

**Government of Rajasthan**  
**Rajasthan Medical Services Corporation**  
**Gandhi Block, Swasthaya Bhawan, C-Scheme, Jaipur**

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F No. F. 3( ) RMSC/Finance/Internal Audit Services/2013-14

Date:- 11/7/13

**Notice for Inviting Limited Tender**

Rajasthan Medical Services Corporation (RMSC) invite offers from Chartered Accountant firms for **Internal Audit Services for Jodhpur Division** taking group of Districts (Division) as a functional unit:-

	Description of Services	Estimated cost for division ( ₹ in Lacs)	Last date and time for receipt of Tender	Date and time of tender opening
1	Internal Auditor Services for Jodhpur Division (Group of five District)	2.00	23.07.2013 03.00 P.M	23.07.2013 05.00 P.M

- The full and further details of tender may be accessed/down loaded from [www.rmsc.nic.in](http://www.rmsc.nic.in).

  
**Executive Director (F)**

**Rajasthan Medical Services Corporation**

**Gandhi Block, Swasthaya Bhawan, Tilak Marg, C-Scheme, Jaipur**

Phone No: 0141-2228062, Fax No: 0141-2228065

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S. No: F. 3( )/RMSC/Finance/Internal Audit Services/2013-14 /

Dated:

**Limited Tender for Internal auditor Services (2013-14)**  
**for Jodhpur Division.**

1. Name of Chartered Accountant firm:
2. Office address:
3. Fax No. Telephone No. e-mail:
4. No. of full time Partners Chartered Accountants engaged with firm giving details of experience:
5. Number of paid personnel employed by the firm with qualifications *etc*:
6. Whether experience and other details asked for have been enclosed: Yes/No
7. Last date for submitting the Tender form 23.07.2013, 03.00 PM  
Date & time for opening of technical bid 23.07.2013, 05.00 PM  
The form may be down loaded from the web site [www.rmsc.nic.in](http://www.rmsc.nic.in).
8. 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**  
**With Seal**

8



**Rajasthan Medical Services Corporation**

**Gandhi Block, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur**

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Dated:

**1. INTRODUCTION**

RMSC has been constituted by Govt. 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 Govt. Hospitals/Dispensaries throughout state of Rajasthan. As of now, over 400 such medicines, surgicals and sutures are procured & stocked, the list is to go up over to 600 drugs during financial year 2013-14.

- 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 Gandhi Block, Swasthya Bhawan, Tilak Marg, C-Scheme, Jaipur. The District Drug Warehouses (DDWs) are situated in every district of Rajasthan, Corporation is having 34 District Drug Warehouses (DDWs) in the State of Rajasthan. Each DDW is headed by OIC, DDW (District Drug Warehouses) who is Medical Officer/Sr. Medical Officer, is assisted by two/four pharmacists and Information Assistants etc. The yearly turnover of corporation is expected to be over ₹ 325.00 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 District Drug Warehouse (DDW) located in each Distt. of Rajasthan.
  - Supplier delivers drugs to respective DDWs, for onward distribution to Govt. Hospitals/Institutes (PHCs, CHCs, Distt. Hospitals, Medical College attached Hospital etc).
  - DDWs distribute free medicines to Distt. Hospitals /Community Health Centre's (CHCs), Primary Health Centers (PHCs) as per their indent, requirement etc for onward distribution to patients.
  - Thus, approximately 2000 Govt. Institutes (Govt. Hospitals, CHCs, PHCs etc) interface with 34 DDWs of corporation throughout State. Patient directly Interface to PHC, CHC, Distt. Hospitals etc under the administrative control of Medical Education and Medical Health Deptt.
- 1.5 RMSC propose to outsource internal audit services to Chartered Accountant firms for Jodhpur Division considering Jodhpur Division as functional unit, consisting Namely Jodhpur, Jaisalmer, Jalore, Barmer, Sirohi. (Five Districts).



