

Rajasthan Medical Services Corporation Limited

Regd Office: D- Block, Swasthaya Bhawan, Tilak Marg, C-Scheme, Jaipur

Phone No: 0141-2228061-62, Fax No: 0141-2228065

Email: edf-rmsc-rj@nic.in/rmsc@nic.in

CIN: U24232RJ2011SGC035067

Website: <http://rmsc.health.rajasthan.gov.in>

F No. F. 3() RMSC/Finance/Internal Audit Services/2017-18/2103

Date:- 30/3/17

Notice Inviting E-Bid

Rajasthan Medical Services Corporation Ltd. (RMSCL) invites E-Tender from Chartered Accountant firms for Providing internal audit services at Head office for FY-2017-18 & 2018-19 (April,2017 to March,2019) and Group of Districts (Division) as a functional unit for FY-2017-18 & 2018-19 (April,2017 to March,2019):-

NIB Detail as per following:-

S. No.	Description of Services	Estimated cost (For two years) (in ₹)	Bid Security (in ₹)	E-Tender fees detail (in ₹)		Date of start of sale of tender document	Date and time of pre- bid meeting	Last date and time for sale of tender document	Last date and time for receipt of Tender	Date and time of tender opening (Technical Bid)
				Form Fees	RISL Fees					
1	Internal Audit Services at HEAD OFFICE as per follows:-			1000	1000	03.04.17	05.04.17 2.00 Am	17.04.17 at 12 PM	17.04.17 at 03 PM	17.04.17 at 05 PM
	Head office RMSC	30000.00	600.00							
2	Internal Audit Services at DIVISION as a functional unit as per follows:-			1000	1000	03.04.17	05.04.17 2.00 Am	17.04.17 at 12 PM	17.04.17 at 03 PM	17.04.17 at 05 PM
	AJMER	260000.00	5200.00							
	BHARTPUR	280000.00	5600.00							
	BIKANER	350000.00	7000.00							
	JAIPUR	200000.00	4000.00							
	JODHPUR	340000.00	6800.00							
	KOTA	270000.00	5400.00							
UDAIPUR	540000.00	10800.00								

E-tender document may be downloaded from website "http://eproc.rajasthan.gov.in and accessed from "www.dipronline.org" sPPP.rajasthan.gov.in and "http://rmsc.health.rajasthan.gov.in." E-Tender may be submitted only online electronic format at web site <http://eproc.rajasthan.gov.in>. E-tender document form fee Rs 1000/-each form and RISL processing fee Rs.1000/- each and amount of Earnest money (Bid security for Division for which applied) may be submitted only by DD/banker Cheque issued in favour of **RAJASTHAN MEDICAL SERVICE CORPORATION LTD.** up to 17.04.2017, 2.00 pm, or may be deposited in **RMSCL PNB Bank account No 2246002100024414, IFSC Code PUNB0224600** by separate challan in three copy (As per encloser – "C") in any PNB Branch situated in India and scanned copy of challans may be uploaded with the technical E-bid at web-site: <http://eproc.rajasthan.gov.in>. The E-bid shall be valid for a period of 90 Days from the Date of opening of Technical Bid.


Managing Director

Performa- "A"

E-Tender Technical Bid
Form Fee – ₹ 1000/-

E-Tender for Internal Audit Services (2017-18,2018-19)
(April, 2017 to March, 2019)

1. Name of Chartered Accountant firm:.....
2. Office address:
3. Fax No..... Telephone No/Mobile No.....
4. e-mail:.....PAN No.....
5. No. of full time Chartered Accountants engaged with firm giving details of experience:.....
6. Number of paid personnel employed by the firm with qualifications *etc*:
7. Eligibility criteria:

