

**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- rmisc@nic.in.)**

Tender for empanelment of Internal auditor 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 and other details asked for 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 the web site www.rajswasthya.nic.in and www.rmisc.nic.in. The 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 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 June, 2011 and now the free distribution of medicines has begun w.e.f. 2 October 2011, throughout the state of Rajasthan.

Corporation has got its head office located at Swasthya Bhawan, Tilak Marg, Jaipur. It has district drug warehouses (DDWs) 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 OIC (District Drug Warehouses), who is assisted by two pharmacists. The yearly turnover of corporation is expected to be over Rs 400.00 crore.

The flow chart of drugs and medicines 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, for its onward distribution to Govt. Hospitals/Institutes.
- DDW will distribute free medicines 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) Govt. institutes are going to interface with 33 number of DDWs of corporation throughout State, in order to distribute free medicines.

RMSC propose to outsource internal audit services from Chartered Accountant firms. Corporation will outsource internal auditor services, keeping **divisional headquarters as a functional unit**. As per the administrative convenience, the Rajasthan State is divided in seven divisions consisting of 33 districts. The districts subordinate to each division (Functional unit) for the purpose of internal Audit is given as under :-

1. Jaipur Division :- Jaipur, Dausa, Sikar, Alwar, Jhunjhunu
2. Ajmer Division :- Ajmer, Tonk, Nagaur, Bhilwara
3. Bikaner Division :- Bikaner, Churu, Hanumangarh, Ganganagar,

4. Bhartpur Division :- Bhartpur, Dholpur, Karauli
5. Kota Division :- Kota, Swai Madhopur, Jhalawar, Baran, Bundi,
6. Udaipur Division :- Udaipur, Banswara, Dungarpur, Rajsamand, Chittorgarh, Pratapgarh
7. Jodhpur Division :- Jodhpur, Jaisalmer, Jalore, Barmer, Pali, Sirohi
8. Head Office, Jaipur :- Internal audit for Head Office, Jaipur.

2. Job Profile at DDW for Internal auditor

- Verification of drugs inward from supplier i.e date wise checking of drugs received from various suppliers.
- Verification of the Drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHC/PHC etc.)
- Verification of stock twice a Month, of which one should be on random basis. Discrepancy, if any, in on line and Physical stock, found to be reported clearly to bring to Notice of officer in charge of DDW and head Office, Jaipur immediately.
- Checking Breakages/ damages of drugs, if any and reporting thereof.
- Checking petty book/vouchers/and other prescribed registers as required and under company Act 1956. As to whether, they are maintained as per statutory requirement of company Act, Deficiency/discrepancy if any is found, if should be reported and corrective action should be taken.
- Audit report on monthly basis to concerned DDW and a copy of the same to Head Office, Jaipur.

2.1 Job profile at Head office, Jaipur

- Checking each and every transaction having value of Rs. 5,000/ or above, for complete scrutiny of such payments.
- Cash vouching with specific reference to proper booking of expenditure/revenue under proper head.
- 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.
- Checking each and every case of capital expenditure having a financial implication of Rs. 1.00 lac or above.
- Checking for rate of depreciation and amount of depreciation.
- 100 percent vouching of Journal Vouchers.
- Checking the stock valuation.
- 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.
- Comments on compliance of irregularities pointed out by CAG/ Statutory Auditors.

- Suggestions regarding availing of financial benefits within the Acts pertaining to Income Tax and Sales Tax.
- Reconciliation of grants.
- To examine whether the compliance of all provisions of accounting standards are being made by the Corporation.

3. **Eligibility criterion:-**

- CA firm having, its corporate/registered office situated in one of district head quarter of the division (functional unit) to which offer is submitted is eligible to participate. To illustrate, if a firm is giving offer for jaipur Division or any other division as referred to at section-1 (Introduction), the corporate/registered office of the firm should be located in one of the districts shown against that division, i.e. for Internal audit of jaipur Division, the registered office should be either in jaipur or Dausa or Sikar or Alwar or Jhunjhunu. The offer of firms having of registered office elsewhere will not be considered. Further, for Internal auditor Services of Head Office, Jaipur, the firms having its **corporate/registered office at jaipur, will only be considered.**
- 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 acknowledged firm. The necessary proof, if any, issued by CAG office should be enclosed by the firm.
- Experience details of audit and accounts work at least of one PSU of the State Government / Central Government in the last five years, The 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 such personnel should be provided.
- The average receipt of CA firm for last 3 years should be over 10.00 Lac per annum. The necessary documents (Balance Sheet/P/L A/c) 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 the details of the firm regarding eligibility etc., tender fee and demand draft of EMD.
- Financial offer is to be given treating the **division as single unit.**
- Head office, Jaipur is to consider separate independent unit.

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- 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 decided at the time of opening of technical bid. Evaluation of technical bid will be carried out on the basis of eligibility criteria 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 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 Rs. 100/-. The duration of out sourcing initially will be for the Financial year 2011-12 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.
- The Internal auditor while checking the material inward/outward will not only point, the inconsistencies but will also ensure rectification during his subsequent visit to DDW.

**Managing Director
RMSC**

Financial Offer
Schedule P

Description of Job (1)	Price offer (2)	Taxes If any (3)	Total (2+3)
Outsourcing of Internal audit Services for financial year 11-12.	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

Dr.
R. S. Q. 1