Only those firms having their Registered/Branch office in any of these five districts of Division Jodhpur are eligible to participate and give their offer.

**2. Job Profile at DDW for Internal Auditor**

- 2.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from various suppliers.
- 2.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 2.3 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 DDW and head Office, Jaipur immediately.
- 2.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 2.5 Imprest amount to ₹ 50,000 is sanctioned to each DDW to meet Petty expenses like electricity expenses, water expenses, courier expenses & other contingent expenses to run day to day activities at DDW. 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.
- 2.6 Checking petty book/vouchers maintenance & checking of other prescribed registers as required under Company Act, 1956. 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.
- 2.7 Submission of Audit Report on monthly basis to concerned DDW and a copy of the same to Head Office, Jaipur.
- 2.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective steps for non occurrence of discrepancies.
- 2.9 Visiting at least once a Month to DDW, stay at DDW till completion of Physical Verification of all Drugs, gets completed. Visit may be more than one, in case directions of Head Office & in case meeting of committee for disposal of breakage etc takes place at DDW.
- 2.10 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 DDW.

**3. Eligibility criterion:-**

**Eligibility Criteria:**

- 3.1 The firm must be empanelled with C & AG for the year 2011-12 or 2012-13 and the particulars of the Firm Head Office (HO) Branch Office (BO) and Partners and paid articles should match with the certificate issued by ICAI not later than **1<sup>st</sup> January, 2013**, without which the application of the firm would not be considered.
- 3.2 The firm either having Head office or Branch office within the Jodhpur Division for not less than two years as per the ICAI Certificate.



3.3 Firms must qualify following minimum criteria:

Sl. 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 1.1.2012) i.e. such partners should continue to be a fellow member during their partnership for all the three years continuously.	2 Partners
2.	Turnover (Receipts) of the firm (Average annual in last three financial years.)	₹ 10 Lac
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 ₹ 2 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.	04 (Assignments)

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

3.5 **Supporting Documents for Eligibility Criteria:**

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

- For S. No. 1 & 3 above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2011/2.
- For S. No. 2, 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).
- For S. No. 4 & 5, 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.

3.6 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/- stamp paper is to be given in this regard by the authorized person of the firm].

3.7 As regards S. No. 5 the turnover of the audit organization and audit fee paid/ received have to be provided along with the relevant evidences/ documents.

4. **TECHNICAL AND FINANCIAL BIDS**

4.1 Offer should be sent in two separate sealed Envelopes, **Envelope-A** should contain **technical bid** consisting the details of the firm regarding eligibility etc.,

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 monthly/quarterly fee approved.



4.2 **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, financial bids only of those tenderers shall be opened, who fulfill the conditions of the technical bid and eligibility criterion.

4.3 Financial offer is to be given in the **Schedule-P** enclosed with tender form.

5. **Contract Period**

5.1 Initial period of contract will be for the financial year 2013-14 (one year). However, the contract period may be extended for another year, if the services are found to be satisfactory.

5.2 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.

5.3 Corporation further reserves its right to terminate the contract by giving one month prior notice on administrative & other grounds.

6. **Performance Security**

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

6.2 The successful firm has to deposit the performance security through demand draft drawn in favour of Managing Director, RMSC, Jaipur.

6.3 The performance security of firm will be refunded to firm after successful accomplishment of assignment as per terms of tender and agreement executed.

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 tenderers. The date of opening of financial bid will be communicated separately through website of corporation the firm evaluated to be successful in technical criterion will be posted in 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.

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 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.
- 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

- The successful firm will have to execute an agreement within 3 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 2013-14 which may be extended further 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.

  
Executive Director (F)



## Financial Offer

## Schedule P

**Name of Firm :-**

**Financial offer taking (Group of Districts) Jodhpur Division as a functional unit:-**

Description of Job (1)	Price offer (2)	Taxes If any (3)	Total (2+3)	In Words
Outsourcing of Internal audit Services for financial year 2013-14	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  
With Seal**

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