PUBLIC HEALTH FOUNDATION OF INDIA (PHFI)

OPENTENDER

Tender No: PHFI/General/Finance/2026/001

REQUEST FOR PROPOSAL (RFP)

FOR SELECTION OF AUDITORS FOR THE FINANCIAL YEAR

1ST APRIL, 2027 TO 31ST MARCH, 2028

Call for Tender Opening: 22nd October 2026 by 5:00 PM

Cut of Date for downloading RFP: 13th November 2026 by 5:00 PM

Last date of submission of Bid: 16th November 2026 by 5:00 PM

Public Health Foundation of India
Property No. Khasra no 293,294,295 Saidulajab Village
4th Floor, House No.60, part of Saidulajab Extn
New Delhi -110030

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1. INTRODUCTION

1.1. Purpose of call for Proposal

(a) The purpose/intent for this RFP is to seek the audit services of a qualified audit firm to conduct Statutory and FCRA Audit of books of accounts of Public Health Foundation of India (PHFI), for the financial year April 1, 2027, to March 31, 2028.

(b) This RFP must be in the format as mentioned herein. Agencies are required to submit a detailed Proposal (10 pages max) clearly indicating Deliverables, Timelines and Budget. The Proposal submitted by Agencies will be reviewed by Tender Evaluation Committee at PHFI to be formed for this purpose. The initial contract will be for **12 months.**

1.2. Background of PHFI

The Public Health Foundation of India (PHFI) is working towards building a healthier India. It is helping to address the limited institutional and systems capacity in India by strengthening education and training, advancing research and technology and facilitating policy and practice in the area of Public Health. PHFI is headquartered in New Delhi with national presence through its constituent units of regional Indian Institutes of Public Health (IIPHs) and Centers of Applied Research in core public health themes. The Foundation, established in 2006 as a public private initiative, is governed by an independent board comprising of senior government officials, eminent Indian and International academic and leaders, civil society representatives and corporate leaders.

1.3. Key Dates

Schedule of Tender Processing (Key Dates)

Sl. No	Description	Date	Time
1.	**RFP released on PHFI Web Site AND** **in News Paper (Hindi and English) Notice**	22nd October 2026 23rd October 2026	By 05:00 PM Morning edition
2.	**Last date for receiving Queries from Agencies, if any**	30th October 2026	By 05:00 PM(Queries to be sent on PHFI's tender email id only)
3.	**Last date for giving a response to the Queries received from Agencies, if any**	4th November 2026	By 5 PM (Through PHFI tender email id)

4.	**Last date for submission of Bids**	16th November 2026	By 05:00 PM (may be dropped in Tender Box/By Courier/Speed Post)
5.	**Opening of Tender Box and Technical Bids (Authorized representatives of Agencies may be present for opening of Tender Box)**	18th November 2026	By 11:00 AM
6.	**Intimation to the Agencies who qualify in the Technical Bids and are required to come for a physical interview**	25th November 2026	By 11:00 AM
7.	**Interview of Qualifying Agencies (Format will be intimated through PHFI Tender email to concerned Agencies)**	1st & 2nd December 2026	By 11:00 AM
8.	**Opening of Financial Bids (Authorized representatives of Agencies may be present for opening of Financial Bids)**	7th December 2026	By 01:00 PM
9.	**Interview cum Financial Discussion with the short-listed Agency(s)**	10th December 2026	By 11:00 AM
10.	**Issue of Letter of Intent/Award/Agreement**	**As per the decision of PHFI Management**	

2. QUALIFICATION/ELIGIBILITY CRITERIA

The Qualification/Eligibility criteria for the Agency are given below:

Sl. No	Qualification Criteria	Proof Required
1	I. Name and address of the Institution/ Organization/ Consulting Agency II. Year of Establishment III. Whether the Institution/ Organization/ Consulting Agency is registered under Society Registration Act or is an autonomous body or a Limited company or partnership firm, etc. and details thereof (e.g.-name (s) of partners, Managing Directors, Chief Executive Officers, Key Authorized Persons)	Copy of Certificate of Incorporation/ Registration/MoU as applicable

