



**Solidarity And Action Against The HIV Infection In India "SAATHII", Requests for bids (RFP)**  
For  
**Empanelment of Internal Auditor**  
For  
**Two years (FY 2025-26 TO 2026-27)**

**RFP Reference No: SAATHII/Central/RFP - INT AUDIT/0226/680**

**Date of circulation- 05-02-2026**

**Bid Invitation**

Under the two-bid (technical and financial) system, SAATHII invites bids (soft copies as per the following terms and conditions) from qualified individuals and accounting firms, hereinafter referred to as "Auditor," to perform an internal audit over financial reporting with an integration of an audit of financial statements.

Please mark your complete bids to:

To:  
The Procurement Committee,  
Solidarity and Action Against The HIV Infection In India,  
30, 35th Cross St, Besant Nagar  
Chennai, Tamil Nadu 600090

Prepare your bids based on the guidance in this RFP document

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## PART I

### 1. Important Timelines and Bidding Instructions

#### 1.1. Timelines

List of Events	Date
<b>Publishing of RFP document</b>	05-02-2026
<b>Last date for Pre-bid queries submission by the Bidders</b>	By or before 10-02-2026 (23:59 Hrs.)
Clarification of bidders' queries by SAATHII (To be published on <b>devnetjobs</b> web portal only. SAATHII will not send response to individual bidders for their clarifications)	16-02-2026 (23:59 Hrs.)
Mode of submission	Date & Time
(Note- Financial bid must be password protected. Do not share the password unless not informed in written)	Technical and Financial Bid to be submitted electronically only, By or before <b>27-02-2026 23:59 Hrs.</b>
<b>Email address for submission of technical and financial bid (password protected)</b>	<a href="mailto:internal_audit@saathii.org">internal_audit@saathii.org</a>
Opening of the Technical bid	Any day, after the bid submission deadline.
bid presentation from the Shortlisted Bidders	To be intimated to the shortlisted bidders
Submission of password for financial bid	Upon written request (Only technically qualified bidders to be requested for submission of password for financial bid)
Opening of financial bids	Any day after the last date and time of financial bid's password submission
Conduct reference checks of selected Bidder	Before the award notification
Notification of Award to the Successful Bidder	To be intimated to the selected bidder
Contract signing with the Successful Bidder(s)	To be intimated to the selected bidder

## 1.2. Essential Information for the Bidders

Topic	Brief Description
Assignment name	Internal audit of SAATHII for the period of two consecutive financial years (2025 to 2027)
Preparation of Bids	Two Bid System- The bidders have to prepare technical and financial bids separately.
Submission of Bids	<p><b>Soft Copy:</b>            Bidder has to submit both technical and financial bids within the given timeline and date as mentioned in the above table. The financial bid must be password protected.</p> <p>Financial bid's password to be submitted upon a written request from SAATHII only.</p>
RFP availability	RFP is published in <a href="https://devnetjobsindia.org/">https://devnetjobsindia.org/</a> and also published in The Times of India (English)" newspaper, and available on <a href="https://saathii.in/procurement/">https://saathii.in/procurement/</a>
Name of the hiring agency	Solidarity and Action Against the HIV Infection in India (SAATHII)
Audit Services Delivery Sites	SAATHII has its head office in Chennai and branch offices in Bhubaneswar, Delhi, Hyderabad, Imphal, Kolkata and Nagpur. The offices of sub-recipient partners of SAATHII are located in various states, as mentioned in <b>Annexure-A</b>
Project Funding Agency	Various agencies
Bid validity period	May 30, 2026
Email id for submission of queries and Technical and Financial bids	<a href="mailto:internal_audit@SAATHII.org">internal_audit@SAATHII.org</a>
Notification on queries-clarifications or any Amendments to this RFP	<p>The clarification of pre-queries received from all bidders to be notified on <a href="https://devnetjobsindia.org/">https://devnetjobsindia.org/</a> latest by <b>16-02-2026</b>.</p> <p>SAATHII has the right to amend this RFP anytime, in a case of any amendment, the clarifications or amendments will be notified to the bidders by uploading on the <a href="https://devnetjobsindia.org/">https://devnetjobsindia.org/</a></p>

### 1.3. Glossary

Term	Definition
Assignment	<p>Internal audit of SAATHII for the period of two consecutive financial years (April 2025 to March 2027) as follows:</p> <p>a) <b>For SAATHII (in all office locations as mentioned below):</b> Internal audit will be conducted for the two consecutive financial years 2025-26 and 2026-27. For the FY 2025-26 the audit will be conducted for the full year. For the FY 2026-27, the audit will be conducted twice on six-monthly basis</p> <p>b) <b>For the Sub Recipient and Sub Sub Recipient Partner Organizations:</b> Internal audit will be conducted for the period April 2025 to September 2026. For the FY 2025-26 the audit will be conducted for the full year. For the FY 2026-27, the audit will be conducted for the first six months after September 2026</p>
SAATHII	SAATHII and its Board of Trustees, headed by its President and Managing Trustee.
Audit Firm	<p>Refers to an independent firm of chartered accountants with sufficient expertise, experience, and resources to conduct the audit as contemplated under the contract. The audit firm has staff that are members of the Institute of Chartered Accountants of India (ICAI).</p> <p>It is also registered under various laws applicable from time to time. The staff of the firm have a Certificate of Practice from ICAI.</p>
Certificate of Practice	A certificate issued by ICAI to qualified practicing chartered accountants in India.
ICAI	Institute of Chartered Accountants of India, established by an Act of Indian Parliament in 1949, with a mandate to provide certifications to qualified people to practice as an auditor in India.
Bidder	Any audit firm bidding for this contract
NGO	Non-Governmental Organization registered under relevant acts in India
Contract Price	The price payable to the supplier of services as specified in the Contract Agreement arrived as a result of the bid.
Day	Calendar Day or Business Day as specified



## 2. Eligibility Criteria

- A bidder may be a proprietorship firm, partnership firm, limited liability partnership, company, or corporation registered in India at least for the last five years as on the bid submission date;
- The bidder needs to have the eligibility to operate their business in India.
- The bidders must be legally and financially autonomous, and are independent agencies of SAATHII.
- SAATHII reserves the right to ask for any additional information/document during the procurement process.

## 3. Scope of Work

Please refer to Annexure-A for scope of work

## 4. Submission of Queries by the Bidders

The Bidders should submit the queries at [internal\\_audit@SAATHII.org](mailto:internal_audit@SAATHII.org) in the following format by or before **10-02-2026 (23:59 Hrs.)**:

Sr. No.	RFP Document Reference (Section and Page Number)	Content of RFP requiring Clarification	Content of Clarification
1			
2			

SAATHII shall not be responsible for ensuring that they have received the bidders' queries. Any requests for clarifications post the indicated date will not be entertained by SAATHII.

## Response to the bidder's queries by the SAATHII

The clarifications to the queries will be shared through uploading on devnet jobs India on **16-02-2026**.

## 5. Bid Preparation

The documents as detailed in clauses 5.1 and 5.2, i.e., Technical and Financial bid, shall comprise the Technical and Financial bids of the bidder, respectively. **The Technical Bid shall not include any financial information. Such a bid shall be summarily rejected.**

### 5.1. Technical Bid

The technical bid must detail the following:

- Introduction to the audit firm and years of operation.

ii.The current number of total clients that are NGOs, companies, firms, and businesses. Please desegregate by the above classifications.

iii.The geographical spread of NGOs for which the internal audit had been conducted. List the cities where the NGOs that were audited are located.

iv.List the highest, and the lowest annual budget(s) audited (for internal audit) for an NGO and a non-NGO. List them by type of entity.

v.List experience of conducting an internal audit for an NGO that has been the recipient of grants from The Global Fund to Fight AIDS, Tuberculosis, and Malaria (also referred to as The Global Fund).

vi.Current number of staff, sorted by:

- a) Certified Chartered Accountants. Please attach copies of valid certifications, especially Certificate of Practice.
- b) Accountants or people with finance backgrounds.
- c) Current number of interns (if any).

vii. Please mention the number of Certified Chartered Accountants, Accounts personnel and Interns will be engaged for SAATHII and its sub-grantee partners' internal audit

viii.List the city/cities where your audit firm and associate firms with whom you are bidding for this account have an office.

ix.List CV of key personnel of the audit firm.

x.Name and experience with CV (if different from above) of the person in charge of this account being bid for.

xi.Given the scope of work in this bid document, please describe in brief in not more than three pages your methodology and approach to conduct internal audit of SAATHII. Shortlisted agencies would be required to make a presentation to the Board of Trustees or to the nominated panel on the methodology and approach to conduct the audit. To save time and resources, all effort would be made to have the presentation over zoom or a similar app.

xii.List and attach a minimum five (5) letters of recommendation from past and current clients. The recommendations should not be more than three years old.

xiii.Any other relevant information critical for this bid.

xiv.In addition, the bidder shall also submit the following documents along with the submission of Bid documents:

- a) Certificate of incorporation/Partnership deed/proprietorship deed etc.
- b) Copy of Certificate of Registration of firms or any other legal entity under Chartered Accountants Act of India.
- c) Certificate of Practice of lead auditor assigned.
- d) Copy of GST registration certificate.
- e) Valid PAN of the Bidder.
- f) Copies of mandatory licenses and certifications as per the state/central legislations. The licenses and certifications must be valid on the date of opening of the bid and during the execution of the contract.
- g) Registration under the Shops & Establishment Act of the respective state if applicable.
- h) The copies of the audited financial statement for the last three financial years (2022-23, 2023-24, 2024-25).
- i) The bidder must submit the contact details of at least five clients for which the contract is completed in the last three years for the provision of a similar nature of service for reference check purposes. The reference provided must be a Senior Authority or the Contracting Officer solely responsible for managing or implementing the said contract signed between the bidder and its client.

