

# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

CIN: U24232RJ2011SGC035067

Email: edf-rm-sc-rj@nic.in  
Website: rm-sc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/

1840

Date: 01-09-2025

M/s Jain Paras Bilala & Co.

50 Ka 2, Jyoti Nagar,

Jaipur-302001

Email- [pbilala@yahoo.com](mailto:pbilala@yahoo.com)

## Office Order

Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Udaipur Division.

Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Udaipur Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 Visiting at least once a Month to DDWs/ MCDWs, stay at DDWs/ MCDWs till completion Physical Verification of all Drugs, gets completed. Visit may be more than once, in case direct

Signature valid

Digitally signed by Pankaj Sen  
Designation: Managing Director  
Date: 2025.09.01 16:02:03 IST  
Reason: Approved





given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.

- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

**Officer responsible and to be contacted for commencement of Internal Audit:-**

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Udaipur	Dr. Mohan Singh Dhaked	8764145830
2	Banswara	Dr.Praveen Gupta	9929103434
3	Dungarpur	Dr.Vipin Kumar Meena	9549969805
4	Rajsamand	Dr. Anil Jain	9680067407
5	Chittorgarh	Dr. Devi lal Dhakad	9414730900
6	Pratapgarh	Dr. Ankit Agarwal	8107623448
7	MCDW Udaipur	Dr. Deepak Sethi	9414248134

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

**2. PAYMENT TERMS**

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 1,25,000 /- Plus Applicable tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 1,25,000/- Plus Applicable tax for F.y. 2025-27 total being ₹ 2,50,000/- Plus Applicable Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

**3. AGREEMENT and Contract Period**

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

**4. Performance Security**

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarter payment.

**Signature valid**  
Digitally signed by Pankaj Sen  
Designation: Managing Director  
Date: 2025.09.03 19:02:03 IST  
Reason: Approved



- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

5. **JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW Udaipur, Banswara, Dungarpur, Rajsamand, Chittorgarh, & Pratapgarh Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

Signature valid

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 15:02:03 IST  
Reason: Approved



# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011ISGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/

1840

Date: 01.09.2025

M/s Jain Paras Bilala & Co.

50 Ka 2, Jyoti Nagar,

Jaipur-302001

Email- [pbilala@yahoo.com](mailto:pbilala@yahoo.com)

## Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Jodhpur Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Jodhpur Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 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 direct

**Signature valid**

Digitally signed by Pukraj Sen  
Designation: Managing Director

Date: 2025.09.01 10:02:08 IST  
Reason: Approved





given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.

- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

**Officer responsible and to be contacted for commencement of Internal Audit:-**

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Jodhpur	Dr. Rakesh Kumar Passi	9982941444
2	Jaisalmer	Dr. Nikhil Sharma	7340065013
3	Jalore	Dr. Bhajanaram	9772590300
4	Barmer	Dr. Javed	7292042466
5	Sirohi	Dr. Ritesh Sankhla	9784486960
6	Pali	Dr. Vijendra Pal	9462065556
7	MCDW Jodhpur	Dr. Rakesh Pasi	9982941444

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

**2. PAYMENT TERMS**

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 1,35,000 /- Plus Applicable tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 1,35,000/- Plus Applicable tax for F.y. 2025-27 total being ₹ 2,70,000/- Plus Applicable Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

**3. AGREEMENT and Contract Period**

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

**4. Performance Security**

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Internally, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.

Signature valid

Digitally signed by Pukhraj Sen  
Designation / Managing Director  
Date: 2025.09.03 10:02:08 IST  
Reason: Approved



- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

5. **JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW Jodhpur, Jaisalmer, Jalore, Barmer, Sirohi, & Pali Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

Signature valid

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.03 19:02:08 IST  
Reason: Approved



# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/

1840

Date: 01.09.2025

M/s Jain Paras Bilala & Co.