2	The Institution/ Organization/ Consulting Agency should have a valid PAN and GST Registration in India	Copy of PAN card and GST Registration
3	The Institution/ Organization/ Consulting Agency should have a minimum average annual turnover of INR 50,00,000/- (INR Fifty Lakh Only) from assignments made during the last three fiscal years.	Copy of Audited Profit and Loss Statement and Balance Sheet
4	The Agency should have a previous experience of conducting Statutory and FCRA audits for three organizations similar in size and complexity to PHFI.	Necessary documents as evidence.
5	The Institution/ Organization/ Consulting Agency should not have been blacklisted by Central/State Government departments / Undertakings	No conviction certificate duly signed by the Authorized Signatory of the organization.
6	The Institution/ Organization/ Consulting Agency has a minimum of 5 partners, with at least 2 being Fellow Chartered Accountants (FCA).	Necessary documents as evidence.
7.	**Previous experience of work with PHFI***	**1. Name of the Project/ Department of PHFI sponsoring the RFP (Tender No & Date)** **2. Reference & Date of Service Agreement** **3. Date of Commencement & Date of Completion (Whether completed as per Time Line)**

* Any Agency which does not have a previous working experience with PHFI shall also be eligible for the Tender Process.

3. Terms of References (TORs) and protocols

3.1. During the assignment, the Agency would be responsible for the below mentioned:

(a) ToRs:

- It is clarified that the eligibility criterion requiring experience of "Statutory and FCRA audits for three organizations similar in size and complexity to PHFI" shall mean that the bidding firm must have conducted both Statutory Audit and FCRA Audit assignments (whether for the same or different organizations) for a minimum of three organizations similar in size and complexity to PHFI.

- Conduct the Year-end Statutory and FCRA Audit for the FY 2027-28, in accordance with the Standards on Auditing (SAs) and other applicable pronouncements issued by the Institute of Chartered Accountants of India.

- Examine evidence supporting financial statement amounts and disclosures, assess accounting principles, FCRA compliances, and evaluate overall financial statement presentation.

- The above audit includes the submission of Form 10, Form 10B, ITR-7 and other related documents on IT portal.

- Undertake an interim audit for the accounts during the Financial Year 2027-28 (April 2027 to September 2027).

(b) Communication Protocol

- Electronic communication between parties is expected during the engagement.
- Acknowledgment of the inherent risks in electronic transmission, with each party using reasonable procedures to check for viruses.

(c) Audit process

- Adherence to the Code of Conduct as prescribed by The Institute of Chartered Accountants of India.

- Development and provision of electronic tools for the assignment, on an "as is" basis for PHFI's use only.

4. IMPLEMENTATION SCHEDULE/TIME LINES

4.1 The engagement would be for the period of one year i.e from 1st April 2027 to 31st March 2028. The details of Deliverables along with Time Line are given in the table below:

Deliverables Table	Timeline
(a) Interim Audit: • Draft audit report to be shared with Director Finance • Final Audit Report to be released	By 30th October 2027 By 15th November 2027
(b) Statutory and FCRA Audit: • Draft audit report to be shared with Director Finance • Final Audit Report to be released	By 30th April 2028. By 15th May 2028

4.2 Acknowledgment of the proposed one-year agreement, with provisions for revision for the next two years based on performance and mutual agreement.

5. Justification in case of delay

5.1. In case there is delay on the above timeline, the selected firm/organization should provide justification for the delay. The Director-Finance will review the justification provide guidance for necessary course correction.

6. PAYMENT SCHEDULE

6.1 Payment schedule is given below:

Sl No.	Key milestones in terms of Deliverables	Payment (as a % of the total Professional Fee)
1	Initial payment after signing the Contract	10%
2	Completion and Issuance of Interim Audit Report	30%
3	Completion and Issuance of Statutory and FCRA Audit Report	60%

6.2 Fees for Statutory, Interim, and FCRA audits should be excluding applicable GST.

6.3 Reimbursement of traveling, boarding & lodging, and out-of-pocket expenses for the audit team during visits to various PHFI offices will be provided over and above the fee.

6.4 In compliance with ICAI Guideline No. 1-CA (7)/03/2016 dated 07.04.2016 (Responding to Tenders), it is clarified that the Minimum Professional Fee prescribed under this RFP is Rs. 3,00,000/- (Rupees Three Lakh Only) per annum, exclusive of applicable taxes and out-of-pocket expenses.