S. No.	Particulars	Minimum Criteria	Attach
1.	<p>The firm must be empanelled with C & AG for the year 2014-15, 2015-16 or 2016-17 and the particulars of the Firm's Head Office (HO) Branch Office (BO), Partners and paid articles should match with the certificate issued by ICAI not later than 1st January, 2017.</p> <p>The firms either having Head Office or Branch Office within the concerning Division (functional unit) for which the proposal is given. (Such head office should be existed within the Division (functional unit) for not less than two years as per the ICAI Certificate)</p>	<p>CAG empanelment</p> <p>Branch office or HO in respective Division</p>	ICAI Certificate
2.	Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 1.1.2017) i.e. such partners should continue to be a fellow member during their partnership for all the three years continuously.	3 Partners	ICAI Certificate for Partners Details
3.	Turnover (Receipts) of the firm (Average annual Turnover in last three financial years.) 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17	₹ 20 Lacs	Three financial years Turnover/Balance sheet
4.	No. of Years of Firm's Existence as per ICAI Certificate	5 Yrs.	ICAI Certificate with No. of Years Existence

5.	No. of audit assignments of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than ₹ 20 Crore <i>for each of the year for which the audit has been done</i> in the last 3 years. No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects of the State for which the application is being made (other than Audit of Charitable Institutions & NGOs) in the last 3 years.	10 (Assignments)	Audit Assignments Letter of Corporate/PSUs entities except Bank Branch Audit copy attached
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8. Date and time of pre-bid meeting : 05.04.2017 at 12.00 AM
Date and time for downloading : 03.04.2017 at 12.00 AM
Last date and time of submission documents online E-tender : 17.04.2017 at 03.00 PM
Date & time for opening of online technical bid : 17.04.2017 at 05.00 PM
9. Cost of bid document : 1000/- (In favour of RMSCL)
DD/BC no..... Date
10. RISL processing fees : 1000/- (In favour of RISL)
DD/BC no..... Date
11. Bid security : As per E-tender submitted, separate amount to be deposited for division/HQ applied as per rates mentioned.
12. The detail of enclosed DD/BC for the respective Division chosen Bid security attached with e-tender as per following:-

Sr. No.	Name of Division/HQ	Amount	DD/BC Sr. No./Date	Bank Name
1	Head office RMSCL	600.00		
2	AJMER	5200.00		
3	BHARTPUR	5600.00		
4	BIKANER	7000.00		
5	JAIPUR	4000.00		
6	JODHPUR	6800.00		
7	KOTA	5400.00		
8	UDAIPUR	10800.00		

13. The Financial E-Bid as per BOQ Performa-“B”
14. Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012 Performa –“D”
15. Affidavit for non-Black listing (on Non-judicial stamp paper of ₹ 100/-) Performa –“E”

**Signature of Tenderer
with seal**

Financial E-Bid as per BOQ

Vendor Name: **BoQ**

Tender Inviting Authority: **ND RMGGCL**

Name of Work: **Chartered Accountant/BMA for Providing Internal audit services (Division wise)**

Contract No: **F No. F. 3 | RMGG/Finance/Internal Audit Services/2917-18** Dated:

PRICE SCHEDULE								
(This BOQ template must not be modified/replaced by the bidder and live same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
NUMBER #	TEXT #	NUMBER #	NUMBER #	NUMBER	NUMBER #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Division Name	Number Fee for Internal Audit Fee	BASIC RATE OF AUDIT (FOR ALL UNITS OF DIVISION) (YEAR 2017-18) Rs. P.	BASIC RATE OF AUDIT (FOR ALL UNITS OF DIVISION) (YEAR 2018-19) Rs. P.	SERVICE TAX AS APPLICABLE FOR YEAR 2017-18 AND 2018-19 IN %	TOTAL AMOUNT (RS.) YEAR 2017-18 AND 2018-18	TOTAL AMOUNT (RS.) YEAR 2017-18 AND 2018-18	TOTAL AMOUNT (RS.)
1	AJMER (DDWs- Ajmer, Tonk, Nagaur, Bhilwara & MCDW- Ajmer)	130000				0.000	0.00	NR Zero Only
2	BHARTPUR (DDWs- Bharatpur, Dholpur, Karauli & Sawai Madhopur)	140000				0.000	0.00	NR Zero Only
3	BIKANER (DDWs- Bikaner, Churu, Hanumangarh, Ganganagar & MCDW- Bikaner)	175000				0.000	0.00	NR Zero Only
4	JAIPUR (DDWs- Jaipur- RJ, Palsi, Bikar, Alwar, Jhunjhunu & MCDW- Jaipur)	100000				0.000	0.00	NR Zero Only
5	JODHPUR (DDWs- Jodhpur, Jaswantar, Jalore, Barmer, Beroth, Pali & MCDW- Jodhpur)	170000				0.000	0.00	NR Zero Only
6	KOTA (DDWs- Kota, Simalwar, Baran, Bundi & MCDW- Kota)	130000				0.000	0.00	NR Zero Only
7	UDAIPUR (DDWs- Udaipur, Banswara, Dungarpur, Rajasmand, Chittorgarh, Pratapgarh & MCDW- Udaipur)	270000				0.000	0.00	NR Zero Only
8	JAIPUR HQ (Internal Audit for Head Office, Jaipur)	15000				0.000	0.00	NR Zero Only

