

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-rmsc-rj@nic.in/rmsc@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

F.No. F. 3(62) RMS/Financé/Outsourcing of Acc. Ser./2018-19/1923

Date:- 5/2/17

Notice Inviting Bid

Rajasthan Medical Services Corporation Ltd. (RMSCL) invites offer from Chartered Accountant firms for **OUTSOURCING OF ACCOUNTING SERVICES** at Head office for FY-2018-19 & 2019-20 (April,2018-March,2020):-

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	Outsourcing of Accounting Services	5.50	0.11	500/-	07.02.2018	09.02.2018 at 11.00 AM	22.02.2018 at 12.00 Noon	22.02.2018 at 3.00 PM	22.02.2018 at 5.00 PM

1. The full and further details of tender and tender form may be accessed/downloaded from [www. rmsc.health.rajasthan.gov.in](http://www.rmsc.health.rajasthan.gov.in) and "http://sppp.raj.nic.in" Portal. The prescribed tender fee of form ₹ 500.00 may be submitted through the demand draft in favour of Rajasthan Medical Services Corporation Limited, Jaipur on and before the scheduled time and date.
 - 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 09.02.2018 at 11.00 AM in Conference Hall, RMSCL, Jaipur.


Managing Director

Rajasthan Medical Services Corporation Limited

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Form Fee— Rs. 500/-

TENDER FORM FOR OUTSOURCING OF ACCOUNTING SERVICES

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 : 09.02.2018 at 11.00 AM
Last date and time for sale of Tender form : 22.02.2018 at 12.00 Noon
Last date for depositing the Tender form : 22.02.2018 at 03.00 PM
Date & time for opening of technical bid : 22.02.2018 at 05.00 PM
9. The form may be downloaded from the web site www.rmsc.health.rajasthan.gov.in and “http://sppp.raj.nic.in” Portal. The prescribed tender fee of form ₹ 500.00 may be submitted through the demand draft in favour of Rajasthan Medical Services Corporation Limited , 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**

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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 830 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 ₹ 550.00 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.

2. RMSCCL intends to outsource following services from Chartered Accountant firms for financial year 2018-19 & 2019-20.

- (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 and Company Act, 2013, of corporation.
- (2) Bank reconciliation and Preparing statement thereof.
- (3) Preparation and e-filing of TDS, Income tax, GST and other statutory returns, as required under various State/Central Govt. Act, etc.

The brief details of job profile (Scope of work) is as under:-

Scope of Work

2.1 MERGING AND CONSOLIDATION OF ACCOUNT (RECEIPTS, PAYMENTS etc.)

The purchases / supplies received at respective DDWs (depot), against the purchase orders placed by Head office about procuring & distribution of medicines including surgical, sutures and equipment etc. if any shall have to be merged and consolidated with the data at the Head office, Jaipur.

Some indicative assignments in this regard may be briefed as under:

- Accounting for cash vouchers, bank vouchers, ledger postings and entries from e-Aushidhi etc.
- The preparation of JV etc, for merging and consolidation and adjustment entries.
- Preparation and finalization of trial balance, Monthly, Quarterly and Annual accounts etc.
- Preparation and finalization of Balance sheet, profit and loss account and other statutory accounts as required under Companies Act, 1956 and Companies Act, 2013.
- Checking all kinds of receipts and payments vouchers prepared by corporation punching these vouchers in "tally software" as per proper accounting head in consultation to management will be onus of CA firm.
- Preparation of accounting notes and policies, maintaining of fixed assets register.
- It should be ensured that at least two persons of the firm should be deputed at RMSCCL and out of these one should be there for both years and entries entered in Tally Software to be checked on fortnightly basis by ACA/FCA.



2.2 BANKING RECONCILIATION

- 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, and instrument wise to the notice of Head Office and the missing entries at the end of month need to be identified, and 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 being 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 of All Kinds of Tax

- The rate of TDS/GST etc. on various contractor/Sub contractors as applied by RMSCL while releasing payment to be checked & if inconsistency is found in applied rate, It is the onus of CA firm to suggest the correct rate and recover the outstanding if any remains in process.
- TDS/Other Statutory tax returns viz sales tax etc has to be prepared and filed periodically. Vouchers relating to TDS/GST etc. deducted of various service providers/contractors, and other relating details to various returns are available at Head Office, Jaipur. It shall be made available by corporation for the preparation and filing of TDS/GST etc. and other 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 2018-19 & 2019-20 covering all aspects viz consolidation and finalization of accounts, bank reconciliation, filing of return etc. should be completed by 30th April, 2019 for financial year 2018-19 and 30th April, 2020 for financial year 2019-20.

The scope of work, mentioned is just indicative, if any work assigned by the corporation in good faith, it will have to be executed. Moreover, being professional if an issue relating the Interpretation of accounting standard to be applied and other issues pertaining to income tax, audit para replies etc., if required by corporation for preliminary advices, it will have to be rendered.

3. Eligibility criteria:-

- 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.
- 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 average annual receipt of last three financial year of CA firm should be over 20.00 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 2018-19 & 2019-20. 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. 11000/- though pay order/ demand draft drawn on any scheduled bank payable at Jaipur in favour of RMSCL, 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 towards Performance Security.
- The successful firm has following option to deposit, the Performance Security.
- Through demand draft drawn in favour Rajasthan Medical Services Corporation Limited , Jaipur.



- Alternatively, the 5% value of performance security will be deducted by RMSCL, from the quarterly payment as per tender terms.
- The performance security of firm will be refunded to firm, after successful 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 RMSCL officers at its 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 criterion as laid down in section 3 of tender.

8. RIGHT OF ACCEPTANCE AND REJECTION OF TENDER

- Managing Director, RMSCL, 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 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. 500/-. The duration of out sourcing initially will be for the Financial year 2018-19 & 2019-20 which may be further, extended by another three months 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.

12. JURISDICTION

In case of any Dispute the jurisdiction will be Jaipur and the decision of Managing Director, RMSCL will be final.

13. OTHER PROVISIONS OF RTTP ACT, 2012 & RTTP RULES, 2013 WILL BE APPLICABLE WHEREVER REQUIRED

Schedule P

Financial Bid

Description of Job (1)	Price offer Per Year (Total remuneration in Indian Rupees excluding Tax if any) (2)	Price offer for Both Years i.e. 2018-19 & 2019-20 (Total remuneration in Indian Rupees excluding Tax if any) (3)	Taxes If any (4)	Total (3+4)
Outsourcing of accounting services, brief Job profile as laid down in section-2 of tender for Financial year 2018-19 and 2019-20				
Total Rs. In Words:				

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

Signature of Tenderer