- j) Self-attested ID proof, address proof, PAN Card, and a recent passport size colored photograph of authorized representative.
- xv. All pages of the bid should be numbered and initialed by the bidder's authorized signatory.

## **5.2. Financial Bid**

- i. The bidder should bid as per the financial bid format appended in this RFP only. On completion of each audit, the auditor will raise an invoice and the payment will be processed. Please also refer to the audit assignment table below under **Annexure A - scope of work**, for the number of internal audits and period of financial year.
- ii. The rate should be all-inclusive, including travel.
- iii. SAATHII may also require special investigation(s) on an as-need basis. The rate for each such investigation will be approved by the Board of Trustees.
- iv. The financial bid would also include the cost for review of procurement documents on an ongoing basis during the contract period. This includes review of non-recurring transactions of INR 200,000 and above in case of SAATHII, and INR 50,000 in case of sub recipient and sub sub-recipient of SAATHII before releasing the contract/purchase order.
- v. The bidder has to prepare the financial bid via putting cost breakup in financial format, given with this RFP.
- vi. The financial bid should be in Indian Rupees.
- vii. All payments will be made in Indian Rupee using the National Electronic Fund Transfer (NEFT)/RTGS System. Bidders are required to fill and attach the NEFT Mandate Form attached along with their offers. Notification of Award will not be issued without the NEFT Mandate Form.
- viii. All pages of the Bid should be numbered and adequately indexed. The authorized signatory of the Bidder must sign the Bid and duly stamp the same with the seal of the Company/Organization at appropriate places and initial all the remaining pages of the Bid.
- ix. A Bidder, who did not fulfill any of the above requirements and gave evasive information reply against any such condition, shall be liable to be ignored and rejected.
- x. Conditional bids shall be summarily rejected.
- xi. The prices bid by the Bidder shall remain firm and fixed and not subject to variation on any account.
- xii. Any other tax(es) (except GST), if applicable in respect of this contract, shall be payable by the bidder, and SAATHII will not entertain any claim whatsoever in respect of the same. However, in respect of GST, if payable, the same can be billed by the bidder to the SAATHII, which will be reimbursed to the bidder by SAATHII after satisfying that the bidder has actually and genuinely paid/charged for it.

## **5.3. Format and Signing of Bid**

All the technical and financial bids pages must be sequentially numbered and must contain the list of contents with page numbers. Any deviation in that aspect may result in the rejection of the bid.

The bidders are required to attest (self-attestation) the scanned copies of documents, along with the bid, signed on each page with the seal, to establish the bidders' eligibility and qualifications failing which their bid shall be summarily rejected and will not be considered. The bidders are responsible for what they attest and claim; if later, it is found

that whatever has been certified by the bidder is not valid/ correct, the bidder will render itself liable for punitive action, including prohibiting for procurement of any service (s), in addition to attracting penal provisions of the contract.

The bid shall be written in legible & indelible ink, and the same shall be signed by the bidder or by a person (s) who has been duly authorized to bind the bidder to the contract. The letter of authorization shall be by a written Power of Attorney (PoA), which shall also be furnished along with the bid.

The bid shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder. If there is any such correction, the same shall be initialled by the person(s) signing the bid.

## 6. Submission of Bids

The bidder has to submit both technical and financial bids within the given timeline and date **by or before 23:59 Hrs, 27-02-2026**. The financial bids must be password protected, and the password to be submitted upon a written request from SAATHII only. The bidders have to submit the technical and financial bids (PDF Format) separately by email.

Email address for bid submission: [internal\\_audit@SAATHII.org](mailto:internal_audit@SAATHII.org)

The email should have the following subject line – “bid to Provide Internal Audit Services to SAATHII Reference No: SAATHII/Central/RFP - INT AUDIT/0226/680

The Bidders should not share the password of the Financial Bids unless requested by SAATHII over the email. The password of the financial bid will be requested from the technically qualified bidders only.

Submission of more than one Bid will disqualify the bidder.

## 7. Evaluation Criteria

### 7.1. Technical Evaluation (Round-1)

SR. No.	Criterion	Max Points	Basis for Evaluation/Benchmarks	Supporting Documents
1	Years of operation	05	<ul style="list-style-type: none"> <li>• Above 10 years: 05 points</li> <li>• 05 to 10 years: 03 points</li> <li>• 03 - 05 years: 01 point</li> <li>• Less than 03 years: 0 point</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of registration under Chartered Accountants Act.</li> </ul>
2	Technical capacity	05	<ul style="list-style-type: none"> <li>• Above 10 CA's: 05 points</li> <li>• 7 to 10 CA's: 03 points</li> <li>• 4 to 7 CA's: 01 point</li> <li>• Less than 4 CA's: 0 point</li> </ul>	<ul style="list-style-type: none"> <li>• Documentary proof/ copy of certificate</li> </ul>
3	Team composition for SAATHII assignment	05	<ul style="list-style-type: none"> <li>• Above 4 CA's and 8 semi qualified/articles: 05 points</li> <li>• Above 3 CA's and 6 semi qualified/articles: 03 points</li> <li>• Above 2 CA's and 4 semi qualified/articles: 01 points</li> <li>• Less than 2 CA's and 4 semi qualified/articles: 0 points</li> </ul>	<ul style="list-style-type: none"> <li>• HR composition of the audit plan</li> </ul>

SR. No.	Criterion	Max Points	Basis for Evaluation/Benchmarks	Supporting Documents
4	Annual Turnover of the audit firm for the past three years (2022-23, 2023-24, 2024-25)	10	<ul style="list-style-type: none"> <li>Above INR 10,000,000 (1 CR): 10 points</li> <li>From INR 7,500,000 (75 Lakhs) to INR 10,000,000 (1CR): 07 points</li> <li>From INR 500,000 (50 Lakhs) to INR 750,000 (75 Lakhs): 05 points</li> <li>Below INR 500,000 (50 Lakhs): 01 point</li> </ul>	<ul style="list-style-type: none"> <li>Copy of audited statement of accounts.</li> </ul>
5	Entities who have been empaneled by the Global Fund for Audit in India	10	<ul style="list-style-type: none"> <li>Entity empaneled with Global Fund eligible auditor's list : 10</li> <li>Other than Global Fund eligible auditor's list: 0</li> </ul>	<ul style="list-style-type: none"> <li>Documentary proof/copy of certificate of empanelment/copy of award letter</li> </ul>
6	Number of NGOs the bidder conducted the statutory audit in the past three years (2022-23, 2023-24, 2024-25)	05	<ul style="list-style-type: none"> <li>More than 15 – 05 points</li> <li>From 10 to 15 –04 points</li> <li>From 5 to 10 – 03 points</li> <li>From 1 to 5 – 01 point</li> </ul>	<ul style="list-style-type: none"> <li>Self-declaration and at least one reference from each entity, maximum up to five entities.</li> <li>(contact person, contact number, active email Id and office address).</li> </ul>
7	Number of NGOs the bidder conducted an internal audit in the past three years (2022-23, 2023-24, 2024-25)	10	<ul style="list-style-type: none"> <li>More than 15 – 10 points</li> <li>From 11 to 15 –08 points</li> <li>From 6 to 10 – 05points</li> <li>From 1 to 5 – 02 point</li> </ul>	<ul style="list-style-type: none"> <li>Self-declaration and at least one reference from each entity, maximum up to five entities.</li> </ul>
8	Experience of auditing Global Fund Grants in past five financial years (2019-20, 2020-21, 2021-22, 2022-23, 2023-24)	10	<ul style="list-style-type: none"> <li>More than 15 – 10 points</li> <li>From 11 to 15 –08 points</li> <li>From 6 to 10 – 05 points</li> <li>From 1 to 5 – 02 point</li> </ul>	<ul style="list-style-type: none"> <li>Self-declaration and reference of principal recipient for whom grant audit of global fund is conducted.</li> </ul>
9	Location of bidder's head office and its branch offices	10	<ul style="list-style-type: none"> <li>Has offices in Delhi, Chennai, Bhubaneswar, Bengaluru, Kolkata and at least two more cities where SAATHII has its state office or SAATHII's sub-recipient partner organization(s) has office – 10 points</li> </ul>	<ul style="list-style-type: none"> <li>Head office and Branch office address for verification. Channel partners are not included here.</li> </ul>

SR. No.	Criterion	Max Points	Basis for Evaluation/Benchmarks	Supporting Documents
			<ul style="list-style-type: none"> <li>Has offices in Delhi, Chennai, Bhubaneswar and Bengaluru – 05 points</li> <li>Has offices in Delhi and Chennai – 03 points</li> <li>Has office either in Delhi or Chennai – 01 points.</li> </ul>	
10	Experience of the Lead Auditor who will oversee SAATHII's audit. S/he will be the focal person to SAATHII as representative of audit firm	05	<ul style="list-style-type: none"> <li>More than 10 years of experience as CA – 05 points</li> <li>From 5 years to 10 years – 03 points</li> <li>From 3 years to 5 years – 02 points</li> <li>Less than 3 years – 0 points</li> </ul>	<ul style="list-style-type: none"> <li>CV of the lead auditor who will be focal person for SAATHII.</li> <li>Certificate of Practice.</li> </ul>
<b>Technical Evaluation - Round 1</b>		<b>Maximum Score</b>		<b>75</b>

The bidder must score at least 50% of maximum score, in technical round-1 to qualify for the technical Round -2.