- Note:-**
- 1- In the above BOQ Internal Audit fees Rate for year 2017-18 is to be quoted in column no-4
 - 2- In the above BOQ Internal Audit fees Rate for year 2018-19 is to be quoted in column no-5
 - 3- In the above BOQ Service Tax (as per current rate @ 15%) of both years column no-4+5 to be mentioned column no-6

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Date:-

1. INTRODUCTION

Rajasthan Medical Services Corporation Ltd. (RMSCL) has been constituted by Government of Rajasthan in order to procure most commonly used generic medicines including surgicals and sutures and to ensure free of cost supply thereof to every patient visiting Government Hospitals/Dispensaries throughout the state of Rajasthan. As of now, the current Essential Medicines List comprises about of 603 medicines, 137 surgical items and 77 sutures and corporation has rate contract of 171 types of medical equipments and other hospital supplies..

- 1.1 RMSC in order to meet its objectives has been registered under Companies Act 1956, as a fully Government of Rajasthan owned Company.
- 1.2 RMSC has commenced its business operation since June, 2011 and the free distribution of medicines has begun w.e.f. 2 October 2011, throughout the State of Rajasthan.
- 1.3 Corporation's head office is located at D-Block, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur. The Medical College Drug Warehouses (MCDWs) & District Drug Warehouses (DDWs) are situated at Divisional headquarters and in every district Head Quarter of Rajasthan, respectively. Corporation is having 34 District Drug Warehouses (DDWs) and 6 Medical College Drug Warehouses (MCDWs) in the State of Rajasthan. Each DDW/MCDW is headed by OIC, DDW (District Drug Warehouse)/MCDW (Medical College Drug Warehouse) who is Medical Officer/Sr. Medical Officer, is assisted by two/four pharmacists and Informatics Assistants etc. The yearly turnover of corporation is expected to be over ₹ 400.00 Cr.
- 1.4 The flow chart of drugs, surgicals and sutures may be understood as under:-

- Corporation places Purchase Orders (POs) to suppliers for procuring drugs at Medical College Drug warehouses (MCDWs) and District Drug Warehouses (DDWs) located in each District of Rajasthan.
- Supplier delivers drugs to respective MCDWs/DDWs, for onward distribution to Government Hospitals/Institutes (PHCs, CHCs, District Hospitals, Medical College attached Hospital etc).
- MCDWs/DDWs distribute free medicines to District Hospitals /Community Health Centre's (CHCs), Primary Health Centers (PHCs) as per their indent, requirement etc for onward distribution to patients.
- Thus, approximately 17556 Government Institutes (Government Hospitals, CHCs, PHCs etc) interface with 34 DDWs & 06 MCDWs of corporation throughout State. Patient directly interface to PHC, CHC, District Hospitals etc under the administrative control of Medical Education & Medical Health Department.

- 1.5 RMSC propose to outsource internal audit services to Chartered Accountant firms. The outsourcing of internal auditor services will be based keeping **a Divisional Headquarters as a functional unit**. As per the convenience for the purpose of audit it is divided in seven divisions (functional units) consisting of 34 District Drug Warehouses (DDWs) and 6 Medical College Drug Warehouses (MCDWs). **The districts attached (Functional unit) for the purpose of internal Audit are given as under :-**