50 Ka 2, Jyoti Nagar,

Jaipur-302001

Email- [pbilala@yahoo.com](mailto:pbilala@yahoo.com)

## Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Jaipur Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Jaipur Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 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 direction given by Head Office & in case meeting of committee for disposal of breakage etc takes place DDWs/ MCDWs.

Signature valid

Digitally signed by Pankaj Sen  
Designation: Managing Director

Date: 2025.09.01 10:02:11 IST  
Reason: Approved

D://YogeshSir/Work Order of Internal Audit

KajKaj Ref No.:

17503628

eSign 1.0





- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs  
 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.  
 1.12 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.

**Officer responsible and to be contacted for commencement of Internal Audit:-**

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Jaipur-I	Dr. Nafeesh Ahmed	9461477925
2	Jaipur-II	Dr. Rajesh Chavada	9829124615
3	Dausa	Dr. Sandeep Sarda	9414041616
4	Sikar	Dr. C P Ola	9563000000
5	Alwar	Dr. Chhabil Kumar	6376233484
6	Jhunjhunu	Dr. Jitendra Singh	9928324700
7	MCDW Jaipur	Dr. V.P. Meena	9414316903

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

**2. PAYMENT TERMS**

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 50,000 /- Plus Applicable tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 50,000/- Plus Applicable tax for F.y. 2025-27 total being ₹ 1,00,000/- Plus Applicable Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

**3. AGREEMENT and Contract Period**

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

**4. Performance Security**

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.

**Signature valid**

Digitally signed by Pukraj Sen  
 Designation Managing Director  
 Date: 2025.09.03 10:02:11 IST  
 Reason: Approves



- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

5. **JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW Jaipur, Jaipur-I, Jaipur-II, Dausa, Sikar, Alwar, and Jhunjhunu Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

Signature valid

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 16:02:11 IST  
Reason: Approved



## Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

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

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

Email: edf-rmhc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmhc.health.rajasthan.gov.in

S. No: F. 3( )/RMHC/Finance/outsourcing of accounting work/2025-27/

1840

Date: 01.09.2025

**M/s Jain Paras Bilala & Co.**

**50 Ka 2, Jyoti Nagar,**

**Jaipur-302001**

Email- [pbilala@yahoo.com](mailto:pbilala@yahoo.com)

### Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Jaipur (H.O.) Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Jaipur (H.O.) Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

#### **1. Job Profile at MCDWs/DDWs for Internal Auditor**

- 1.1 Provide Internal Auditor Services to corporation Head office, at Jaipur.
- 1.2 Checking each and every transaction, for complete scrutiny of such payments.
- 1.3 Cash vouching with specific reference to proper booking of expenditure/revenue under proper head.
- 1.4 Checking and verification of payments of statutory dues such as Income tax, GST, deduction of TDS and depositing of such taxes with the concerned authorities and filing of statutory returns.
- 1.5 Checking each and every case of capital expenditure.
- 1.6 Checking for rate of depreciation and amount of depreciation.
- 1.7 100 percent vouching of Journal payment & receipt Vouchers.
- 1.8 Participation in annual verification by representation of Internal Auditor for Head Quarter as per direction.
- 1.9 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.
- 1.10 Comments on compliance of irregularities pointed out by CAG/Statutory Auditors.
- 1.11 Suggestions regarding availing of financial benefits within the Acts pertaining to Income Tax and GST.
- 1.12 Reconciliation of grants and loans.
- 1.13 To examine whether the compliance of all provisions of accounting standards are being made by the Corporation.
- 1.14 Visiting quarterly and visit may be more than once in a quarter in case of directions of head office.
- 1.15 Submission of audit report on quarterly basis to head office in hard copy as well as scanned copy in PDF format with signature & seal via E-mail.
- 1.16 Audit of Procurement and Payment Transactions.