In case the number of technically qualified bidders in technical round-1 are less than three, the procurement process will be terminated. SAATHII Board will take the appropriate decision for the next course of action.

#### **Technical Evaluation (Round-2)**

SR. No.	Criterion	Max Points	Basis for Evaluation/Benchmarks	Supporting Documents
1	Approach to Scope of Work and Presentation	25	<p>The points will be given based on the written notes. and prepare presentation for one-to-one meeting</p> <p>(a questionnaire will be shared with the technically qualified bidder from round 1 to include in their respective presentations.)</p>	<ul style="list-style-type: none"> <li>Write up in line with SoW and Presentation</li> </ul>
<b>Technical Evaluation Round 2</b>		<b>Maximum Score</b>		<b>25</b>

#### **Bid presentation from qualified Bidders of technical evaluation in round-2:**

SAATHII will conduct an online one-to-one meeting with qualified bidders of technical evaluation round-1, as mentioned in clause 1.1 of the RFP to present their technical bid including Approach and Methodology followed by a Q&A session. SAATHII will share the

web link to join the meeting with those Bidders one day before. Bidders must score a minimum of 50% in technical round 2 to qualify for the next round of selection process.

In case the number of technically qualified bidders post technical round-1&2 is less than three, the procurement process will be terminated. In this scenario, SAATHII Board will take an appropriate decision for the next course of action.

### **7.2. Reference Check of the Shortlisted Bidders:**

- i. After the technical evaluation, SAATHII will independently conduct reference checks (three references) of the technically qualified bidders (as per the reference check format in the annexure below), for whom the bidder has done similar nature and scale of work.
- ii. If one or more references turns out to be negative,, the bidder will not be considered for the next round of selection process.
- iii. The bidder must score at least 50% in technical round- 2 along with positive reference check as per above mentioned **point no. ii**, to qualify for the financial evaluation Round.
- iv. In case the number of technically qualified bidders post reference check is less than three, the procurement process will be terminated. In this scenario, SAATHII will not ask for the password of financial bids from technically qualified bidders. SAATHII Board will take an appropriate decision for the next course of action.

### **7.3. Financial Evaluation and Award Criteria**

- i.Financial bids of all those that scored above the minimum cut-off point for technical evaluation round-2 along with positive reference check, will be opened.
- ii.The top scorer Bidder with the lowest financial bid (L1) will be awarded 100 scores. The financial bid score of other top scorer Bidders will be calculated as follows:
- iii.Financial Score of a Bidder =  $\{(Financial\ Bid\ of\ L1/Financial\ Bid\ of\ the\ Bidder) \times 100\}$
- iv.The purchase committee at this stage may invite bidders to explain the detailed assumptions of their financial bids.
- v.In case of any arithmetic error found in a financial bid, the bidders to be informed and allowed for correction, subject to the no upward changes in financial bid.
- vi.Any conditional bid would be rejected.

### **8. Award Criteria**

- i.The technical and financial scores secured by each shortlisted Bidder will be added using weightage of <70%> and <30%> respectively to compute the Final Bid Score (FBS).
- ii. $FBS = (0.70 \times \text{Technical Score}) + (0.30 \times \text{Financial Score})$
- iii.The Bidder with the highest Final Score, may/will be called for negotiation by the nominated members of the selection committee.
- iv.If, for any reason, the first-ranked bidder could not be awarded the contract, then SAATHII reserves the right to approach the next highest-ranked bidder for negotiation and awarding the contract.

### **Notification of award**

- i.SAATHII shall notify the successful bidder in writing that its bid has been accepted. The notification letter ("Letter of Acceptance") shall specify the total sum that SAATHII will pay the bidder in consideration of the supply of services ("the Contract Price").
- ii.Until a formal contract is prepared and executed, the Notification of Award shall constitute a binding contract.

### **Signing of Contract**

Award of Contract will be from April 2026 to June 2027. The award will comprise the scope of work, roles, and responsibilities of parties, monitoring and reporting mechanism, governance structure, payment terms and conditions, performance criteria, quality standards, termination process, and dispute resolution mechanisms.

## **9. General Terms and Conditions**

### **Introduction**

- i.Solidarity and Action Against the HIV Infection in India (SAATHII), a national non-profit organization headquartered in Chennai (hereafter referred to as the "SAATHII"), intends to invite Technical and Financial bids as password-protected online bids from eligible, reputed, and qualified bidders with sound technical and financial capabilities to deliver this assignment successfully. The bidder will provide the best services for the scope of work as specified in this document.
- ii.Part II of this document provides details of the Scope of Work (SOW). It is expected that the bidding agency must read this carefully. Details of the bidding process, key dates, evaluation criteria, and other such important information can also be found in this document.
- iii.Before formulating the bid and submitting it to the SAATHII, the bidder should read and examine all the terms, conditions, instructions, and other information provided in this RFP. Failure to provide and/or comply with the required information and instructions incorporated in this RFP may result in the rejection of the bid.
- iv.The bidders can refer to the timelines related to various events of this bid in clause 1.1. and other clauses as applicable. However, SAATHII has the right to modify the dates of any event(s) if required. SAATHII will notify the Bidders about such change by publishing the revised dates on <https://devnetjobsindia.org/> or send the notification to the official email ids of the prospective Bidders.

### **Amendment to the bid documents**

- i.Before the deadline for submitting the bid, SAATHII may, for any reason, whether at its initiative or in response to a clarification required by a prospective bidder, modify the bid document by issuing the appropriate amendment(s) to it.
- ii.Any addendum issued shall be part of the bid document and shall be shared with the prospective bidders through their official email ids or published by SAATHII on <https://devnetjobsindia.org/>
- iii.Prospective bidders are advised in their interest to visit the website mentioned above and check their emails for any amendments or relevant information before submitting their bids.
- iv.To give the prospective bidders reasonable time to consider the amendments in preparing their bids, SAATHII may, at its discretion, suitably extend the deadline for the submission of bids.

### **Right to accept or reject bids.**

SAATHII reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time before contract award, without thereby incurring any liability to the bidders.

### **Corrupt and fraudulent practices**

- i.The bidder(s) and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the selection process. Notwithstanding anything to the contrary contained in this RFP, SAATHII shall reject a bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or

indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice (collectively the “Prohibited Practices”) during the selection process.

ii.SAATHII will declare the bidder ineligible or prohibited, either indefinitely or for a stated period, to be awarded a contract by SAATHII if it at any time determines that the bidder has engaged in the prohibited practices in competing for, or gross/deliberate negligence in executing the contract.

iii.SAATHII reserves the right not to conclude the contract. If the contract has been issued, terminate the same if found to be obtained by any misrepresentation, concealment, and suppression of material facts by the bidder.

### **Conflict of Interest**

i.The bidder(s) and their respective officers, employees, agents, and advisers shall not have a conflict of interest with the SAATHII. Any bidder found to have a conflict of interest shall be disqualified. A bidder may be considered to have a conflict of interest for this bidding process if the bidder:

- a) directly or indirectly controls, is controlled by or is under common control with another bidder; or
- b) receives or has received any direct or indirect subsidy from another bidder; or
- c) has the same legal representative as another bidder; or
- d) has a relationship with another bidder, directly or through common third parties, that puts it in a position to influence the bid of another bidder, or influence the SAATHII's decisions regarding this bidding process; or
- e) participates in more than one bid in this bidding process. Participation by a bidder in more than one bid will disqualify all bids in which such bidder is involved.
- f) Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the work that is the subject of the bid;
- g) Bidder or any of its affiliates have been hired (or is proposed to be engaged) by SAATHII for the contract implementation.
- h) would be providing goods, works, or non-consulting services resulting from or directly related to consulting services for the preparation or implementation of the project that is provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or

ii.has a close business or family relationship with a staff, trustee, or consultant of SAATHII or Project Funding Agency who: (i) are directly or indirectly involved in the preparation of the bid documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to SAATHII or the Project Funding Agency throughout the procurement process and execution of the contract

iii.The bidders must submit a declaration on not having any Conflict of Interest as per the form attached in the annexure of this RFP.