1. **Head Office, Jaipur**:- Internal Audit for Head Office, Jaipur
2. **Jaipur Division** :- DDWs- Jaipur-I &II, Dausa, Sikar, Alwar, Jhunjhunu & MCDW- Jaipur
3. **Ajmer Division** :- DDWs- Ajmer, Tonk, Nagaur, Bhilwara & MCDW- Ajmer
4. **Bikaner Division** :- DDWs- Bikaner, Churu, Hanumangarh, Ganganagar & MCDW- Bikaner
5. **Bharatpur Division** :- DDWs- Bharatpur, Dholpur, Karauli & Sawai Madhopur
6. **Kota Division** :- DDWs- Kota, Jhalawar, Baran, Bundi & MCDW- Kota
7. **Udaipur Division** :- DDWs- Udaipur, Banswara, Dungarpur, Rajsamand, Chittorgarh, Pratapgarh & MCDW- Udaipur
8. **Jodhpur Division** :- DDWs- Jodhpur, Jaisalmer, Jalore, Barmer, Sirohi, Pali & MCDW- Jodhpur

The interested Chartered Accountant firms have to give their offer for head office, Jaipur and treating a Division/Group of Districts as above as a functional unit.

2.0 Job Profile at Head Office, Jaipur

- 2.1 Internal Auditor Services for Head office, Jaipur of Corporation.
- 2.2 Checking each and every transaction, for complete scrutiny of such payments.
- 2.3 Cash vouching with specific reference to proper booking of expenditure/revenue under proper head.
- 2.4 Checking and verification of payments of statutory dues such as Income tax, Sales tax, deduction of TDS, service tax, Fringe Benefit Tax, and depositing of such taxes with the concerned authorities and filing of statutory returns.
- 2.5 Checking each and every case of capital expenditure.
- 2.6 Checking for rate of depreciation and amount of depreciation.
- 2.7 100 percent vouching of Journal Vouchers.
- 2.8 Participation in annual verification by representation of Internal Auditor for Head Quarter as per direction.
- 2.9 Pointing out cases in which excess payment had been made, the circumstances under which such payments were made and position of recovery in such cases.
- 2.10 Comments on compliance of irregularities pointed out by CAG/Statutory Auditors.
- 2.11 Suggestions regarding availing of financial benefits within the Acts pertaining to Income Tax and Sales Tax.
- 2.12 Reconciliation of grants and loans.
- 2.13 To examine whether the compliance of all provisions of accounting standards are being made by the Corporation.
- 2.14 Visiting quarterly and visit may be more than once in a quarter in case of directions of head office.
- 2.15 Submission of audit report on quarterly basis to head office in hard copy as well as scanned copy in PDF format with signature & seal via E-mail.

3.0 Job Profile at MCDWs/DDWs for Internal Auditor

- 3.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from various suppliers.
- 3.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 3.3 Monthly Stock Verification, Discrepancies, if any, in online and Physical stock, found to be reported clearly to bring to Notice of officer in charge of DDWs/ MCDWs and head Office, Jaipur immediately, difference if any in physical verification should be stated in abstract attached.
- 3.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 3.5 Imprest amount to ₹ 50,000 is sanctioned to each DDWs/ MCDWs to meet Petty expenses like electricity expenses, water expenses, courier expenses & other contingent expenses to run day to day activities at DDWs/ MCDWs. If Cash Book is found not to be maintained appropriately, Internal Auditor will educate the concerned DDW officials about maintenance of petty cash book and other contingent registers required to be maintained Compliance to Directions of Head office, Jaipur also ensuring that all imprest vouchers related to last month has been sent to Head Office for reimbursement
- 3.6 Checking petty book/vouchers maintenance & checking of other prescribed registers as required under Company Act, 1956 and Company Act, 2013. As to whether, they are maintained as per statutory requirement of Company's Act, Deficiency /discrepancy if any found, it should be reported and corrective action should be ensured.
- 3.7 Submission of Audit Report on monthly basis to concerned DDWs/ MCDWs & HQ also a copy by e-mail of the same to Head Office, Jaipur in PDF Format. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 3.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 3.9 Visiting at least once a Month to DDWs/ MCDWs, stay at DDWs/ MCDWs till completion of Physical Verification of all Drugs, gets completed. Visit may be more than once, in case directions given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.
- 3.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 3.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, etc.
- 3.12 The Internal auditor while checking all records will not only point out the inconsistencies but will also ensure rectification during his subsequent visit to concerned DDWs/ MCDWs.