**Officer responsible and to be contacted for commencement of Internal Audit:**

The name officers concerned Head Office, Jaipur is as under:-

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 10:02:13 IST  
Reason: Approved





S.No.	Dist. Name	Name of officer	Mobile no.
1	Jaipur H.O	Senior Manager RMSCL	9887295258

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis under intimation to this office.

### 1. PAYMENT TERMS

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 15,000/- plus applicable tax for F.y. 2026-27 & ₹ 15,000/- plus applicable tax for F.y. 2026-27 total being ₹ 30,000/- plus applicable Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

### 2. AGREEMENT and Contract Period

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

### 3. Performance Security

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.
- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

### 4. JURISDICTION

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, Jaipur (H.O.) the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

Signature valid  
(Rajabou)  
Executive Director (E)  
Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 12:02:13 IST  
Reason: Approved



# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/1842

Date: 11/9/2025

M/s Jain Paras Bilala & Co.

50 Ka 2, Jyoti Nagar,

Jaipur-302001

Email- [pbilala@yahoo.com](mailto:pbilala@yahoo.com)

## Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Ajmer Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Ajmer Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 Visiting at least once a Month to DDWs/ MCDWs, stay at DDWs/ MCDWs till completion Physical Verification of all Drugs, gets completed. Visit may be more than once, in case direct

**Signature valid**

Digitally signed by Pankaj Sen  
Designation / Managing Director

Date: 2025.09.03 19:31:27 IST  
Reason: Approved





given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.

- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

### Officer responsible and to be contacted for commencement of Internal Audit:-

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Ajmer	Dr. Mohit Deval	9983766448
2	Tonk	Dr. Sangeet Chodhary	9103101334
3	Nagaur	Dr. Rajesh Parashar	9214872610
4	Bhilwara	Dr. Ashok Khawani	9414115995
5	MCDW Ajmer	Dr. Mohit Deval	9983766448

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

### 2. PAYMENT TERMS

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 1,00,000/- Plus Applicable tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 1,00,000/- Plus Applicable tax for F.y. 2025-27 total being ₹ 2,00,000/- Plus Applicable Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

### 3. AGREEMENT and Contract Period

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

### 4. Performance Security

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.

Signature valid

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 18:31:27 IST  
Reason: Approved



- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

**5. JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW Ajmer, Bhilwara, Tonk, & Nagaur Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

Signature valid

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.07 19:31:27 IST  
Reason: Approved



# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/ 1843

Date: 19/25

M/s Agrawal Goyal & Jalan

Plot No. 12, 2<sup>nd</sup> Floor,

JDA Shopping Center,

Vidhyadhar Nagar Jaipur-302039

Email- govalnitin@icai.org

## Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Bharatpur Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Bharatpur Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 Visiting at least once a Month to DDWs/ MCDWs, stay at DDWs/ MCDWs till completion Physical Verification of all Drugs, gets completed. Visit may be more than once, in case direct

**Signature valid**

Digitally signed by Pankaj Sen  
Designation: Managing Director

Date: 2025.09.01 19:31:23 IST  
Reason: Approved

D://YogeshSir/Work Order of Internal Audit

RajRaj Ref No.:

17503536

eSign 1.0





given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.

- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

**Officer responsible and to be contacted for commencement of Internal Audit:-**

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Bharatpur	Dr. Manish Chaudhary	9928212141
2	Dholpur	Dr. Shiv Kumar Sharma	8302670387
3	Karauli	Dr. Satish Chand Meena	7976456713
4	Sawai Madhopur	Dr. Anil Kumar Jaimini	9461179623

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

**2. PAYMENT TERMS**

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 1,56,750/- Including tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 1,56,750/- Including tax for F.y. 2025-27 total being ₹ 3,13,500/- Including Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

**3. AGREEMENT and Contract Period**

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

**4. Performance Security**

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.
- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

Signature valid

Digitally signed by Pankaj Sen  
Designation: Managing Director  
Date: 2025.09.01 19:31:23 IST  
Reason: Approver