### **Bidding Cost**

The bidder shall bear all costs associated with preparing and submitting its bid. SAATHII shall not be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### **Bid Language**

i.The bid and all correspondence and documents relating to the bid exchanged by the bidder and SAATHII shall be written in US English.

**ii.Currency of Bid**

All the payments associated for the contract under this RFP will be made in Indian Rupee (INR) only. The bidder shall submit the financial bid in Indian Rupee only.

**Bid validity period**

- i.The bid shall remain valid for acceptance for a period of 120 (one hundred twenty) days from the date of bid submission closing date prescribed in the bid document. Any bid valid for a shorter period shall be treated as unresponsive and rejected.
- ii.In exceptional circumstances, SAATHII may request the bidders' consent to extend the validity of their bids up to a specified period. The bidders, who agree to extend the bid validity period, extend the same in writing. However, they will not be permitted to modify their original bids during the extended bid validity period.
- iii. In case the day up to which the bids remain valid falls on a holiday or a day declared as a holiday or closed day for SAATHII, the bid validity shall automatically be extended up to the next working day.

**Late Bids**

SAATHII shall not consider any bid that arrives after the deadline for submission of bids. Any bid received by SAATHII after the deadline, those bids shall be declared late and rejected.

**Withdrawal/Modification of Bids**

- i.A bidder may withdraw or modify its bid before the submission deadline after submitting it by sending a written notice duly signed by an authorized representative. It shall include a copy of the authorization (the Power of Attorney). The corresponding substitution or modification of the bid must accompany the respective written notice.
- ii.SAATHII must receive the withdrawal notice/modified bid before the deadline prescribed for submission of bids.
- iii.No bid may be withdrawn, substituted, or modified in the interval between the deadline for submitting bids and the expiration of the bid validity period specified by the bidder on the Letter of Bid or any extension thereof.

**Confidentiality**

- i.Information relating to the evaluation of bids and contract award recommendation shall not be disclosed to the bidders or any other persons not officially concerned with the bidding process until information on the Contract Award is communicated to all bidders.
- ii.Any effort by a bidder to influence SAATHII in the evaluation or contract award decisions may result in the rejection of its bid.
- iii.From the time of bid opening to the time of Contract Award, if any Bidder wishes to contact SAATHII on any matter related to the bidding process, it should write to the [internal\\_audit@SAATHII.org](mailto:internal_audit@SAATHII.org) email id.

**Clarification of the Submitted Bid**

i.To assist in the examination, evaluation, comparison of the bids, and qualification of the bidders, SAATHII may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder regarding its bid that is not in response to a request by SAATHII shall not be considered. The SAATHII's request for clarification and the answer shall be in writing. No change, including any voluntary increase or decrease, in

the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by SAATHII in the evaluation of the bids.

ii.If a Bidder does not clarify its Bid by the date and time set in the SAATHII's request for clarification, his Bid may be rejected.

### **Deviations, Reservations, and Omissions**

During the evaluation of bids, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the bidding documents.
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the bidding documents; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the bidding documents.

### **Determination of Responsiveness**

The SAATHII's determination of a bid's responsiveness is to be based on the contents of the bid itself.

A substantially responsive bid meets the requirements of the bidding documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) if accepted, would
  - i.affect in any substantial way the scope, quality, or performance of the goods and related services specified in the Contract; or
  - ii.limit in any significant way, inconsistent with the bidding documents, the SAATHII's rights or the bidder's obligations under the contract; or
  - a) if rectified, it would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- i.SAATHII shall examine the technical aspects of the bid submitted to confirm that all requirements have been met without any material deviation, reservation, or omission.
- ii.If a bid is not substantially responsive to the requirements of bidding documents, it shall be rejected by the SAATHII. It may not subsequently be made responsive by correction of the material deviation, reservation, or omission.

### **Nonconformity, errors, and omissions**

- i.Provided that a bid is substantially responsive, SAATHII may waive any nonconformities in the bid.
- ii.Provided that a bid is substantially responsive, SAATHII may request that the bidder submit the necessary information or documentation within a reasonable period to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such deletion shall not be related to any aspect of the price of the bid. Failure of the bidder to comply with the request may result in the rejection of its bid.
- iii.Provided that a bid is substantially responsive, SAATHII shall rectify quantifiable nonmaterial nonconformities related to the bid price. To this effect, the bid price shall be adjusted, for comparison purposes only, to reflect the price of a missing or non-conforming item or component.

### **Correction of arithmetical errors**

Provided that the bid is substantially responsive, SAATHII shall correct arithmetic errors on the following basis:

- a) if there is a discrepancy between the unit price and the line-item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail, and the line-item total shall be corrected unless, in the opinion of SAATHII there is an obvious misplacement of the decimal point in the unit price, in which case the line-item total as bid shall govern and the unit price shall be corrected;
- b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be updated; and
- c) suppose there is a discrepancy between words and figures. In that case, the amount in words shall prevail unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

Bidders shall be requested to accept the correction of arithmetical errors. Failure to accept the correction shall result in the rejection of the bid.

## PART II

### 10. ANNEXURE-A: SCOPE OF WORK

#### Background

Solidarity and Actions Against the HIV Infection in India (SAATHII) is a not-for-profit organization working in India since 2002. The organization envisions universal access to rights, health, legal and social services for communities marginalized on account of HIV status, gender, and/or sexuality.

SAATHII has its head office in Chennai and branch offices in Delhi and six other cities. Each of these branch offices may have projects in other states reporting to them. Apart from branch offices, SAATHII has several sub-recipients (SR) and sun-sub-recipient (SSR) partners, also referred to as sub-awardees in several states.

With such growth, the complexity of SAATHII's operations, including finance, has also grown. SAATHII is committed to keeping up integrity, ensuring that donors get value for money, and achieving the desired impact. SAATHII ensures all this through a series of policies, standard operating procedures (SOP), checks and balances, and internal controls.

To ensure that all these are optimally functional, the board of trustees of SAATHII has decided to initiate regular internal audits to inform itself of the strengths and weaknesses of SAATHII's systems and initiate the measures to strengthen them. The board of trustees wishes to ensure that SAATHII complies with all relevant laws, donor guidelines, and that organizational financial records are accurate and present a fair view of the organizational financial health. The trustees expect that internal audits will identify risks and provide recommendations to manage the risks.

The Board of Trustees of SAATHII have outlined the following objectives for the internal audit:

#### Objectives of the internal audit are:

1. To ensure SAATHII and its partners comply with all relevant laws and regulations, organizations policies, and donor requirements.
2. To ensure SAATHII and its sub-grantees adhere to strong sub-grantee management systems and strengthen the partner's capacity in financial management and organizational development areas
3. To evaluate the efficiency of the internal controls and operational effectiveness through routine and special internal audit, help SAATHII and its sub-grantees and sub sub grantees to establish a strong internal control environment.
4. To identify and inform about the existing or foreseen risks and suggest risk management or mitigation strategies
5. To evaluate and ensure that proper maintenance procedures are in place to safeguard the organizational assets and monitor asset acquisitions and disposals to ensure policy adherence and proper valuation.
6. To ensure HR management as per the laws of the countries and donor requirements
7. To ensure that SAATHII and its sub-grantees and sub sub grantees organizations have a well-established banking operation for efficient financial management

8. To ensure SAATHII Central Operation Team is working in alignment with projects requirement, statutory compliance (objective 1) and HR management (objective 6)

### Deliverables

Objectives	Deliverables	SAATHII	Sub-recipient (SR) level	Sub-Sub-recipient (SSRS) level
1. To ensure SAATHII and its partners comply with all relevant laws and regulations, organizations policies, and donor requirements.	Assess the process of books of accounts maintenance, its timeliness and its review process, and comment on its effectiveness. Provide suggestions for improvement.			
	Assess the financial documentation systems (including voucher filing and documentation), their timeliness and review process, and comment on their effectiveness. Provide suggestions for improvement.			
	Ensure all the applicable registrations as per companies act/society act/trust act are in place and yearly renewal, as applicable are done Ensure organization has valid registrations like 12A, 80G, PF, FCRA registration, Darpan etc. Statutory compliances e.g. monthly / quarterly / half yearly / yearly are adhered to.			
2. To ensure SAATHII and its partners adhere to strong sub-grantee management systems and strengthen the partner's capacity in financial management and organizational development areas	Assess the quality of the financial review of SAATHII and its sub-grantee partners—both on-site and remote, including frequency. Provide suggestions for improvement.			
	Assess the sub-grantees' financial reporting and review mechanism in SAATHII and its sub-grantee partners. Provide suggestions for improvement.			
	Suggest steps on timely reporting with minimum data error.			
	Recommend capacity gap in finance team of SAATHII and its implementing			