4.0 Eligibility criteria:-

- 4.1 The firm must be empanelled with C & AG for the year **2014-15, 2015-16 or 2016-17** and the particulars of the Firm's Head Office (HO) Branch Office (BO), Partners and paid articles should match with the certificate issued by ICAI not later than **1st January, 2017**, without which the application of the firm would not be considered.
- 4.2 The firms either having Head Office or Branch Office within the concerning Division (functional unit) for which the proposal is given. (Such head office should be existed within the Division (functional unit) for not less than two years as per the ICAI Certificate).

4.3 Firms must qualify following minimum criteria:

S. No.	Particulars	Minimum Criteria
1.	Number of Full Time Fellow Partners associated with the firm for not less than 3 years (As per Certificate of ICAI as on 1.1.2017) i.e. such partners should continue to be a fellow member during their partnership for all the three years continuously.	3 Partners
2.	Turnover (Receipts) of the firm (Average annual Turnover in last three financial years.) 2013-14, 2014-15 & 2015-16 or 2014-15, 2015-16 & 2016-17	₹ 20 Lacs
3.	No. of Years of Firm's Existence as per ICAI Certificate	5 Yrs.
4.	No. of audit assignments of Corporate/PSUs entities except Bank Branch Audit having a turnover of not less than ₹ 20 Crore <i>for each of the year for which the audit has been done</i> in the last 3 years. No. of assignments: Experience of audit of Externally Aided Projects/ Social Sector Projects of the State for which the application is being made (other than Audit of Charitable Institutions & NGOs) in the last 3 years.	10 (Assignments)

4.4 Any firm not qualifying on these minimum criteria need not to apply as its proposal shall be summarily rejected.

4.5 A firm may give his offer for more than one functional unit (Division) provided firm meets laid down eligibility criterion, however the corporation will not award the out sourcing for more than three functional units in any case.

4.6 **Supporting Documents for Eligibility Criteria:**

Following supporting documents must be submitted by the firm along with the technical proposal:-

- i. For S. No. 1 & 3 of 4.3 as above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2017.
- ii. For S. No. 2 of the 4.3 as above, the firm must submit, a copy of the Audited Balance Sheet & Profit & Loss Account for the last three years otherwise a Certificate issued by any C.A. Firm may also be provided in this regard giving the break-up of Fees (Audit Fee, Taxation and Others).
- iii. For S. No. 4 of 4.3 as above, the firm must submit a copy of the appointment letters from the audit organizations. Branch Audit of any Bank shall not be considered while taking into account the total number of assignments.

4.7 The firm or any partners of the firm should not be black listed by any PSUs or Govt. Co. or any other organization in respect of any assignment or behavior. (attested by Notary Public *affidavit on ₹ 100/- non-judicial stamp paper is to be given in this regard by the authorized person of the firm*). **Performa –“E”**

5.0 **TECHNICAL AND FINANCIAL BIDS**

5.1 Offer should be submitted online containing **Technical Bid** part first consisting the details of the firm regarding tender fee and demand draft of EMD and eligibility documents etc as per **Performa -A.**

- 5.2 Financial offer should only be submitted online for head office/divisions as per BOQ Performa-“B”.

To elaborate it further, the offer to a division (a functional unit) should consist of districts attached to division as a one unit. The offer should be including all kinds of charges. Corporation will not bear any charges towards lodging, boarding etc. Corporation will pay only the fee approved.

- 5.3 **Financial bid (BOQ)** only of those tenderers shall be opened, who fulfill the conditions of the technical bid and eligibility criterion.

6.0 **BID SECURITY**

- 6.1 Each offer should be accompanied by minimum bid security as per NIB details to be submitted for each division and head office, Jaipur.
- 6.2 If any prospective bidder wishes to give the offer for more than one functional unit in such case extra bid security is required to be submitted.
- 6.3 Furnishing incorrect information by the firm shall attract forfeiture of bid security. The bid security of unsuccessful bidders will be returned after the finalization of tender. The bid security of successful bidders will be adjusted towards performance security.

7.0 **CONTRACT PERIOD**

- 7.1 Initial period of contract will be for Two financial year 2017-18 & 2018-19 (April, 2017 to March, 2019) for divisions as well as Head Office. However, the contract period may be further extended for another three months, if the services are found to be satisfactory.
- 7.2 Notwithstanding as above, corporation will be at liberty to terminate the contract at any time, if the services are found unsatisfactory by giving 10 day's prior notice.
- 7.3 Corporation further reserves its right to terminate the contract by giving one month prior notice on administrative & other grounds.