**5. JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW MCDW Bharatpur, Dholpur, Karauli, & Sawai Madhopur Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 19:31:23 IST  
Reason: Approved



## Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/

1841

Date: 01-09-2025

M/s Agrawal Goyal & Jalan

Plot No. 12, 2<sup>nd</sup> Floor,

JDA Shopping Center,

Vidhyadhar Nagar Jaipur-302039

Email- govalnitin@icai.org

### Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Kota Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Kota Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

#### **1. Job Profile at MCDWs/DDWs for Internal Auditor**

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 10:02:06 IST  
Reason: Approved





- 1.9 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.
- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

**Officer responsible and to be contacted for commencement of Internal Audit:-**

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Kota	Dr. Sushil Soni	9414237805
2	Jhalawar	Dr. Radheyshyam Mehar	9414191597
3	Baran	Dr. Saurav Meena	8114423951
4	Bundi	Dr. Satish Saxena	9982147567
5	MCDW Kota	Dr. Sushil Soni	9414237805

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

**2. PAYMENT TERMS**

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 71250/- Including tax for F.y. 2026-27 & ₹ 71250/- Including tax for F.y. 2025-27 total being ₹ 142500/- Including Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

**3. AGREEMENT and Contract Period**

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

**4. Performance Security**

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.
- The performance security will be refunded, after successful accomplishment of

Signature valid

Digitally signed by Pukraj Sen  
Designation: Managing Director  
Date: 2025.09.03 19:02:06 IST  
Reason: Approved



assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

**5. JURISDICTION**

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

(Pukhraj Sen, I.A.S)  
Managing Director

Copy to:-

1. PA to MD, RMSCL, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSCL, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW MCDW Kota, Jhalawar, Baran, and Bundi, Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

(Raju Sood)  
Executive Director (F)

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.01 10:02:06 IST  
Reason: Approved



# Rajasthan Medical Services Corporation

(A Govt. of Rajasthan Undertaking)

Gandhi Block, Swasthya Bhawan, C-Scheme, Jaipur

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

Email: edf-rmsc-rj@nic.in

CIN: U24232RJ2011SGC035067

Website: rmsc.health.rajasthan.gov.in

S. No: F. 3( )/RMSC/Finance/outourcing of accounting work/2025-27/ 1844

Date: 19/09/2025

M/s Agrawal Goyal & Jalan

Plot No. 12, 2<sup>nd</sup> Floor,

JDA Shopping Center,

Vidhyadhar Nagar Jaipur-302039

Email- govalnitin@icai.org

## Office Order

**Sub: - Outsourcing of Internal Audit Services for F.Y. 2025-27 (April, 25 to March, 27) for Bikaner Division.**

**Ref:- NIB No. 1614 dated 17.06.2025 and subsequent opening of technical and financial bids.**

With respect to the subject and reference, Corporation is pleased to inform that Internal Audit services for Bikaner Division has been awarded to your firm on following terms and conditions. You have to accept the offer within 3 days (Date 03.09.2025) from the issue of the order and give your acceptance through letter/fax/e-mail and further advised to execute an agreement on non-judicial stamp paper of ₹ 500/.

### 1. Job Profile at MCDWs/DDWs for Internal Auditor

- 1.1 Verification of drugs inward from supplier i.e date wise checking of drugs received from Various suppliers.
- 1.2 Verification of the drugs issued to various institutes and checking date wise ledger of each debtor (Hospitals/CHCs/PHCs etc.).
- 1.3 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.
- 1.4 Checking breakages/ damages of drugs, if any and reporting thereof with reasons.
- 1.5 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
- 1.6 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.
- 1.7 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 before 15<sup>th</sup> of next Month. The audit report of next month shall also contain the compliance status of the previous months audit report.
- 1.8 Internal auditor will not only point out the inconsistencies, but also suggest the corrective measures for non occurrence of discrepancies.
- 1.9 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 of discrepancies.