	partners in financial management and suggest capacity building measures			
3. To evaluate the efficiency of the internal controls and operational effectiveness through routine and special internal audit, help SAATHII and its partners to establish a strong internal control environment.	<p>Ensure procurement process and systems are adhered to as per organizational policy and good procurement practices.</p> <p>Interval review and approval process is adhered as per approved policy &amp; SoP</p> <p>Accounting and bookkeeping are maintained, as per standard financial rules and regulations</p> <p>Statutory compliances e.g. TDS/PF/ESI etc., are adhered to as per existing law and regulatory requirements.</p> <p>Organizations are complied with yearly compliances e.g. filing of returns/renewal of registrations</p>			
	Assess the fraud and corrupt practices across various domains of organization e.g. finance, admin, HR procurement including non financial fraudulent activity			
	Tracking vendor engagement to understand fair practices in transaction			
	Tracking expenditure with activities including travel to understand the fair practices			
	Tracking the time engagement of staff (full-time or part-time) to understand the its link with salary spending			
	Conduct special investigation as and when assigned by the organizational leadership for allegations of fraud, corruption manipulation and misappropriation of funds			
	Assess whether organizations maintained declaration on "related party disclosure" from trustees, staff and consultants			
4. To identify and inform about the	Support the leadership in identifying the financial and fiduciary risks in the			

existing or foreseen risks and suggest risk management or mitigation strategies	statutory management, programme implementation and sub-granting.  Advise the leadership in the mitigation actions			
	Review the risk register and inform management about its timely updates and whether the mitigation actions are adhered by SAATHII and its implementing partner organizations			
	Alert the leadership about new risks based on various internal and external changes			
5. To evaluate and ensure that proper maintenance procedures are in place to safeguard the organizational assets and monitor asset acquisitions and disposals to ensure policy adherence and proper valuation.	Access the internal controls system to ensure the safeguard of assets.			
	Access whether computers/laptops are protected from antivirus and have password protection			
	Validate physical verification of Fixed Assets is done at least once in a year by a designated committee			
	Validate fixed assets are insured by organization			
	Validate organization is maintaining Fixed Asset Register as per donor and law of land			
	Access assets are disposed off as per policy of organization,donor and law of land			
6. To ensure HR management as per the laws of the countries and donor requirements	Ensure both SAATHII and its partner organizations comply with in-country rules and regulations for human resource management, staff benefits			
	Validate Standard Operating Procedures of HR policies are followed by SAATHII and its partner organizations			
	Validate appointment, period performance appraisal, salary increments and attrition of staff is done			

	as per HR manual and delegation of authority			
	Validate organizations are maintaining proper documents e.g. leave records, attendance registers, HR files etc. for each employee.			
	Validate salary computation and processing is done as per SoP and policy			
7. To ensure that SAATHII and its partners organization have a well established banking operation for efficient financial management	Access organization have board resolution and list of authorised bank signatories for physical cheque signing/ Online transactions is aligned with threshold limit for payment authorization of the organization			
	Ensure verification of petty cash register and reconciliation on timely basis			
	Ensure custody of cheque book/petty is properly safeguarded			
	Ensure petty cash management is being done we per petty cash policy of the organization			
	Ensure organization has strong validation system for processing of payments			
	Ensure organization maintaining proper cheque Inward & Outward register/duly filled cheque counter folio			
	Ensure organizations are not mixing of inter project funds from bank/organizations			
	Validate Bank Reconciliations Statement is done every month by the organization.			
	Validate organizations does not have long outstanding payments (stale cheques), there should not be any cheques issued/received but not presented more than 3 months. If so, the action taken on it			

8. To ensure SAATHII Central Operation Team is working in alignment with projects requirement, statutory compliance (objective 1) and HR management (objective 6)	In each SAATHII offices, common cost allocation expenses are accurately calculated			
	On a monthly basis inter-project receivable-payables are reconciled and payments have been settled in a timely manner			
	Closure of books of accounts have been done of all closed projects (including fund balance reconciliations, final financial reports submission to the donor, assets handover other closure formalities)			
	All assets have been reconciled and depreciation calculations have been done on monthly basis			
	Review the centralized HR function, including the repository of HR documents			

**Note:** The highlighted (green) box in the above table represents scope of work for each entity.

#### **Implementation Methodology:**

The internal auditor will function independently and will directly report to the Board of Trustees.

The audit will be conducted as mentioned below, under the table **summary of offices** for SAATHII offices and six-monthly/yearly (please refer below mentioned table for more details) basis for SR and SSR partners, unless specified otherwise.

The sample for review of expenses will be as follows: for transactions of INR 20,000 and above, the sample will be a minimum of 30%. For transactions below INR 20,000, the sample size will be 10%. However, HR and procurement documents need to be audited fully, whereas for staff and consultants' travel a minimum sample size of 50% should be taken, covering all staff.

Ensure that the expenditures are as per the respective donor guidelines and approved budget and forecast.

Review overall accounts to determine accounting errors, if any, so that accounting errors, if any, may be rectified in a timely manner.

In addition to the internal audit the selected internal auditor will review of procurement documents of non-recurring transactions of INR 200,000 and above in case of SAATHII, and INR 50,000 in case of sub grantee and sub sub grantee, before releasing the work order/contract/purchase order by SAATHII/sub grantee/sub sub grantee. This will be

an ongoing activity and the auditor is expected to review and respond within 2-3 working days.

Review the banking operations covering payment as per approval matrix, process and documentations, control and review mechanism of master database of beneficiaries, bank reconciliation, closure of monthly accounts etc.

Review of operations at Central office level i.e. Salary processing, Statutory compliance (TDS, PF, Gratuity, Return filing, Registration under 12A, Registration under 80G, other statutory filing requirements). Review all statutory compliance for timeliness and accuracy.

Review the financial controls and test if controls are working adequately as per various policies and Standard Operating Procedures (SOP) at the organization and project level. If any control weaknesses are observed, provide recommendations for strengthening the controls. Review division of responsibilities with a perspective to prevent fraud.

Test access controls especially related to software being used for procurement, HR, and accounting.

Review asset management, including doing annual physical verification and count of all fixed assets with SAATHII and its sub-recipients office as per the fixed asset register. Review retirement/disposal of assets as per donor and organization policies.

Assist the board of trustees in detecting fraud or potential fraud and warning the trustees of the same promptly.

Conduct special investigation as and when assigned by the board of trustees for allegations of fraud, corruption manipulation and misappropriation of funds. Report to the board about finding and recommendations for remedial action and strengthening controls

The special investigations will cover all offices of SAATHII (Head office and Project offices) , as well as sub-grantees and sub sub grantees' offices. We expect a maximum number of four such audits in a financial year.

For special investigations, the report must be submitted at the earliest and no later than 7 working days from completion of investigation. All other reports must be submitted no later than 15 working days from completing the assignment. All procurement audit (refer point no. 3) non-recurring transactions must be done within 2 business days.

All reports must be submitted only to the board of trustees or designee. Any further dissemination will be at the sole discretion of trustees.

The scope of this assignment includes conducting periodic internal audits in SAATHII's own offices, Sub-Recipients (SR) and Sub-Sub-Recipient (SSR) partners' offices. List of offices, along with location is provided in **Annexure-B** Please find below the summary of offices:

Entity / Office (A)	Number of offices (B)	Frequency of Audit(C)	Offices to be covered(D)
SAATHII offices	5	Total 3 audits: a) Audit 1: FY 2025-26 b) Audit 2: First six months of the FY 2026-27 c) Audit 3: Last six months of the FY 2026-27	All
Sub Recipient (SR) offices	8	Total 2 audits: a) Audit 1: FY 2025-26 b) Audit 2: First six months of the FY 2026-27	All
Sub-Sub-Recipient (SSR) offices	79	Total 2 audits: a) Audit 1: FY 2025-26 b) Audit 2: First six months of the FY 2026-27	20% of the offices to be covered
Kshamata Kendra (KK) Offices	20	Total 2 audits: a) Audit 1: FY 2025-26 b) Audit 2: First six months of the FY 2026-27	All

**NOTE:** All offices / entities mentioned in column "B" will be audited during each cycle/frequency of internal audit. Each cycle needs to be completed within two calendar months, including report submission.

**Total Audit Assignments during the contract period:**

Financial Year	No. of Audits to be conducted	Coverage		
		SAATHII	Sub-Recipients (Including Kshamta Kendra)	Sub Sub Recipients
2025-26	1	Yes	Yes	Yes
2026-27: April to September	1	Yes	Yes	Yes
2026-27: October to March	1	Yes	No	No

Entity / Office	Budget from April 2025 to	No. of Sub - Sub- Recipient
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	<b>March 2027 to be covered under the audit</b>	
SAATHII	INR 49,00,00,000 approximately (the budget does not include any sub-recipient budget)	
Swami Vivekananda Youth Movement <b>(Sub recipient)</b>	INR 20,00,00,000 (the budget includes the Sub Sub Recipient budget)	Thirty-Six sub sub recipients across Karnataka
Lepra Society <b>(Sub recipient)</b>	INR 19,00,00,000 (the budget includes the Sub Sub Recipient budget)	Seventeen - Across Telangana and Andhra Pradesh
Tamil Nadu-Kerala Unit <b>(Sub recipient)</b>	INR 10, 00,00,000 (the budget includes the Sub Sub Recipient budget)	Sixteen - Across Tamil Nadu
Mamta <b>(Sub recipient)</b>	INR 5,00,00,000	NA
TB Alert India <b>(Sub recipient)</b>	INR 5,00,00,000	NA
World Health Partners (WHP) <b>(Sub recipient)</b>	INR 13,00,00,000	NA
National Coalition of People living with HIV in India (NCPI+) <b>(Sub recipient)</b>	INR 10,00,00,000 (the budget includes the Sub Sub Recipient budget)	Eight across Punjab and one entity in Haryana
Kshamata Kendra	INR 5,00,00,000	NA

### **SAATHII's Responsibility**

Management is responsible for:

Maintaining all financial records accurately and to provide the audit team with:

access, at all times, to all information, including books, accounts, vouchers and other records and documentation, of the Trust, whether kept at head office of the Trust or elsewhere, of which management is aware that is relevant to the preparation of the financial statements. This will include books of account maintained in electronic mode;

access, at all times, to all information, including books, accounts, vouchers and other records and documentation, of the Trust, which is relevant to the preparation of the financial statements;

additional information that the audit team may request for the purpose of the audit unrestricted access to obtain audit evidence.; and

such other information, as may be necessary to carry out internal audit by the selected audit agency.

