

Subject: Request for Proposal (RFP) for 'Audit Utilization Certificate' for Vihaan Project

Purpose of Consultancy: To validate the quarterly Fund Balance and Bank Reconciliation Statement

Ref. No: UPNPplus/Procurement/Vihaan/764

Date: 25th September 2021

Organization Profile: Uttar Pradesh Welfare for People Living with HIV/AIDS Society (UPNPplus) is a community based, non-profit organization representing the needs of people living with HIV/AIDS (PLWHA). UPNPplus is founded by a group of HIV positive people in 2004 and was registered in 2005, managed and run by people living with HIV in Uttar Pradesh. UPNPplus promotes holistic and participatory approach for community empowerment and gives priority to PLHIV (especially women and children). UPNPplus also initiated and formed more than 47 district level network in U.P. with membership of approximately 76000 PLHA (People Living with HIV/AIDS). We are working since last 16 years in Uttar Pradesh.

UPNPplus is Sub – Recipient (SR) for the Global Fund Round 4 RCC grant through India HIV/AIDS Alliance, named “Vihaan”, a Sanskrit word mean ‘dawn’s first light’. This Programme is being implemented with a key objective to Enhanced treatment adherence and retention in HIV care through Care and Support services for People Living with HIV/AIDS in Uttar Pradesh, Bihar, Odisha & Chhattisgarh State as part of national effort to improve treatment outcomes and meet the needs of PLHIV.

Presently, the project is being implementing through 57 Sub-Sub Recipient (SSR) partners in 57 district of Uttar Pradesh, Bihar, Odisha & Chhattisgarh States (27 SSR in Uttar Pradesh, 15 SSR in Bihar, 12 SSR in Odisha and 3 SSR in Chhattisgarh).

Scope of Work:

Request for proposal for provide the Quarterly Audited Utilization Certificate for SR & SSRs.

1. Introduction

This document defines the role and arrangements governing the provision of audit utilization certificate in Vihaan project.

2. Project Period

1st April’2021 to 31st March’2024 for Uttar Pradesh & Bihar and 1st April’2021 to 31st October’2021 for Odisha & Chhattisgarh.

3. Brief introduction of Vihaan Project

The overall goal of the program is to improve the survival and quality of life of People Living with HIV through the accomplishment of the following specific objectives:

- To ensure retention in treatment by increased community ownership and improved systems to deliver enhanced treatment preparedness and adherence, psychosocial support, addressing

behavioral and social factors impacting adherence, actively tracking individuals missing treatment and prevent Lost to Follow up (LFU);

- To contribute to early testing and linkage to care through accessible HIV screening and testing to all the eligible partners, spouses and children of PLHIV registered in the program. Strengthen linkages for newly detected HIV clients at ICTCs and active tracking of the linkage lost cases;
- To establish and strengthen linkages with Government programs for early management of TB co-infection.

4. Objective of Assignment

The objective of the quarterly Utilization Statement is to enable the auditor to express an independent professional opinion on the Fund Balance and Bank Reconciliation Statement of the SR and SSRs and to ensure that the Fund Balance and Bank Reconciliation statements are agreed with the Book of accounts and Bank Statement.

5. Scope of work and Deliverables:

Auditor has to express an independent professional opinion on the followings:

- i. Certified Fund balance statement (as per the attached format).
 - ii. Certified Bank Reconciliation Statement with the Bank statement for the reporting period certified by Bank.
6. All the documents related to this will be sent to you by the SR and SSR partners by the email. After then you will provide the signed Quarterly Utilization Certificate in 3 to 4 sets.

Submission of bid:

Interested firms can send their quotations with complete details in form of Annexure 'A' (Technical Bid) and Annexure 'B' (Financial Bid) to Procurement Officer at upnpprocurement@yahoo.com on any working day up to **5.30 pm** on or before **30.09.2021**. The same can be downloaded "RFP" from our website: <http://www.upnppplus.org/> For any further information please contact Mr. Yashveer Singh, contact no. 9838981100

Terms & conditions:

The bidding is open to all qualified bidders who fully meet the following minimum qualifying requirements and provide satisfactory evidence in support, failing which their bid may be rejected:

1. The bidder must have PAN (Permanent Account Number) with the Sales/Service Tax departments and the registration documents/certificate for the same to be attached.
2. The Rate offered by the agency should be valid for till 31st March, 2022.

3. The bid received through the email or received late due to postal delay etc. will not be accepted. The bidders have to ensure the receipt of bids well in time.
4. Those who are not technically qualified will not be entertained in financial bid.
5. Bidders should quote their unconditional rates strictly in the prescribed Performa.
6. The payment will be made within 30 days on receipt of invoice and submission of Utilization Certificate along with sign & seal and the payment will be made through a/c payee Cheque or NEFT.
7. TDS as applicable will be deducted as per IT rules.
8. The competent authority reserves the right to accept or reject any bid in full or part without assigning any reason thereof. The decision of the competent authority in this regard shall be final and binding on the firm.
9. No further discussion/interface will be granted to bidders whose bids have been disqualified. UPNPplus reserves the right to accept or reject in part or full any or all the offers without assigning any reason whatsoever.
10. Please note that the cost of preparing a proposal and of negotiating a contract including visits to UPNPplus or any other cost will not reimbursable and this cast will be included in the assignment.

Attachments

Annexure "A"
Technical Bid for RFP- "Audit Utilization Certificate"

a.	Name of the Firm/Agency, address and telephone no.	
b.	Name (s) of the Proprietors / Directors	
c.	Partnership Deed/Registration Certificate of the firm to be submitted)	
d.	E-mail Address:	
e.	Name of the Contact Person with designation Telephone/Mobile No.	

f.	Permanent Account Number: (Copy to be submitted)	
g.	GST No.: (Copy to be submitted)	
h.	Company Profile (To be attached)	

I/We hereby declare that all above particulars are correct.

Annexure "B"
Financial Bid for Request for Proposal (RFP)
"Audit Utilization Certificate"

Particular	Specification	Qty	Rate Per file	Tax	Total Amount (Inclusive of all taxes (in Rs.))
Provide the Audited Utilization Certificate	<ul style="list-style-type: none"> Signed Quarterly Utilization Certificate of SR in 3 to 4 sets end of every quarter 	1			
	<ul style="list-style-type: none"> Signed Quarterly Utilization Certificate of SSR in 3 to 4 sets end of every quarter 	57			

I/We hereby declare that all above particulars are correct.

Utilization Certificate Format for SR

Name of SR
Period of Utilization
Donor Name

Fund Balance- UC Annexure for SR

SR Information	SR
Opening Balance as on 1st Apr ...	₹ 0.00
Add: Adjustments (if any)	

Final Opening Balance as on 1st Apr...	-
Add:	
Fund received during the reporting period	
Interest Earned during the reporting period	
Less:	
Expenditure during the reporting period	₹ 0.00
Fund Disbursement to SSR during the reporting period	₹ 0.00
Closing Balance as on 30 June ...	-

Utilization Certificate Format for SSR

Name of SSR
Name of SR
Period of Utilization
Donor Name

Fund Balance- UC Annexure for SSR

SSR Information	SSR
Opening Balance as on 1st Apr ...	₹ 0.00
Add: Adjustments (if any)	
Final Opening Balance as on 1st Apr...	-
Add:	
Fund received during the reporting period	
Interest Earned during the reporting period	
Less:	
Expenditure during the reporting period	₹ 0.00
Closing Balance as on 30 June ...	-