



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY,**  
**(SCTIMST)**  
**THIRUVANANTHAPURAM – 695011**

**EXPRESSION OF INTEREST**

Expression of interest (EOI) is invited from Chartered Accountant Firms, Cost Accountant firms having experience of the cost analysis for analyzing the cost of various tests, procedures which are performed in the Institute. The work will have to be done within a period of 6 (six) months.

SCTIMST, Thiruvananthapuram, an Institute of National importance created by an Act of Parliament (No.52 of 1980), under the Department of Science & Technology (DST) is one of its kind in the country, with a Super Speciality Hospital (Hospital Wing), a Research Wing for the development of technologies for Biomedical devices (BMT Wing) and a Public Health Science Studies Centre (AMCHSS) under a single framework.

The bed strength of the Institute's Hospital wing is 253. Hospital wing of the Institute provides various services in Cardiology, Neurology, Cardiac Surgery, Neurosurgery and Imaging Sciences & Interventional Radiology and during the year 2015-16 registered 17,523 new patients. A total of 11,236 patients were admitted during the same period for treatment, including surgical and interventional procedures. OPD services registered 1,61,990 patients for review in various departments including specialty clinics. During the year the bed occupancy rate was 96%.

**SCOPE OF WORK**

- (a) Cost analysis of
  - Per test cost of various laboratory/diagnostic services.
  - Various operations/procedure services.
  - Per OPD consultation.
  - Cost per bed.
- (b) Defining cost centres, identifying the full cost by capturing cost details from the existing data base, assignment of inputs to cost centres and allocation of all costs to final cost centres.
- (c) To design, develop and maintain the day to day state of admission/discharge, list of medicines, implants, lab services in respect of each patient and in total.
- (d) Integration of financial and stores records with Hospital Information System.

- (e) Changes in cost should be captured and reports generated periodically with capacity building to generate future cost reports.

The scope of work includes the collection of primary data, cost analysis, identification of cost centres, apportionment/allocation of cost to final cost per test/ procedure/ operation and integration of financial/stores records with the Hospital Information System. In the Institute more than 1000 type of Tests/procedures etc are being performed in its Hospital wing.

### **ELIGIBILITY CRITERIA :**

1. The bidder should be a firm of Chartered Accountants or Cost Accountants.
2. The firm should have an experience of at least 10 years in the cost analysis type of work/solutions.
3. The minimum turnover of the firm should be Rs.1.50 crore (Rupees One Crore Fifty Lakh only) per year for the last three years.
4. The firm should have done at least three projects costing above Rs.25 lakh (Rupees Twenty Five Lakh only) for the scope of work stated above, in the last two years.
5. The firm should not be blacklisted by the Government of India or any state governments.

### **GENERAL CONDITIONS :**

1. The bidder shall submit their applications in prescribed Performa for Technical Bid (Experience/Capability criteria) given in Annexure I and Financial Bid (Fees) given in Annexure II **separately in two sealed covers and enclosed in a larger sealed cover super scribing EOI details.**
2. The bidder shall not sublet, transfer or assign the services to any other firm or person.
3. The bidder should give a power point presentation to the Committee constituted by the Director, SCTIMST, Thiruvananthapuram for the similar projects.
4. List of documents to be attached along with the EOIs:
  - a. Registration certificate of the firm issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India
  - b. Membership certificates of the Partners/ Audit Staff issued by the Institute of Chartered Accountants of India and/or Institute of Cost Accountants of India.
  - c. Copies of ITR for last three years, as a proof of average turnover
  - d. Copies of appointment letters/experience certificate relating to above work.
  - e. Copy of PAN Card.

- f. Copy of Service Tax Registration.
  - g. A copy of complete EOI document duly signed and sealed as a token of acceptance of all terms and conditions.
5. The Director, SCTIMST, Thiruvananthapuram reserves the right to accept or reject any Expression of Interest (EOI).
  6. A pre bid meeting will be held on 14.06.2017 to offer clarifications on possible doubts, if any.

The Expression of Interest (EOI) should be submitted in the office of Chief Financial Advisor, SCTIMST in sealed cover and should be addressed to The Director, SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY, THIRUVANANTHAPURAM – 695011 on or before 2.00 pm on 3<sup>rd</sup> July 2017.

Thiruvananthapuram  
15.05.2017

## **Annexure I**

1. Name of the Firm :
2. Address :
3. Membership No. issued by ICAI :
4. Telephone Numbers/E mail ID :
5. Stability of firm :
  - i) Age in years
  - ii) Number of Branches
6. Manpower
  - i) Number of partners
  - ii) Number of qualified CA/CMA
  - iii) Number of employees
7. Professional experience in
  - i) Cost analysis & Design of costing system etc.,

Sl No.	Name of the organisation	Turnover (Rs. in crores)

8. Detailed profile of Audit firm must be attached.
9. Declaration regarding eligibility criteria at No.5.

Signature  
Seal

**Annexure II**

1. Name of the Firm :
2. Address :
3. PAN :
4. Service Tax No. :
5. Professional Fees :

Sl No.	Particulars	Amount (Rs.)
1.	Fees	
2.	Others	
3.	Service Tax	
	Total	

Signature  
Seal