



**Commissioner, Family Welfare and  
Director, National Health Mission  
Public Health Department, Govt. of Maharashtra**



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'Arogya Bhavan', 3rd floor,  
St. George Hospital Compound,  
P D'mello Road, Near CST,  
Fort, Mumbai 400 001

NHM/Proc./129337 /2026.  
Date: 03/02/2026.

To,  
M/s.-----  
Chartered Accountant,  
Address & Pin code

**Sub : Invitation of quotations for "Reconciliation of unspent balances till gross route & Preparation of Consolidated Financial Statement of all over state under NHM for the period 01/04/2025 to 10/10/2025.**

Sir,

In view of change in grant remittance mode by Govt. of India from old SNA to SNA SPARSH system State Health Society, Maharashtra would like to reconcile the unspent balances laying of at the institutions till gross route level under bank Accounts.

We are inviting to submit your most competitive rates for this activity.

Particulars		Total Amount (in Rupees)
fees: (Including all out of pocket expenses like Boarding / Lodging, TA/DA etc.)	.....	Both in Numeric and in Words. Rs...../-
GST	.....	(In words Rupees ..... ..... .....)
Total fees	.....	.....)

- The declaration letter and Annexure –I is attach with inquiry letter.

**Note: 1. In case of change in the rate of Taxes, the same will be applicable as per tax laws.**

**Note: 2. In case of discrepancy in numeric & words, the amount mentioned in words will be treated as valid.**

The background and the scope of work is as under :-

**1. Scope of work –**

1. The National Health Mission (NHM) is a Centrally Sponsored Scheme. It is directed that from October 2025 onwards, all financial transactions to be carried out through the SNA SPARSH system. Prior to implementation of this system, financial transactions were done under SNA bank accounts.

2. As per guidelines, it is mandatory to refund the unspent balance under SNA in proportion Central and State sharing ratio i.e. 60:40.
3. Accordingly, the closing balances of NHM funds of all institutions maintained in bank accounts are required to be reconciled.
4. For this purpose, It is necessary to the verify the bank statements and passbooks of all NHM-related bank accounts of all institutions till grass route level along with their corresponding cash books, to be verified and to give true and fair view of financial statements.
5. Additionally, verification is required in cases where NHM funds have been either transferred/parked in bank accounts of any other schemes or holding account or else and to be pointed out in report.
6. Further, since the SNA SPARSH system has been implemented after 10.10.2025, any expenditure recorded thereafter through the PFMS system or via Cheque / RTGS / NEFT must be specifically reported as audit observations in the audit report.
7. To ensure about all necessary supporting documents, records and accounts have been kept in respect of the project.
8. The entry conference before commencement of assignment should be held at the District office in which the authorized signatories and the concerned accounts officials should be the part of said entry conference. Likewise, the exit conference also should be held. So that, the discussion on checking experience & observations can be shared with them.
9. **Coverage :-** Coverage would be 100% till grass route level.

**10. The details of units are as under:-**

Sr. No.	Units	Numbers
1	SHS H.Q.	8
2	Districts (Including NDCPs)	34
3	Corporations	27
4	Municipal Councils	63
5	Cantonment Boards	7
6	UPHCs	630
7	UHCs	37
6	1.HFWTCs	7
	2. DTTs	34
	3. HTTs	24
	4. BTTs	7
7	Circle level offices	8
8	SHSRC, Pune	1
9	IEC Bureau office, Pune	1
10	Transport Division Office, Pune	1
11	NTEP	60
12	NVBDCP	34
13	NLEP	34
14	IDSP	34
15	NPCB	34

16	NCD	34
17	Civil Hospitals	34
18	General Hospital + Ortho	6
19	Mental Hospital	4
20	RHs	365
21	SDHs	93
22	WHs	15
23	TB Hospital	4
24	Leprosy Hospital	4
25	Blocks	355
26	PHCs	1858
27	SCs	10668
28	Medical colleges	14
39	Super specialty Hospital	2
30	Councils UPHCs	95
31	VHNSCs	39770
	<b>Total units</b>	<b>54406</b>

**Terms and conditions:**

**1. Bid Price:**

- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- The financial bid shall be submitted separately as prescribed in format only. The Financial bid should be in given prescribed format without which may cause for rejection.
- The firm has to quote consolidated fees giving a break up of professional fees including out of pocket expenses like Boarding / Lodging, TA / DA etc. This fee shall be exclusive of the taxes as applicable.
- Percentage (or proportion) of funds involved/turnover shall not be basis for quoting the fee, and in such case the proposal shall be rejected.**
- The selection will be done by selecting the firm having lowest quotation in Financial Bid

(L-1)

2. Each bidder shall submit only one quotation. Bidder has to write following matter on sealed envelope quotation for “**Reconciliation of Financial Statements all over state under NHM**”.

**3. Validity of Quotation:**

Quotation shall remain valid for a period of not less than 30 days after the deadline date specified for submission.

**4. Documents to be submitted by the bidder:-**

- C & AG empanelled Certificate for FY 2025-26.
- ICAI Constitution Certificate of the CA firm.
- PAN Card
- GST Registration Certificate.
- Declaration in prescribed format which is enclosed herewith for reference.

**5. Award of Contract:**

The State Health Society (SHS) will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

6. **Notwithstanding** the above, the SHS reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

7. **Period :**

Report should be submitted within the period of 60 days from the date of execution of Contract Agreement or such extended time as may be mutually agreed with the State Health Society Maharashtra.

8. **Liquidated Damages:**

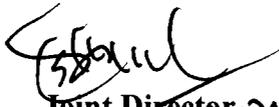
If the State feels that in spite of providing all information, documents and updated books of accounts, there is delay in submission of Audit Report from the auditor; in such case the penalty on audit fees @ 5% per month from the due date of completion of audit will be charged. However in case of delay in submitting the audit report due to any unforeseen circumstances like flood, earthquake, election, pandemic or due to any administrative ground etc. then in such case it is at the discretion of State Health Society Maharashtra to waive off the penalty.

9. Payment will be made after submission of report against the bill.

10. You are requested to provide your offer latest by **2.00 pm hours on .11.21.26**.....

11. Quotations will be open in the presence of the committee at **3.30 PM on .11.21.26**.....  
in the office of the Arogya Bhavans 1<sup>st</sup> floor, St. George Hospital Compound,  
P.D.'Mello Road, Mumbai-400 001.

12. We look forward to receiving your quotations for your interest in this project.

  
Joint Director

National Health Mission, Mumbai

ON LETTER HEAD

Date:-

To,  
Director (Finance),  
NHM, State Health Society Maharashtra,  
308, 3<sup>rd</sup> Floor, Arogya Bhavans,  
St. Georges Hospital Compound,  
Nr. CST Station,  
Mumbai – 400001.

Sir,

Sub: - Declaration.

We M/s. (Name of CA firm) hereby declare that, our firm or any partners of the firm neither have any relation with any NHM officials nor with any bidder who are in competition for this assignment and submitting our proposal on our own with reference to advertisement.

(Signature & Stamp)

(Partner)

Name of CA firm



