

Government of Rajasthan
Medical & Health Department

Rajasthan Medical Services Corporation, Swasthaya Bhawan, C-Scheme, Jaipur

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

E-mail : edf-rmsc-rj@nic.in

F No. F. 3() RMSC/Finance/Internal Audit Services/2014-15 / 2312

Date:- 8/5/13

Notice Inviting Bid

Rajasthan Medical Services Corporation (RMSC) invites offer from Chartered Accountant firms for Internal Audit Services taking Head office(April,2014-March,2015)/Group of Districts (Division) as a functional unit(July,2014-March,2015):-

S. No.	Description of Services	Estimated cost for each division/ head office (₹ in Lacs)	EMD for each division/ head office (₹ in Lacs)	Tender form for each division/ head office 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
1	Internal Auditor Services (Head office and Division as a functional unit)	2.50	0.05	500.00	12.5.2014	22.05.2014 at 11.00 AM	28.5.2014 at 12.00 Noon	28.5.2014 at 3.00 PM	29.5.2014 at 5.00 PM

- 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.rmhc.nic.in and <http://eproc.rajasthan.gov.in>.
- The tender fee for downloaded form may be deposited at the time of depositing filled in tender form.
- The pre-bid meeting will be held on 22.05.2014 at 11.00 AM in Conference Hall, RMSC, Jaipur.


Managing Director

Rajasthan Medical Services Corporation

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

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

E_mail : edf-rmsc-rj@nic.in

S. No: F. 3()/RMSC/Finance/Internal Audit Services/2014-15 /

Dated:

Tender Form Fee – ₹ 500/-

Tender for Internal auditor Services (2014-15)-
(Division : July, 2014 to March, 2015 i.e. nine months and
Head Office : April, 2014 to March, 2015)

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. Date and time of pre-bid meeting : 22.05.2014 at 11.00 AM
 Last date and time for sale of Tender form : 28.05.2014 at 12.00 Noon
 Last date for depositing the Tender form : 28.05.2014 at 03.00 PM
 Date & time for opening of technical bid : 29.05.2014 at 05.00 PM
8. 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.
9. 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

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

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

E_mail : edf-rj-rmsc@nic.in

S. No: F. 3()/RMSC/Finance/IA/2013-14 /

Dated:

1. INTRODUCTION

RMSC 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 600 such medicines, surgicals and sutures are procured & stocked.

- 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 Medical College Drug Warehouses (MCDWs)/District Drug Warehouses (DDWs) are situated at Divisional headquarters and in every district 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 ₹ 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 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 2000 Government Institutes (Government Hospitals, CHCs, PHCs etc) interface with 34 DDWs 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. **Bhartpur Division** :- DDWs- Bhartpur, Dholpur, Karauli
6. **Kota Division** :- DDWs- Kota, Swai Madhopur, 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 having value of ₹ 5,000/ or above, 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 Checking the stock valuation.

- 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.
- 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.

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 DDW and head Office, Jaipur immediately.
- 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 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.
- 3.6 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.
- 3.7 Submission of Audit Report on monthly basis to concerned DDW and a copy of the same to Head Office, Jaipur. 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 steps for non occurrence of discrepancies.
- 3.9 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 once, in case directions of Head Office & in case meeting of committee for disposal of breakage etc takes place at DDW.

3.10 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.

4.0 Eligibility criteria:-

4.1 The firm must be empanelled with C & AG for the year **2012-13 or 2013-14** 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, 2014**, 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:

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 1.1.2014) 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 <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 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 corporation will not award the out sourcing for more than two functional unit in any case.

4.6 Supporting Documents for Eligibility Criterions:

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

- For S. No. 1 & 3 of 4.3 as above, the firm must submit an attested copy of Certificate of ICAI as on 1.1.2014.

- 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 monthly/quarterly 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 Division 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 ₹ 5,000/- for each division and 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 2014-15 (July, 2014-March, 2015) for divisions and full financial year 2014-15 for head office. However, the contract period may be extended for 03 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 monthly/quarterly payment as per tender terms.
- 8.4 The performance security of firm will be refunded to firm after successful accomplishment of assignment 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 corporation and 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.

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**, and take other recourses and other available legal remedies.

12.0 AGREEMENT

- 12.1 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 2014-15 (July, 2014- March, 2015) for divisions and full *financial* year 2014-15 for head office, Jaipur which may be extended further by another 03 months.

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.


Managing Director

Financial Offer

Schedule P

Name of Firm :-

Financial offer taking Head Office/division (Group of Districts) 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 division for financial year 2014-15 (July,2014-March,2015) /financial year 2014-15 for head office	Total remuneration (In Indian Rupees excluding Tax if any)			

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 distinctly stating clearly the name of functional unit (Head Office/Division for which price offer is given).

**Signature of tenderer
with seal**