6.5 Bidders are required to quote a fee not lower than the above minimum in their financial bid, failing which the bid shall be liable to be rejected as non-compliant.

7. GUIDELINES FOR SUBMITTING PROPOSAL

7.1. Preparing the Technical Proposal

The Agency is required to submit a technical proposal and a separate Financial Proposal.

7.1.1. Technical Proposal Submission Format:

The Proposal should follow the format given below (but not necessarily limited to the following) and should be in English and formatted on standard A4 paper with single space, 12-point font Times New Roman and each page numbered consecutively. The proposal should

capture the following information, with a maximum of 10 pages including references (CVs could be enclosed as annexure and will not be considered as part of 10-page write-ups):

a) Proposed Team Structure- Clear definition of roles and responsibilities for each personnel has to be stated. Qualifications and work experience of agency and its personnel, needs to be clearly articulated.

b) Proposed Project Team Members with curriculum vitae of the senior professional members.

7.1.2. Institution/ Organization/ Consulting Agency profile

a. Name and address of the Institution/ Organization/ Consulting Agency.

b. Year of Establishment.

c. Legal status of the Institution/ Organization/ Consulting Agency – Whether Institution/ Organization/ Consulting Agency is registered under the Societies Registration Act or is an autonomous body or a Limited Company or Partnership Firm, etc. and details there of (e.g. – name(s) of Partners, Managing Directors, Chief Executive Officers, key Authorized Persons).

d. Principal nature of activities undertaken.

e. Names of personnel, their titles, and *curriculum vitae* including nature of appointment and duration with the Organization of the key personnel proposed to be involved in the assignment, roles and responsibilities of the persons to be engaged for the assignment, where they propose to undertake the work. Please mention each key person's specific role and time allocation for undertaking activities in the assignment.

f. Details of manpower as prescribed above.

g. Communication details of the Institution/ Organization/ Consulting Agency: mailing address, telephone and fax numbers, email address, etc.

7.1.3. Financial Status of the Organization

a. Total revenue and expenditure of the Organization for the past three fiscal years.
b. Copies of the certified Audited Annual Accounts in support of the Financial Status.

7.1.4. Income Tax Details

Whether the Institution/ Organization/ Consulting Agency are exempted from Income Tax? If yes, please furnish the exemption certificate number and date up to which exempted. A copy of exemption certificate is to be attached.

If no, furnish PAN/TAN/GST number, the copy of the latest Income Tax returns and assessment order.

7.2. Preparing the Financial Proposal

a. The Financial Quotes should cover the following:
   (i) Entire cost for handling the audit with the activities defined.
   (ii) personnel to be involved including number, their time commitment, unit cost, and overall personnel costs;
   (iii) material costs, if any including stationary and printing materials;
   (iv) communication costs, if any;
   (v) equipment costs, if any

b. The total cost quoted should be exclusive of all taxes.

c. The Financial Proposal will be evaluated only if an Agency qualifies based on the assessment of the Technical Proposal.

7.3. Submission of Bids

a. The Bidder shall submit a sealed cover consisting of these two sealed envelopes with a clear label for each:
   i. Technical Proposal, super scribing on the right-hand side top of the cover as Technical Bid (2 copies).
   ii. Financial Proposal super scribing on the right-hand side top of the cover as Financial Bid (2 copies).
b. All the pages of the Financial Proposal shall be duly signed by the Authorized Signatory of the Bidder before submission. Corrections, if any shall be counter signed.

7.4. General Instructions and Terms and Conditions

a. The Proposal along with all the correspondence and documents exchanged by the Institution/ Organization/ Consulting Agency and PHFI shall be written in English language.

b. **Amendments to the Tender:** Tender Committee at PHFI reserves every right to amend any of the Tender conditions or a part thereof, before the last date for the receipt of the Tender, if necessary. Amendments, if any, would be put on the website. The decision of extending the due date and time for the submission of Tender documents on account of amendments will be the sole discretion of Tender Committee at PHFI.

c. **Reserved Rights:** Tender Committee at PHFI reserves the following rights with regard to this call for proposal:

