DGHS for uploading on official website

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