

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-rm-sc-rj@nic.in/rm-sc@nic.in

CIN: U24232RJ2011SGC035067

Website: www.rm-sc.nic.in

F No. F. 3() RMSC/Finance/Internal Audit Services/2016-17/ 2626

Date:- 8/2/2016

Notice Inviting Bid

Rajasthan Medical Services Corporation Ltd. (RMSCL) invites offer from Chartered Accountant firms for Providing internal audit services at Head office for FY-2016-17 (April,2016-March,2017) and Group of Districts (Division) as a functional unit for FY-2016-17 (April,2016-March,2017):-

S. No.	Description of Services	Estimated cost (₹ in Lacs)	Bid Security (₹ in Lacs)	Tender form fees (₹)	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)
1	Internal Audit Services at Head office	0.25	0.005	500.00	11.02.2016	22.02.2016 at 11.00 AM	26.02.2016 at 12.00 Noon	26.02.2016 at 3.00 PM	26.02.2016 at 5.00 PM
2	Internal Audit Services at Division as a functional unit	2.00 (Each Division)	0.04 (Each Division)						

- The tender form may be obtained during office hours between 9.30 am to 6.00 pm on depositing requisite tender fees.
- The full and further details of tender may be accessed/downloaded from www.rm-sc.nic.in and "<http://sppp.raj.nic.in>" Portal.
- The tender fee for downloaded form may be deposited at the time of submitting filled in tender form.
- The pre-bid meeting will be held on 22.02.2016 at 11.00 AM in Conference Hall, RMSC, Jaipur.


Managing Director

Rajasthan Medical Services Corporation Limited

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Tender Form Fee – ₹ 500/-

Tender for Internal auditor Services (2016-17)

(April, 2016 to March, 2017)

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 Partners Chartered Accountants engaged with firm giving details of experience:.....
6. Number of paid personnel employed by the firm with qualifications *etc*:
7. Whether experience and other details asked for have been enclosed: Yes/No
8. Date and time of pre-bid meeting : 22.02.2016 at 11.00 AM
Last date and time for sale of Tender form : 26.02.2016 at 12.00 Noon
Last date for depositing the Tender form : 26.02.2016 at 03.00 PM
Date & time for opening of technical bid : 26.02.2016 at 05.00 PM
9. The form may be downloaded from the web site www.rmsc.nic.in. The prescribed tender fee of form ₹ 500.00 may be submitted through the demand draft in favour of Managing Director, RMSC, Jaipur on and before the scheduled time and date.
10. I have understood and read all the details, terms & conditions of the tender and as a token of acceptance I have initialized all the pages.

**Signature of Tenderer
with seal**

Rajasthan Medical Services Corporation Limited

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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, about 789 such medicines, surgicals and sutures are procured & stocked.

- 1.1 RMSCL in order to meet its objectives has been registered under Companies Act 1956, as a fully Government of Rajasthan owned Company.
- 1.2 RMSCL 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 17,500 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 Quarterly Physical Verification of Drugs/Surgical/Sutures/Equipment/fixed assets at HQ level.
- 2.9 Checking the stock valuation.
- 2.10 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.
- 2.11 Comments on compliance of irregularities pointed out by CAG/Statutory Auditors.
- 2.12 Suggestions regarding availing of financial benefits within the Acts pertaining to Income Tax and Sales Tax.
- 2.13 Reconciliation of grants and loans.
- 2.14 To examine whether the compliance of all provisions of accounting standards are being made by the Corporation.
- 2.15 Visiting quarterly and visit may be more than once in a quarter in case of directions of head office.
- 2.16 Submission of audit report on quarterly basis to head office.

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 or 2015-16** 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, 2016**, 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 1.1.2016) 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 in last three financial years.)	₹ 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 <u>for each of the year for which the audit has been done</u> 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 1.1.2016.
 - 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. *(Self attested affidavit on ₹ 100/- non-judicial stamp paper is to be given in this regard by the authorized person of the firm).*

5.0 **TECHNICAL AND FINANCIAL BIDS**

- 5.1 Offer should be sent in two separate sealed Envelopes, **Envelope-A** should contain **technical bid** consisting the details of the firm regarding eligibility etc., tender fee and demand draft of EMD.
- 5.2 Financial offer is to be given for head office and treating a **division (Group of district As per 1.5) as a Single unit.**

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 **Envelope-B** should contain only **financial bid (Schedule 'P')**. Both envelopes should be put in **envelope-C** with the superscription for out sourcing of internal auditor services writing the name of **Respective Divisions** to which offer is submitted financial bids only of those tenderers shall be opened, who fulfill the conditions of the technical bid and eligibility criterion.
- 5.4 Financial offer is to be given in the **Schedule-P** enclosed with tender form.

6.0 **BID SECURITY**

- 6.1 Each offer should be accompanied by minimum bid security of ₹ 4,000/- for each division and ₹ 500/- for head office, Jaipur through demand draft drawn on any

scheduled bank payable at Jaipur in favour of Managing Director, RMSC, Jaipur.

Offers received without bid security will be rejected.

- 6.2 If any prospective bidder wishes to give the offer for more than one functional unit in such case proportionate 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 the financial year 2016-17 (April, 2016-March, 2017) 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 before one year, 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 Managing Director, RMSC, Jaipur or alternatively, the 5% value of performance security will be deducted by RMSC 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 TENDER

- 9.1 Technical bids received till the scheduled date and time will be opened by a committee consisting of RMSC officers at its Head Office, Jaipur in the presence of tenderers. The date of opening of financial bid will be communicated separately through website of the corporation and the firm evaluated to be successful in technical criterion will be posted in the corporation web site. Evaluation of technical bid will be carried out on the basis of eligibility criteria as laid down in section 3 of tender.

10.0 RIGHT OF ACCEPTANCE AND REJECTION OF TENDER

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

11.0 PAYMENT TERMS

11.1 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 requisite denomination. The out sourcing initially will be for the Financial year 2016-17 (April, 2016- March, 2017) 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


Managing Director

Financial Offer

Schedule P

Name of Firm :-

Financial offer taking Head Office/division (Group of Districts) as a functional unit:-

S. No.	Description of Job (1)	Price offer (2)	Taxes If any (3)	Total (2+3)	In Words
	Outsourcing of Internal audit Services for division/Head Office for financial year 2016-17 (April,2016-March,2017)	Total remuneration (In Indian Rupees excluding Tax if any)			
1	Jaipur Division				
2	Ajmer Division				
3	Bikaner Division				
4	Bharatpur Division				
5	Kota Division				
6	Udaipur Division				
7	Jodhpur Division				
8	Head Office, Jaipur				

Note:

1. The price to be quoted by bidder should be strictly in format prescribed, Price quoted elsewhere will not be entertained.
2. If any prospective bidder wishes to give offer for more than one functional unit (Head Office/Division), the price offer should be submitted in respective columns of such functional unit/units (Head Office/Division) for which price offer is given.

**Signature of Tenderer
with seal**