   (i) to cancel this call for proposal at any stage without assigning any reason.
   (ii) to disqualify any Applicant(s) based on Applicant(s) failure to follow solicitation instructions.
   (iii) to waive any deviations by Applicants from the requirements of this solicitation that in PHFI 's opinion are considered not to be material defects requiring rejection or disqualification; or where such a waiver will promote increased competition;
   (iv) Extend the time for submission of all RFP responses after notification to all Applicants;
   (v) Terminate or modify the RFP process at any time and re-issue the RFP to whomever PHFI deems appropriate;
   (vi) to select and negotiate with those applicants it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability;
   (vii) to negotiate the fee or issue an award based on the initial evaluation of Applicants without discussion;
   (viii) to award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

d. No proposal shall be accepted unless it is properly sealed. Institution/ Organization/ Consulting Agency shall not be allowed to fill in or seal their proposal at the PHFI office. The documents should be sent by speed post/registered post/courier or hand delivered.

e. If the envelope is found to be open, not sealed and not marked as instructed above, PHFI will not be responsible for misplacement or premature opening of the proposal submitted. Any proposal opened prematurely due to this cause shall be rejected.

f. The Applicant/Bidder is advised to attach any additional information that is considered necessary in regard to establish the capabilities. No further information will be entertained after submission of application unless it is required by Tender Committee

at PHFI. Tender Committee at PHFI, however, reserves the right to call for additional information and clarification on information submitted by the Bidders.

g. Proposals must be received by Tender Committee at PHFI at the address specified not later than the date and time specified in the Invitation of RFP. In case the specified date for the submission of proposal being declared holiday by the PHFI, the same will be received on next working day with the same specified time. Proposals received after the due date and time specified will automatically be rejected.

h. **Withdrawal of Proposals:** Applicants may withdraw proposal by written notice via email received at any time before contract. Proposals may be withdrawn in person by an offer or his/her authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

i. **Opening of Tenders:** Sealed Tenders received up to 16th November 2026, by 5:00 PM will be taken up for opening. Tenders received after specified date and time will not be accepted. PHFI reserves the right to disqualify any of the Tender in case it is not satisfied with the documents furnished or otherwise without assigning any reasons thereof. The Technical Proposals will be opened on 18th November, 2026, at 11:00 AM at PHFI, address as mentioned. A representative from each Bidder is invited to be present. The Financial proposals of those Agencies qualifying on the basis of the assessment of Technical Proposals will be opened on 7th December 2026 at 1:00 PM at PHFI, address mentioned below. A representative from each Qualifying Bidder may be present.

j. Any efforts by Agency to influence the PHFI personnel, Tender Committee at PHFI or representatives on matters relating to proposals under study in the process of examination, clarification, evaluation and comparison of proposal and in decision concerning award of Contract, shall result in the rejection of the Agency's proposal. Failing to execute the Contract Agreement within the said period may result in termination of Contract and award of the same to other Agency/ Agencies at the risk and cost of the Institution/ Organization/ Consulting Agency.

k. The person to sign the Contract Agreement shall be duly authorized.

l. The documents, reports and other materials provided by PHFI to the Agency during the conduction of the audit shall always remain the property of PHFI. The Institution/ Organization/ Consulting Agency will not be allowed to use this information in any forum, national or international, without the explicit permission given in writing by PHFI.

m. The RFP shall not bind PHFI in any way whatsoever to offer any job to the applicant if it is decided to abandon the audit.

n. **Offer Verification:** PHFI may contact Applicant to confirm contact person, address, bid amount and to confirm that the Bid was submitted for this solicitation.

o. **Conflict of Interest:** Applicants must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in PHFI having to re-evaluate selection of potential Applicants.

p. **Arbitration:** Should any dispute arise, it may be referred to an Arbitrator appointed by mutual consent. The place of Arbitration shall be New Delhi.

q. The cost of travel and stay of the officials from Institution/ Organization/ Consulting Agency for attending meetings with PHFI will be met by the respective Institution/ Organization/ Consulting Agency.

r. **All queries/correspondences pertaining to this RFP will be done through PHFI Tender email i.e. tenders@phfi.org**

Hard copies of the Proposals should be addressed to:

The Chairman
Tender Committee
RFP: FOR SELECTION OF AUDITORS FOR THE FINANCIAL YEAR

1ST APRIL, 2027 TO 31ST MARCH. 2028

At

PUBLIC HEALTH FOUNDATION OF INDIA

Property No. Khasra no 293,294,295 Saidulajab Village
4th Floor, House No.60, part of Saidulajab Extn
New Delhi -110030

The last date for submission of complete Proposal with all supporting documents (by hand or by post) is 16th November 2026 by 5:00 PM. Any Proposal received after this prescribed time will not be entertained. PHFI will not be responsible for any loss in transit or postal delay.