Signature valid

Digitally signed by Pankaj Sen  
Designation: Managing Director  
Date: 2025.09.01 19:31:19 IST  
Reason: Approved





given by Head Office & in case meeting of committee for disposal of breakage etc takes place at DDWs/ MCDWs.

- 1.10 Details as to near expiry 90/180 days/excess drugs/NOSQ drugs/expired drugs
- 1.11 Ensuring that proper registers are maintained related to DG set, diesel consumption /vehicle logbook, Fixed Assets (SR-1 Format) etc.
- 1.12 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.

### Officer responsible and to be contacted for commencement of Internal Audit:-

The name officers concerned of the respective District Drug house [DDW/MCDW] is as under:-

S.No.	Dist. Name	Name of officer	Mobile no.
1	Bikaner	Dr. N.K. Gupta	9667411222
2	Churu	Dr. Rasid	9636089689
3	Hanumangarh	Dr. Preet Mohinder Singh	9460647411
4	Ganganagar	Dr. Girdhari Lal	9414205187
5	MCDW Bikaner	Dr. Shiv Shankar Jhanwar	9024169155

The Internal auditor firm may contact, the concerned officer in charge and start the Internal Audit on priority basis Under intimation to this office.

### 2. PAYMENT TERMS

- Total payment for assignment for Financial year 2025-26 (April, 25 to March, 26) is ₹ 1,25,875/- Including tax for F.y. 2026-27 (April, 26 to March, 27) & ₹ 1,25,875/- Including tax for F.y. 2025-27 total being ₹ 2,51,750/- Including Tax.
- Payment may be released on quarterly basis subject to completion of assignment in satisfactory manner.
- Further, the payment will be subject to statutory deductions like TDS etc.
- Firm has to claim and lodge the bill at head office, Jaipur in duplicate after completion of quarterly job assigned.
- All expenditure like TA/DA etc will be borne by the auditor firm.
- If the work is not carried out as per the time schedule given, corporation shall be free to levy flat penalty of ₹ 1000/- per month and take other recourses and other available legal remedies.

### 3. AGREEMENT and Contract Period

- It will be for two financial years from 1 april 2025 to 31 March 2027.
- Fees will be fixed, however, Services Tax will be as per the actual rate applicable i.e. if reduced, benefit to be passed upon to corporation and if increased will be paid by corporation.
- Corporation may unilaterally terminate the contract, if services are found to be unsatisfactory. In this case performance security will be forfeited; besides, corporation will free to initiate other legal proceedings.

### 4. Performance Security

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

- EMD will be adjusted towards Performance Security.
- The firm has to deposit, the performance security through Demand Draft/Banker's Cheque Drawn in favour of Managing Director, RMSC, Jaipur. Alternatively, the 5% value of performance security will may be deducted by RMSC from the first quarterly payment.

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.04 18:31:19 IST  
Reason: Approved



- The performance security will be refunded, after successful accomplishment of assignment as per terms of tender and agreement executed, but no interest on amount will be paid.

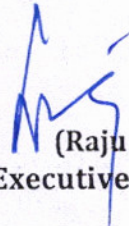
**5. JURISDICTION**

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

(Pukhraj Sen, I.A.S.)  
Managing Director

Copy to:-

1. PA to MD, RMSC, Jaipur, Rajasthan.
2. Executive Directors (All)/OSD, RMSC, Jaipur, Rajasthan.
3. Officer-in-charge, DDW/MCDW Bikaner, Churu, Hanumangarh Ganganagar & MCDW Bikaner Districts with the directions that all the manual records, payment vouchers, reports etc generated through customized software are to be made available to internal auditor in order to ensure the qualitative internal audit.
4. Guard File

  
(Raju Sood)  
Executive Director (F)

**Signature valid**

Digitally signed by Pukhraj Sen  
Designation: Managing Director  
Date: 2025.09.03 19:31:19 IST  
Reason: Approved