

**RAJASTHAN MEDICAL SERVICES CORPORATION LTD.  
(A Government of Rajasthan Undertaking)  
RHSDP BLOCK, SWASTHYA BHAWAN, TILAK MARG, JAIPUR  
(PHONE NO: 0141-5111159, Fax No. 0141-5111040, E-mail Id-rmsc@nic.in)**

**TENDER FORM FOR OUTSOURCING OF ACCOUNTING SERVICES**

1. Name of Chartered Accountant firm:
2. Office address:
3. Fax No.                      Telephone No.                      e-mail:
4. No. of Chartered Accountants engaged with firm giving details of experience:
5. Number of personnel employed by the firm, with qualifications etc.:
6. Whether experience details have been enclosed:    Yes/No

Last date and time for sale of Tender form is 11.11.2011, 12.00 pm

Last date for depositing the Tender form 11.11.2011, 3.00 pm

Time & date for opening of technical bid 11.11.2011, 5.00 pm

7. The form may be down loaded from [www.rajswasthya.nic.in](http://www.rajswasthya.nic.in) and [www.rmsc.nic.in](http://www.rmsc.nic.in), prescribed fee of form Rs. 500.00, may either be submitted through the demand draft in favour of Managing Director, RMSC, Jaipur on and before the scheduled time and date or may deposit through cash in accounts section of Corporation during working hours 9.30am to 6.00pm of office, till scheduled time and date.

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

Signature of tenderer

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**1. INTRODUCTION**

RMSC has been constituted by Govt. of Rajasthan in order to purchase most commonly used generic medicines, and to ensure free of cost supply thereof to every patient visiting Govt. Hospital/Dispensaries throughout state of Rajasthan. At the outset 200 such medicines will be included, the list will go up further up to 350-400 in second phase to be commenced from January, 2012

RMSC in order to meet its objectives has been registered under company act 1956, as a fully Government of Rajasthan owned Company.

RMSC has commenced its business operation since May, 2011 and now the free distribution of medicine has commenced w.e.f. 2 October 2011, throughout the state of Rajasthan.

Corporation has got its head office located in Jaipur at Tilak Marg Swasthya Bhawan Jaipur, has it district drug warehouses (DDW) situated in every district of Rajasthan, thus, corporation is having 33 district drug warehouses (DDW) in the State of Rajasthan. Each DDW is headed by District project coordinator cum District Drug Warehouses Manager, who is assisted by two pharmacists. The yearly turnover of corporation is expected to be over Rs 400.00crore.

The flow chart of drugs and medicine may be understood as under

-Corporation place order to suppliers for Purchasing/procuring drugs to its DDW (District drug warehouse) located in each Distt. of Rajasthan.

-Supplier will deliver drugs to respective DDW.

-DDW will distribute free medicine to Distt. Hospitals /Community Health centre (CHC), Primary Health centre (PHC) etc for onward distribution to patients.

-Thus, approximately 2000 (Govt. Hospitals, CHCs, PHCs etc) of Govt. institute are going to interface 33 number of DDWs of corporation throughout State, in order to distribute free medicines.

RMSC intends to outsource following services from Chartered Accountant firms for financial year 2011-12 and 2012-13.

(1) Merging and consolidation of depot and Head office accounts weekly/quarterly/Monthly basis, and thus, preparing trial balance, profit and loss account, balance sheet and others statutory accounts as laid down in company Act, 1956, of corporation.

(2) Bank reconciliation and Preparing statement thereof.

(3) Preparation and e-filing of TDS and other statutory returns, as required under various State/Central Govt. Act, etc.

## **2. The brief details of job profile (Scope of work)**

### **2.1 MERGING AND CONSOLIDATION OF ACCOUNT (RECEIPTS, PAYMENTS ETC.)**

The data generated at the various depots about procuring & distribution of medicines shall have to be merged with the data at the Head office, Jaipur, and data so generated have to be consolidated .