8. EVALUTION OF PROPOSAL

8.1. Evaluation Committee

The Tender Committee formed by PHFI shall be the Evaluation committee for the purpose of this RFP. The committee would first examine the Technical bids based on the details provided in the RFP for those Institution/ Organization/ Consulting Agency who are short listed as per the qualification criteria. The Financial bids would be assessed only for those agencies whose technical bids are considered to be adequate and secure minimum Technical qualifying marks as mentioned in paras below.

8.2. Selection of Institution/ Organization/ Consulting Agency

a. An Institution/ Organization/ Consulting Agency is required to score a minimum qualifying mark of 60 points out of 100 in the Technical Proposal in order to qualify for Interview and Financial Bid opening.

b. Financial Bids of Institution/ Organization/ Consulting Agency will be opened only if the Institution/ Organization/ Consulting Agency qualifies in the Technical Evaluation (score of a minimum of 60 percentage). Financial Bids will be opened on 7th December 2026 at 1:00 PM at PHFI.

c. For the Final evaluation, the weightage for the Technical proposal, Interview and Financial proposal, would be 60%, 20% and 20%, respectively.

d. Tender Committee at PHFI shall reserve the right to negotiate with the Bidder whose proposal has been ranked first by the Committee on the basis of Technical and Financial Evaluations and the Interview.

e. The submitted proposals will be valid for 60 days from the date of submission. PHFI will make its best effort to select the Institution/ Organization/ Consulting Agency within this period.

8.3. Technical Evaluation (60)

Technical evaluation shall be carried out based on the following:

Criteria	**Points**
Assessment of the audit firm's experience in conducting Statutory and FCRA audits for three organizations similar in size and complexity to PHFI.	**30**
Firm's familiarity with the healthcare/development sector, based on prior experience auditing similar organizations.	**10**
The audit firm has a minimum of 5 partners, with at least 2 being Fellow Chartered Accountants (FCA).	**5**

Confirmation that the audit firm is registered and has a functional office located in Delhi, NCR.	**5**
Proposed audit approach, methodology, and work plan for carrying out the assignment.	**10**
Total	**60 points**

8.4. Interview (20)

Those agencies who will qualify in the Technical Evaluation will be invited for a personal Interview, wherein, the Agencies will be given time slot to give a presentation. Format of Presentation will be shared with the selected Agencies via tender email after opening and scrutiny of Technical Bids.

8.5. Financial Evaluation (20)

Financial evaluation shall be carried out based on the following:

Cost will primarily be evaluated for reasonableness, realism, allowability and the Applicant's understanding of the work to be performed. Effective cost saving measures to improve cost efficiency of the project will also be considered. Applications that demonstrate realistic scenario to accomplish the job in a time-bound manner with minimal resources would be considered.

Full marks will be awarded to the lowest qualifying bidder. For subsequent bidders the marks will be a ratio of the lowest bidder. If the lowest bid is "X" and bid for "Y" needs to be evaluated then its marks will be "highest mark x (X/Y)" Once the Institution/ Organization/ Consulting Agency is finalized, additional information and discussion will occur between the Applicant and PHFI during development of detailed Technical Proposal.

9. CONTACT FOR MORE INFORMATION

For all correspondence please refer to PHFI general Tender Email: tenders@phfi.org with subject line marked as "**RFP FOR SELECTION OF AUDITORS FOR THE FY 2027 – 2028"**

END OF RFP

DISCLAIMER:

This RFP represents only a definition of requirements. It is merely an invitation for submission of concept paper and does not legally obligate PHFI to accept any of the submitted RFP in whole or in part, nor is PHFI obligated to select the lowest priced proposal. PHFI reserves the right to negotiate with any or all applicants, both with respect to price, cost and/or scope of services. PHFI has no contractual obligations with any offer or based upon issuance of this RFP. It is not an offer to contract. Only the execution of a written contract shall obligate PHFI in accordance with the terms and conditions contained in such contract.