### **Auditor's Responsibility**

Internal auditor has to conduct audit in accordance with the Standards on Auditing (SAs), issued by the Institute of Chartered Accountants of India (ICAI) and deemed to be prescribed by the Central Government in accordance with and applicable pronouncements issued by the ICAI ("Indian GAAS")

Internal Auditor's professional responsibilities also include consideration of whether other information in documents containing financial statements, is consistent with those financial statements in accordance with the requirements of Standard on Auditing (SA) 720 – "The Auditor's Responsibility in Relation to Other Information in Documents Containing Audited Financial Statements" issued by the ICAI.

The Internal Auditor has to express an opinion on whether SAATHII's books of accounts are consistent with the applicable laws of The Income Tax Act, 1961; The Goods and Services Tax Act; Foreign Contribution (Regulation) Act, 2010; and other relevant laws and rules for the time being in force.

In case of Sub Recipient and Sub-Sub-Recipients, the internal Auditor has to express an opinion that the books of accounts for Global Fund grant are consistent with statutory compliances (PF, TDS, ESIC, ITR, and GST, as applicable), donor regulations and reporting requirement and other compliance and deliverables as specified in the contract between SAATHII, Sub Recipient and Sub-Sub-Recipients. Internal auditor will also validate the systems, processes and control built by Sub Recipient for Sub - Sub- Recipient management. Including fund management, reporting and OSDV of Sub - Sub- Recipient.

The Internal Auditor has to validate that the expenditure being booked under various projects is in accordance with the approved budgets.

The Internal Auditor must also validate that the expenditure being booked under various projects is consistent with the reports being submitted to the donor.

The Internal Auditor must also review the banking operations covering all related activities/process/systems involved in this deliverable.

The Internal Auditor must review all HR, A&F operations at Central including ,related compliance for accuracy and timeliness.

The Internal Auditor will also be responsible to conduct any special investigation/audit as and when assigned. This may include fraud, corruption manipulation and misappropriation of funds etc.

The internal auditor will also validate whether the reports to the donors are being submitted on time.

The internal audit report will be made solely to the Board of Trustees or designee

The Internal Auditor will be responsible to determine the matters that come to their attention during conducting the audit to communicate to the Board of Trustees or designee, which include:

disagreements with management, reportable events, and other serious difficulties encountered in performing the audit;

matters related to the Trust's accounting policies and financial statements, such as the basis for auditor conclusions regarding the reasonableness of significant judgments and estimates made by the management, audit adjustments, uncorrected misstatements and accounting policies and alternative accounting treatments;

based on the findings of the audit and the related weaknesses, the auditor **must** indicate any other important information management should focus their attention on.

In cases where either SAATHII management does not accept any audit finding or the auditor disagrees with the adequacy of the management response, the management letter will acknowledge the specific disagreement. All observations and recommendations will be discussed with the BoT or the designee before the letter is finalised. The Internal Auditor will submit the Final Audit report along with the Management Letter, after making a presentation before the BoT/designee for each cycle of audit.

### **Payment Schedule**

The Internal Auditor will submit an invoice once the final version of the audit report along with Management letter is submitted to the BoT/designee.

The payment will be made as per the approved amount in the contract.

No advance payments will be made.

The detailed payment schedule will form part of the contract.

### **Reporting mechanism**

The Internal Auditor will report to The Board of Trustee or designee of SAATHII.

**NOTE:** Sub recipients and sub grantees, sub sub recipients and sub sub grantees are under interchangeably in this RFP documents.

## 11. ANNEXURE-B: Geography/ Audit Locations

The books of accounts are maintained at various office locations as mentioned below:

S No	Name of Organization	Office Location	Geography covered through program implementation (states and districts)
1	SAATHII	Chennai	Pan-India
2		Delhi	
3		Hyderabad	
4		Bhubaneswar	
5		Imphal	
6	MAMTA	Delhi	Rajasthan
7	WHP	Noida	Uttar Pradesh, Punjab and Haryana
8	TB Alert India	Telangana	Telangana
9	Lepra Society	Raipur	Chhattisgarh
10	SVYM	Bengaluru	Karnataka
11	Lepra Society	Vijayawada	Andhra Pradesh
12	Lepra Society	Hyderabad	Telangana
13	NCPI+	Chandigarh	Punjab and Haryana
14	SAATHII STU	Chennai	Tamil Nadu
15	SVYM	Bengaluru	Karnataka
16	Network for Positive People in Trichy (NPT+)	Trichy	Trichy
17	Tanjore District Network of Positive People (TDNP+)	Thanjavur	Thanjavur
18	Network for Positive People in Trichy (NPT+)	Dindigul	Dindigul
19	South India Positive Network	Chennai	Chennai
20	Dharmapuri District HIV Positive Welfare Society	Dharmapuri	Dharmapuri
21	Krishnagiri District Living with HIV/AIDS Welfare Society	Krishnagiri	Krishnagiri
22	Bro Siga Social Service Guild (BSSSG)	Madurai	Madurai
23	The Immaculate Conception Women Development Social Service Society	Sivagangai	Sivagangai
24	Theni District Network For HIV Positive People - TDNP+	Theni	Theni
25	Tuticorin District HIV Positive People Welfare Society (TDPS+)	Tuticorin	Tuticorin
26	Community Reconstruction of Social Service (CROSS)	Vellore	Vellore
27	Tamil Nadu Positive Women Network (TPWN+)	Villupuram	Villupuram
28	Tiruvannamalai District HIV Positive Society (TDHPS+)	Tiruvannamalai	Tiruvannamalai

<b>S No</b>	<b>Name of Organization</b>	<b>Office Location</b>	<b>Geography covered through program implementation (states and districts)</b>
29	Virudhunagar District HIV Ullor Nala Sangam (VDHUNS+)	Virudhunagar	Virudhunagar
30	HIV Positive People Welfare Society (HPPWS)	Namakkal	Namakkal
31	Tamil Nadu Network of positive people (TNP+) Kanchipuram (Not selected outgoing SSR)	Kancheepuram	Kancheepuram
32	South India Positive Network-TG CSC	Chennai	Chennai
33	Hongirana Network of Positive People	Dakshina Kannada	Dakshina Kannada
34	Karnataka Network for People Living with HIV/AIDS (KNP+)	Bangalore-01	Bangalore-01
35	Karnataka Network for People Living with HIV/AIDS (KNP+)	Dharwad	Dharwad
36	Nithya Jeevana Network of Positive People	Bellary	Bellary
37	Chirajeevana Network of Positive People Living	Tumkur	Tumkur
38	Chaitanya Network	Chamarajanagar	Chamarajanagar
39	Chaitanya Network	Chikkaballapur	Chikkaballapur
40	Chaitanya Network	Kodagu	Kodagu
41	Chaitanya AIDS Prevention Women's Sangha	Bagalkot	Bagalkot
42	Chaitanya AIDS Prevention Women's Sangha	Mudhol	Mudhol
43	Lal Bahadur Education Society	Yadgir	Yadgir
44	organization to be selected	Bidar	Bidar
45	Spandana Network of Positive People	Belagavi-01	Belagavi-01
46	Nav Chetana HIV AIDS Sonkita Vektigala Sanga Gadag	Gadag	Gadag
47	Soukhya Samrudhi Samsthe, Kolar	Kolar	Kolar
48	Shakti Aids Tadegattuva Mahila Sangha	Chikkodi, Belagavi-02	Chikkodi, Belagavi-02
49	Ananda Jyothi Network	Mysore	Mysore
50	Sankalpa Network Vijayapura	Vijayapura	Vijayapura
51	Asha Kirana Charitable Trust	Mysore	Mysore
52	Abhayadhama Network	Shimogga	Shimogga