Depot carryout their activities like in warding of drugs, out ward/issuing of Drugs, etc. Primarily through customized software application. However, Initially the records may be maintained manually, but during the year all records/registers will be maintained using software application.

The data i.e. the details of placing supply orders to various manufacturers, supplies against purchase order, depot wise and further distribution of such free medicines approximately to 2000 number of Govt. Hospitals, PHC, CHC etc are available through a variety of reports through "customized application of software." Some indicative assignment in this regard may be briefed as under

- Accounting for cash vouchers, bank vouchers, ledger postings
- The preparation of JV etc, if required, for consolidation, will have to be prepared & suggested by firm.
- Preparation and finalization of trial balance, Monthly, Quarterly and Annual accounts etc. Balance sheet, profit and loss account and other statutory accounts as required under company Act, 1956
- Checking all kinds receipt and payment vouchers prepared by corporation .
- Preparation of accounting notes and policies, maintaining of fixed asset register.
- It is clarified that preparation of voucher is the responsibility of corporation but punching these vouchers in "tally software" as per proper accounting head in consultation to management will be onus of CA firm .

### **2.2 BANKING RECONCILIATION**

All the payments relating to the activities pursued by the Corporation are processed and released by HO, Jaipur. "In order to meet the petty expenses at 33 Depot. Corporation sanction permanent imprest" amounting to Rs. 30,000/- to each Depot.

The bank accounts is/are maintained at Jaipur, payment is released through core banking solution (CBS)

As outlined in the introductory section, Corporation follows centralized receipt and payment system ,thus all receipts and disbursement are through Head office Jaipur only.

So far as payment is concerned, approximately 20 to 25 instruments on daily basis on an average are expected to be issued by corporation, through multicity cheque or payment through NEFT/RTGS.

- Ascertaining as to whether correct amount of the interest credited by the bank in corporation account.
- The bank reconciliation statement is to be prepared on monthly basis. The non-reconciled entries may be brought out date wise, instrument wise to the

notice of Head Office and the missing entries at the end of month need to be identified, and needs to be traced during the subsequent month.

- Ensuring crediting of due interest by bank as per agreed rate and terms, whether TDS deducted by bank is as per Income-tax provisions. The inconsistencies if any, needs to be identified & requires to be got rectified.
- Effecting the entries of interest etc. in the books.
- The instrument wise detail from the bank book of Head Office is to be tallied from the bank statement.

### **2.3 PREPARATION AND e-FILING OF TDS AND OTHER RETURNS**

- The rate of TDS on various contractor/Sub contractor as applied by RMSC while releasing payment to be checked & if inconsistency is found in applied rate, Its is the onus of CA firm to suggest the correct rate and recover the outstanding if any remains in process.
- TDS returns have to be prepared and filed periodically. Vouchers relating to TDS deducted of various service providers/ contractors are available at Head Office, Jaipur. It shall be made available by corporation for the preparation and filing of TDS return.
- Moreover ,the firm will also facilitate with internal and statutory auditor for smooth functioning of the Internal and *statutory* audit.
- The assignment relating to the financial year 2010-11 covering all aspects viz consolidation and finalization of accounts, bank reconciliation, filing of return etc. Should be completed by 15<sup>th</sup> June 2011.

### **3. Eligibility criterion:-**

- CA firm having its corporate/registered office at Jaipur are eligible to participate The office should be equipped with Fax and e-mail facility.
- Certificate/ letter issued by Institute of Chartered Accountants of India incorporating details about address of office/ personnel/ partner etc, should be enclosed.
- Should be a comptroller and Auditor general of India allotte CA firm the necessary order issued from CAG office should be enclosed by the firm.
- Experience detail of audit and accounts work at least of one PSU of the State Government of Rajasthan/ Central Government in the last five years requires to be enclosed order/ certificate etc, issued by concerned PSU needs to be enclosed.
- Staff of more than five qualified personnel, of which two should be qualified Chartered Accountants, Experience and complete details of all personnel should be provided.
- The receipt of CA firm should be over 25.00 Lac per annum. The necessary documentations (Profit/loss A/c, Balance Sheet) be enclosed.
- The Accounting Services and Internal audit services are mutually exclusive i.e. the both assignment can't be awarded to a single firm, even if a firm is adjudged to be most suitable for both of the services. The both services are to be awarded to different firm.