8.0 **PERFORMANCE SECURITY**

- 8.1 The value of performance security will be 5% of the value of order.
- 8.2 Bid security will be adjusted towards Performance Security.
- 8.3 The successful firm has to deposit the performance security either through demand draft drawn in favour of Rajasthan Medical Services Cor. Ltd, Jaipur or alternatively, the 5% value of performance security will be deducted by RMSCL from the first payment bill as per tender terms.
- 8.4 The performance security of firm will be refunded to firm after 60 Days on successful completion of all contractual obligation as per terms of tender and agreement executed.

9.0 **OPENING OF E-TENDER/BID AND TECHNICAL EVALUATION**

- a) **Technical Evaluation:-** Technical Evaluation of the E-Bid will be done in two stages. (i) Technical Evaluation on the basis of documents. This is to examine whether the bidder qualifies as per given eligibility and other prescribed conditions. Bidders not found technically fit in such evaluation will be declared rejected /non-responsive.
- b) **OPENING OF THE FINANCIAL E-BID** - The Bidders found responsive will be scrutinized by Bid evaluation committee. Price Bid (BOQ) of the Bidder found eligible on satisfying the criteria for technical evaluation and inspection, will only be opened.

10.0 RIGHT OF ACCEPTANCE AND REJECTION OF TENDER

- 9.1 Managing Director, RMSCL, Jaipur reserves the right to reject or accept any tender without assigning any reason.

11.0 PAYMENT TERMS

- 10.1 On quarterly basis if assignment is carried out satisfactorily as per the agreed and stipulated terms and conditions. Payment will be subject to the statutory deduction of taxes of State/ Central Government.
- 11.2 If the work is not carried out as per the time schedule given, corporation shall be free to levy liquidated damages (as per Rules), and take other recourses and other available legal remedies.

12.0 AGREEMENT

- 12.1 The successful firm will have to execute an agreement within 10 days from the date of acceptance of offer on non judicial stamp of required denomination The out sourcing initially will be for Two Financial Year 2017-18 to 2018-19 which may be further extended for another three months, if the services are found to be satisfactory.

13.0 ACCEPTANCE OF TENDER CONDITIONS

- 13.1 The tenderer should sign the tender as acceptance of terms & conditions. **Unsigned offers shall be rejected.**
- 13.2 Subletting of assigned work by successful tenderer shall not be permitted.

14.0 OTHER PROVISIONS OF RTPP ACT, 2012 & RTPP RULES, 2013 WILL BE APPLICABLE WHEREVER REQUIRED

I have understood and read all the details, terms & condition of the tender and as a token of acceptance. I have initialized all the pages.

**Signature of tender
with seal**

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act,
2012**

Appeal No.....of.....

Before the..... (First/Second Appellate Authority)

1. Particulars of appellant:

(i) Name of the appellant:

(ii) Official Address, if any:

(iii) Residential address:

2. Name and address of the respondent (S):

(i)

(ii) (iii)

3. Number and date of the order appealed against and name and designation of the officer/ authority that passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Ground of appeal:

.....
.....
..... (Supported by an affidavit)

7. Prayer:

.....
.....
.....

Place.....

Date..... Appellant's

Signature

Declaration & Undertaking
(On Non-Judicial Stamp Paper of Rs 100/- Attested by Notary Public)

I, Name.....S/o.....Age.....Prop./Partner/Director/Power of attorney holder of firm M/s.....situated at (Complete address).....do here by declare on oath as follows:-

That our Firm/Company has not been blacklisted or banned by any State or Central Government, PSU or any business entity for providing professional services in India.

(Name of Deponent & Signature)

Verification

I.....S/o.....(Designation)..... Affirm on oath that the contents/information as mentioned above, are true & correct to the best of my knowledge and nothing is hidden. I also declare on oath, that if any information furnish by me as above is found wrong, false, forged or fabricated; the department will be at liberty to cancel the tender for which I shall be solely responsible and the firm may be banned/black listed prosecuted for the same

(Name of Deponent & Signature)