<b>S No</b>	<b>Name of Organization</b>	<b>Office Location</b>	<b>Geography covered through program implementation (states and districts)</b>
53	AIDS Jagruthi Mahila Sangh	Sindagi, Vijayapura	Sindagi, Vijayapura
54	Deepa Jyothi Network of Positive People	Udupi	Udupi
55	Mahesh Foundation	Gokak, Belagavi-03	Gokak, Belagavi-03
56	Samara Society	Bangalore-03	Bangalore-03
57	Vimukthi AIDS Tadegattuva Mahila Sangha	Hospete, Vijayanagara	Hospete, Vijayanagara
58	Hosabelaku Network of Positive People	Raichur	Raichur
59	St. Luke's Medical Society	Kalaburagi	Kalaburagi
60	Bandhavya Network	Chikkamagalur	Chikkamagalur
61	Swathi Mahila Sangha	Bangalore-02	Bangalore-02
62	Samraksha	Koppel and Uttara Kannada	Koppel and Uttara Kannada
63	Jeevan Ashraya Network for people living with HIV	Hassan	Hassan
64	Adarsha Jeevana Mandya Network	Mandya	Mandya
65	Adarsha Jeevana Mandya Network	Ramanagara	Ramanagara
66	Rakshith Network of Positive People/Rakshith HIV Bhadithar Sangh	Haveri	Haveri
67	Sanjeevini Network Davangere	Davanagere	Davanagere
68	Suchethana Network Chitra Durga	Chitra Durga	Chitra Durga
69	Asha Positive People Association (APPA+)	Khammam	Khammam
70	Chehutha WCBO	Hyderabad	Hyderabad
71	Karuna Mythri Positive People Service Society (KMP+)	Warangal	Warangal
72	Network of Telangana People Living with HIVAIDS (NTP+1)	Hyderabad	Hyderabad
73	Network of Telangana People Living with HIVAIDS (NTP+2)	Mahaboob Nagar	Mahaboob Nagar
74	CSC selection process in Progress	Hyderabad	Hyderabad
75	Shape India	Taran Taran	Taran Taran

<b>S No</b>	<b>Name of Organization</b>	<b>Office Location</b>	<b>Geography covered through program implementation (states and districts)</b>
76	Swami Vivekananda Medical Mission	Amritsar	Amritsar
77	CHILD SURVIVAL INDIA	Ferozepur	Ferozepur
78	NETWORK OF POSITIVE PEOPLE	Rohtak	Rohtak
79	Shape India	Patiala	Patiala
80	GANGA SOCIAL FOUNDATION	Ludhiana	Ludhiana
81	NCPI-Direct Implementation	Bhatinda	Bhatinda
82	AIDENT SOCIAL WELFARE ORGANIZATION	Jalandhar	Jalandhar
82	Sudheep Memorial Trust-Non Financial	Pathankot	Pathankot
83	Network of Chittoor Positive People – Chittoor	NCPI - Chittoor	NCPI - Chittoor
84	Coastal Network of Positive People – Kakinada	CNPP	CNPP
85	Konaseem Seva Mandali – Rajahmundry	KSM	KSM
86	Anantha Network of Positives – Ananthapur	ANP	ANP
87	Community Health Awareness Natural Green Environment Society-Vihaan	CHANGES	CHANGES
88	Rural Environment And Education Development Society	REEDS	REEDS
89	Network of Chittoor Positive People – Chittur	NCPP - Chittoor	NCPP - Chittoor
90	Cheyutha HIV Welfare Empowerment Society - Tenali	CHES – Tenali	CHES – Tenali
91	Social Activities for Rural Development Society (SARDS) – Guntur	SARDS - Guntur	SARDS – Guntur

<b>S No</b>	<b>Name of Organization</b>	<b>Office Location</b>	<b>Geography covered through program implementation (states and districts)</b>
92	Social Activities for Rural Development Society (SARDS) – Nellore	SARDS - Nellore	SARDS – Nellore
93	Vasavya Mahila Mandali - Satya Sai	VMM - Satya Sai	VMM - Satya Sai
94	Child In Need Institute (CINI)	South 24 PGS	West Bengal / Tripura
95	Shree Seva Nidhi Trust (SST)	Ahmedabad	Gujrat, DNH & DD
96	National Institute of Public Health of Training & Research (NIPHTR)	Mumbai	Maharashtra
97	Nirvana Foundation (NIRVANA)	Imphal	Manipur
98	Centre for Advanced Research in Health and Human Behavior (CARB)	Thiruvananthapuram	Kerala, Lakshadweep
99	Indian Institute of Health and Family Welfare (IIHFW)	Hyderabad	Telangana
100	Lok Smriti Sewa Sansthan (LSSS)	Prayagraj	Uttar Pradesh
101	The Bhopal School of Social Sciences (BSSS)	Bhopal	Madhya Pradesh
102	Indian Institute of Youth Welfare (IIYW)	Nagpur	Maharashtra
103	Society for Promotion of Youth and Masses (SPYM)	Chandigarh	Chandigarh, Himachal Pradesh, J &K, , Ladakh, Punjab
104	Society for Promotion of Youth and Masses (SPYM)	Delhi	Delhi, Haryana, Uttarakhand, Andaman & Nicobar
105	Bihar Voluntary Health Association (BVHA)	Patna	Bihar, Chhattisgarh, Jharkhand
106	IIHMR University (IIHMR)	Jaipur	Rajasthan

<b>S No</b>	<b>Name of Organization</b>	<b>Office Location</b>	<b>Geography covered through program implementation (states and districts)</b>
107	Swami Vivekananda Youth Movement (SVYM)	Bengaluru	Karnataka
108	Self Employed worker association Kendra (SEWAK)	Bhubaneswar	Odisha
109	Child And Women Foundation (CAWF)	Aizol	Mizoram
110	The Gandhi gram Institute of Rural Health and Family Welfare Trust (GANDHIGRAM)	Dindugul	Tamil Nadu, Puducherry
111	YR Gaitonde Medical, Educational and Research Foundation (YRG CARE)	Guwahati	Assam, Arunachal Pradesh, Meghalaya, Sikkim
112	Kripa Foundation (KRIPA)	Kohima	Nagaland

## Part III - Annexures

### 12. Bid Submission Forms

#### Cover Letter

(To be issued on bidder's letter-head)

Date \_\_\_\_\_

To

**Solidarity and Action Against The HIV Infection in India, (SAATHII)**

Address: New No. 30 (Old No. S-23), 35th Cross Street, Besant Nagar, Chennai 600090

**Ref: Your Bidding Document No. \_\_\_\_\_ dated \_\_\_\_\_**

We, the undersigned, have examined the above mentioned bidding document, including amendment/corrigendum No. \_\_\_\_\_, dated \_\_\_\_\_ (*if any*), the receipt of which is hereby confirmed. We now offer our services as Internal Auditor (IA) in conformity with your above-referred document for the rate as bid in the price schedule(s), attached herewith and made part of this Bid.

3. We agree to keep our Bid valid for acceptance for **120 (one hundred twenty ) days from bid submission closing date**, or a subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this Bid up to the aforesaid period, and this Bid may be accepted any time before the expiry of the above mentioned period. We further confirm that, until a formal Contract is executed, this Bid read with your written acceptance thereof within the period mentioned above shall constitute a binding contract between us.

4. We agree to all terms & conditions of the contract as per Part III.

5. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.

6. We confirm that we are competent to contract, and we do not stand deregistered/banned/prohibited by any Govt. Authorities or any private company/firm/agency.

7. We confirm that we fully agree to the terms and conditions specified in the abovementioned bidding document, including amendment/ corrigendum, if any.

*Signature with date, name, and designation]* Duly authorized to sign Bid for and on behalf of

Messrs \_\_\_\_\_

[Name & address of the Firm]



## **Letter of Authorization for Signing of Bid Document on Behalf of Bidder**

(To be issued on bidder's letter-head)

Know all people by these presents, we, \_\_\_\_\_ the board vide board resolution dated \_\_\_\_ (name of the Firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [currently employed with us and holding the position of \_\_], as our true and lawful Attorney (hereinafter referred to as the "Attorney") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for the (Name of Mandate) including but not limited to signing and submission of all applications, bids, and other documents and writings, participate in bidder's and other conferences and providing information/responses to the SAATHII, representing us in all matters before SAATHII, signing and execution of all contracts including the Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with SAATHII in all matters in connection with or relating to or arising out of our Bid for the said Bid and/or till the entering into the Contract with SAATHII.

AND we hereby agree to ratify and confirm, and do hereby all acts, deeds, and things lawfully done or caused to be done by our said Attorney pursuant to and in the exercise of the powers conferred by this Power of Attorney and that all acts, deeds, and things done by our said Attorney in the exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_ THE ABOVE  
NAMED

PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY  
OF ..... For \_\_\_\_\_

(Signature)

(Name, Title, and Address) Witnesses:

- 1.
- 2.

Accepted (Notarized) (Signature)

(Name, Title, and Address of the Attorney)



### **Disclosure of Conflict of Interest**

(To be issued on bidder's letter-head)

It is hereby disclosed that we have not any conflict of interest with other bidders or with SAATHII in terms of conditions stipulated in this Bid Document. If this disclosure is found wrong later, we are liable for punitive actions as per the terms and conditions of this Bid Document.