#### **4. TECHNICAL AND FINANCIAL BIDS**

- Offer should be sent in two separate sealed Envelopes, Envelope-A should contain technical bid consisting of all the details of the firm regarding eligibility etc., tender fee and demand draft of EMD.
- Envelope-B should contain only financial bid. The financial bid is to be quoted in schedule P enclosed to tender. The price bid is called for to financial year 11-12 and 12-13, hence, financial offer to be given on consolidated basis considering both year as a unit. Both envelopes should be put in envelope-C with the superscription for out sourcing of accounting services. Financial bids only of those tenders shall be opened, who fulfill the conditions of the technical bid as laid down at section 3 eligibility criterion.

#### **5. EARNEST MONEY DEPOSIT**

- Each offer should be accompanied by earnest money of Rs. 10000/- though pay order/ demand draft drawn on any scheduled bank payable at Jaipur in favour of RMSC, Jaipur. Offers received without earnest money will be rejected.
- Providing of incorrect information by the firm shall attract forfeiture of earnest money. The earnest money deposit of unsuccessful bidders will be returned after the finalization of tender. The earnest money deposit of successful bidder will be adjusted towards performance security.
- Not with standing, as above, corporation will be at liberty to terminate the contract, before 2 year. If the services are found unsatisfactory by giving 10 day's prior Notice.
- Corporation further reserves its right to terminate the contract by giving one Month prior notice on Administrative & other reasons.

#### **6. Performance Security**

The value of performance security will be 5% of the order of value .

- EMD will be adjusted forward Performance Security.
- The success ful firm has following option to deposit, the performance security.
- Through demand draft Drawn in favour Managing Director, RMSC, Jaipur.
- Alternatively, the 5% value of performance security will be deducted by RMSC, from the Monthly/quarterly payment as per tender terms.
- The performance security of firm will be refunded to firm, after success full accomplishment of assignment as per terms of tender and agreement executed, but no interest on original amount will be given.

#### **7. OPENING OF TENDER**

- Technical bids received till the scheduled date and time will be opened by a committee consisting of RMSC officers at it Head Office, Jaipur in the presence of tenders. The date of opening of financial bid will be decided at

the time of opening of technical bid. Evaluation of technical bid will be carried out on the basis of eligibility criterion as laid down in section 4 of tender.

**8. RIGHT OF ACCEPTANCE AND REJECTION OF TENDER**

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

**9. PAYMENT TERMS**

- On Monthly/ Quarterly basis, if Assignment is carried out satisfactory as per the agreed and stipulated terms. Payment will be subject to the statutory deduction of taxes of State/ Central Government.
- If the work is not carried out as per the time schedule given Corporation shall be free to levy liquidated damages, and take other recourses and other available legal remedies.

**10. AGREEMENT and Contract Period**

- The successful firm will have to execute an agreement within 3 days for the date of acceptance on non judicial stamp of Rs. 100/-. The duration of out sourcing initially will be for the Financial year 11-12, 12-13 which may be further be extended by another one year on mutual consent basis

**11. ACCEPTANCE OF TENDER CONDITIONS**

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

  
**Managing Director**  
**RMSC**

**Schedule P**

<b>Description of Job (1)</b>	<b>Price offer (2)</b>	<b>Taxes If any (3)</b>	<b>Total (2+3)</b>
Outsourcing of accounting services, brief Job profile as laid down in section-2 of tender for Financial year 2011-12 and financial year 2012-13	Total remuneration (In Indian Rupees excluding Tax if any)		

**Note : The price to be quoted by bidder should be strictly in format prescribed, price quoted elsewhere will not be entertained.**

**Signature of Tenderer**