(Authorized Signatory)

Stamp

### **Disclosure of Code of Integrity**

(To be issued on bidder's letter-head)

It is hereby disclosed that I/we.....(name of firm/bidder.....)shall not act in contravention of the codes as under: -

1. Prohibition of: -

- a) Making offers either directly or indirectly in exchange for an unfair advantage in the procurement process or otherwise influencing the procurement process.
- b) Any omission or misrepresentation that may mislead or attempt to mislead or attempt to mislead so that financial or other benefits may be obtained, or an obligation avoided.
- c) Any collusion, bid-rigging, or anti-competitive behavior may impair transparency, fairness, and progress of the procurement process.
- d) Improper use of information provided by SAATHII to the Bidder with an intent to gain an unfair advantage in the procurement process or for personal gain.
- e) Any financial or business transactions between the bidder and any official of SAATHII related to Bid or execution process of Contract, which can affect the decision of SAATHII directly or indirectly.
- f) Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g) Obstruction of any investigation or auditing of a procurement process.
- h) Making false declarations or providing false information for participation in a bid process or to secure a contract.

(Authorized Signatory)

Stamp

### **Affidavit/Undertaking**

(to be issued on bidder's letter-head)

I/We have read and understood the instructions and the terms and conditions contained in the Bidding document. I/We accordingly accept all terms and conditions of the Bid Document. I/We..... confirm that I/we..... do not stand deregistered/debarred/banned/prohibited by any Govt. Authorities, or any Private company/firm/agency.

I/We do hereby declare that the information furnished/ uploaded is correct to the best of my/our knowledge and belief. I/ We also hereby certify that if at any time, the information provided by us is proved to be false or incorrect; I/We are liable for any action as deemed fit by SAATHII as per the provisions laid down in this Bid Document

(Signature of Bidder)

Date:

NAME & ADDRESS OF BIDDER

**NOTE:** To be submitted on non-judicial stamp paper of Rs. 10/- duly certified by Public Notary

### **Contact Details for Reference Check**

(to be issued on bidder's letter-head)

Please provide the contact details of your organization's three current or past donors/stakeholders for reference.

<b>Details</b>	<b>Reference-1</b>	<b>Reference-2</b>	<b>Reference-3</b>	<b>Reference-4</b>	<b>Reference-5</b>
Name of Client/ Organization					
Name of Funding Agency					
Size of Annual Audited Value					
Name of contact person					
Designation					
Mobile Number					
Email Id					

(Signature of Bidder)

Date:

NAME & ADDRESS OF BIDDER

**Checklist**  
(To be filled up by the Bidder)

**Name of the Bidder:**

Sr. No.	Activity	Yes/ No/NA	Page No. in the Technical bid	Page No. in the Financial bid	Remarks
01	Have you enclosed the duly filled Bid Submission Form?				
02	Have you enclosed the Power of Attorney in favor of the signatory?				
03	Have you enclosed disclosure on Conflict of Interest?				
04	Have you enclosed disclosure on the Code of Integrity				
05	Have you enclosed Affidavit/Undertaking?				
06	Have you filled out this checklist and enclosed the same in the bid document?				
07	Have you submitted the duly filled up NEFT mandate form?				
08	Have you enclosed a copy of the Certificate of Incorporation, Articles, and Memorandum of Association in the case of companies/Partnership Deed and Registration of Partnership Firms/Any document proving ownership of proprietary firm?				
09	Have you enclosed a copy of the registration certificate as per the Chartered Accountant Act of India?				
10	Have you attached the Certificate of Practice of the Auditor assigned to lead this assignment?				
11	Have you enclosed an existing agreement or the Letter of Intent for applying as a Joint Venture (JV) or MoU with other Associates for this Assignment?				
12	Have you submitted a copy of the GST registration certificate?				
13	Have you enclosed a valid PAN of the organization?				
14	Have you enclosed registration No. and Certificates for Shops & Establishment Act of the respective state if applicable?				
15	Have you enclosed the statutory auditor's certificate				

	that provides the average annual financial turnover of the Bidder during the last three financial years?				
16	Have you enclosed a photocopy of IT Return (Balance Sheet, Profit and Loss Account Statement, and Cash Flow Statement) for financial years 2021-22, 2022-23, and 2023-24 certified by the Statutory Auditor?				
17	Have you enclosed any letter of recommendation from at least two to three NGOs for which you have rendered similar service in the last three years?				
18	Have you enclosed self-attested ID proof, address proof, Pan Card, and a recent passport size colored photograph of the authorized representative?				

**Note:**

1. All pages of the tender should be page numbered and indexed.
2. The bidder may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the bid and no row is left blank. If any row is not applicable, it may be filled up as NA.
3. It is the responsibility of the bidder to go through the bid document to ensure furnishing all required documents in addition to the above if any

(Signature with date)

(Full name, designation & address of the person duly authorized on behalf of the Bidder)

For and on behalf of

(Name, address, and stamp of the Bidder)

**NEFT Mandate Form for the Bidder**

(To be issued on bidder's letter-head)

From: M/s.\_\_\_\_\_

Date: \_\_\_\_\_

To

**Solidarity and Action Against The HIV Infection in India, (SAATHII)**

Address: C 1/3, Safdarjung Development Area, Near to Aurobindo Market, Hauz Khas, New Delhi, Delhi 110016

**Sub: NEFT PAYMENTS**

We refer to the NEFT being set up by \_\_\_\_\_. For remittance of our payments using RBI's NEFT scheme, our payments may be made through the above scheme under this noted account.

**NATIONAL ELECTRONIC FUNDS TRANSFER MANDATE FORM**

<b>Account Name</b>	
<b>Bank Code No.</b>	
<b>Bank's name</b>	
<b>Branch Address</b>	
<b>Branch Telephone / Fax no.</b>	
<b>Bidder's Account No.</b>	
<b>Type of Account</b>	
<b>IFSC code for NEFT</b>	
<b>IFSC code for RTGS</b>	
<b>Bidder's name as per account</b>	
<b>Telephone no. of Bidder</b>	
<b>Bidder's email ID</b>	

*Signature with date, name, and designation*

Confirmed by Bank (Enclosed a copy of Crossed Cheque)

**Declaration**  
(To be issued on bidder's letter-head)

I/We..... declares that the details and information provided in this application form and the documents attached are true and correct to the best of my knowledge and belief. In case any of the information/details provided or documents attached are found to be incorrect, the application can be rejected without assigning any reasons thereto.

For (Name of the Organization)  
Authorized person's Signature

Name:

Designation:

Date:

Place:

### **13. Financial bid Format**

(To be prepared on bidder's letter-head)

Date:

Name of the bidding organization or firm:

<b>S. No.</b>	<b>Period</b>	<b>Audit Fee(In INR)</b>	<b>GST (in INR)</b>	<b>Total (in INR)</b>	<b>Remarks if any</b>
<b>01</b>	April 2025 – March 2026 <b>(for SAATHII and all sub-recipient partners)</b>				
<b>02</b>	April 2026– September 2026 <b>(for SAATHII and all sub-recipient partners)</b>				
<b>03</b>	October 2026 – March 2027 <b>(for SAATHII only)</b>				
	Total				
<b>Grand Total</b>					

**Grand Total in Words:** .....

Signed by Authorized Signatory

(Name in Full)

**Note:**

1. The bid audit fee should include travel and other miscellaneous/incidental expenses for conducting the internal audits in different locations.
2. The financial bid would also include the cost for review of procurement documents on an ongoing basis during the contract period. This includes review of non-recurring transactions of INR 200,000 and above in case of SAATHII, and INR 50,000 in case of sub recipient and sub sub-recipient of SAATHII before releasing the contract/purchase order.

#### **14. Reference Check Request Form for Audit Firm**

1. Name of the Audit Firm:
2. Audit Service: **Internal Audit**
3. Details of the person giving the reference

Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Organization : \_\_\_\_\_

Contact number : \_\_\_\_\_

Email : \_\_\_\_\_

4. Please give your valuable feedback on the below functioning of the Audit Firm (please tick the appropriate box):

#	<b>Reference check criteria</b>	<b>Feedback Please put (X) in the appropriate column below</b>	
		<b>Satisfactory</b>	<b>Not satisfactory</b>
1a	Overall experience of internal audit (if applicable)		
1b	Experience of the internal audit at partner / subgrantee level (if applicable)		
2	Overall experience of statutory audit (if applicable)		
3	Experience of handling and addressing audit recommendations and closure		
4	Experience of conducting internal control review		
5	Auditor's familiarity with the statutory compliances, prevailing rules and regulations		
6	How well the audit firm advised and engaged in strengthening financial systems and controls of the organization		
7	How well the audit firm assessed the financial and fiduciary risks and advised the management in risk mitigation		
8	Experience of getting timely updates and clarifications / guidance from the audit firm regarding statutory amendments		
9	Experience of the team members who conducted audit at ground level		
10	How well did the firm manage the relationship with your organization, including communicating critical issues		
11	Completion of audit within prescribed timeline		
12	Will your organization rehire this agency for similar assignment in future		

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

**\*\*End of RFP\*\***