

# Rajasthan Medical Services Corporation Limited

Regd Office: Swasthaya Bhawan, Tilak Marg, 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

F No. F.3 () RMSC/Finance/ Accounting and Consultancy services /2024-26/ 2240 Date:- 16-07-2024

## Notice Inviting Bid

Rajasthan Medical Services Corporation Ltd. (RMSCL) invites bid for **hiring of Chartered Accountant firm for providing Accounting and Consultancy services at Head Office for contract duration of Two (02) years (1+1):-**

| S. No. | Description of Services   | Estimated cost (₹ in Lacs)   | Bid Security (₹ in Lacs) | Tender form fees (RMSCL Fees) (₹) | RISL 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      | Hiring of Chartered Accountant firm for providing Accounting and Consultancy services | ₹ 39.00<br>(i.e. ₹ 17.00 for F.Y. 2024-25 +<br>₹ 22.00 for F.Y. 2025-26) | ₹ 0.78                   | ₹ 5900/-<br>(Including GST)       | ₹ 2360/-<br>(Including GST) | 17.07.2024                               | 22.07.2024<br>at<br>11.00 AM     | 25.07.2024<br>at<br>12.00 Noon                 | 25.07.2024<br>at<br>04.00 PM             | 25.07.2024<br>at<br>05.00 PM                    |

- The tender will be available at <https://eproc.rajasthan.gov.in/> and “<http://sppp.raj.nic.in>” Portal. The prescribed tender fee ₹ 5900.00/- (Including GST), Bid Security ₹ 78,000/- and RISL fees ₹ 2360.00/- (Including GST) may be submitted in the form of demand draft in favour of MD, RMSCL, Jaipur on or before the scheduled time and date.
- Scanned copy of the Demand Drafts (DDs) for above payments/fee shall be uploaded on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) along with the submission of Technical Bid. Original Demand Drafts shall be submitted physically at RMSCL on or before dated 25.07.2024 04.30 PM.
- The pre-bid meeting will be held on 22.07.2024 at 11.00 AM in Room No. 105, at RMSCL, Jaipur Head Office. **No amendments/suggestions will be accepted after pre-bid meeting.**

  
Executive Director (Finance)

Signature Not Verified

Digitally signed by KALPESH KUMAR MEENA

Date: 2024.07.16 18:11:31 IST

Location: Rajasthan-RJ

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## **Hiring of Chartered Accountant firm for providing Accounting and Consultancy services**

### **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, more than 1800 medicines, surgicals & sutures and Equipments etc. are procured & supplied to various government medical institutions.
- RMSCL in order to meet its objectives has been registered under Companies Act 1956, as a fully Government of Rajasthan owned Company.
- 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.
- Corporation's head office is located at 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, 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 ₹ 1900.00 Cr.
- 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 over 17,500 Government Institutes (Government Hospitals, CHCs, PHCs etc) interface with 34 DDWs & 06 MCDWs of corporation throughout the State.

2. **RMSCL INTENDS TO OUTSOURCE FOLLOWING SERVICES FROM CHARTERED ACCOUNTANT FIRMS FOR FINANCIAL YEAR 2024-25 & 2025-26.**

- Preparation of accounts on 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, 2013 (1956), of the Corporation.
- Bank reconciliation and preparing statement thereof.
- Preparation and e-filing of TDS, Income tax, GST and other statutory returns, as required under GST Act, Income Tax Act and relevant State/Central Govt. Acts, etc.
- To incorporate at the earliest, all changes/amendments made by Govt. of India in Company Act, 2013 (1956), GST Act, Income Tax Acts etc. having bearing upon functioning of RMSCL.

3. **SCOPE OF WORK**

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

**3.1 PREPARATION 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.

- 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 with management. Preparation of accounting notes and policies, maintaining of fixed assets register.

**3.2 BANKING RECONCILIATION**

- 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.
- Ascertaining as to whether correct amount of the interest is credited by the bank in corporation account.



- Ensure crediting of due interest by bank as per agreed rate and terms, check TDS deduction is done by the bank as per Income-tax provisions. The inconsistencies if any, need to be identified & rectified, if required. Affecting 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.
  - In the case of FDRs, ensuring crediting of due interest by bank and check TDS deduction is done by the bank as per Income-tax provisions.
- **CONSULTANCY SERVICES FOR TAX ISSUES, E-FILING OF TDS AND ALL OTHER KIND OF TAXES AND SUMMONS, NOTICES RECEIVED**
- To check the rates of TDS/GST etc. on various contractor/Sub contractors as applied by RMSCL while releasing payment & in case of inconsistency suggest the correct rate and recover the outstanding, if any.
  - TDS/Other Statutory tax returns of **IT, TDS, GST, GST (TDS), TCS, MSME etc.** has to be prepared and filed periodically and on timely basis.
  - Vouchers relating to TDS/GST etc. deducted of various service providers/ contractors, and other related details of 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.
  - **To prepare working and submission of timely replies regarding Income tax, GST and other tax matters, summons and notices received, relating to current or previous Financial Years.**
  - To ensure compliances of All Accounting Standards in preparation of RMSCL accounts, viz. **Government Grants, capital expenditure, revenue expenditure, Property and Equipment, for acquisition and disposal at HO and warehouse level etc.**
  - To **advise regarding GST rates, HSN Code confirmation etc.** of items as per GST Rules, notifications and regulations.
  - To correctly classify of **assets and liabilities** as per company's act, 2013 in consultation with the statutory auditor.
  - Preparation of accounts on accrual basis of accounting.
  - Compilation, Reconciliation and Consolidation of information of GST collection, GST Payment, GST E-Invoices related compliances, GST Input available, GST Input utilization for updation of accounting records and filling of GST (Monthly, Quarterly & Annual) return i.e. GSTR-7-TDS on GST, GSTR-1- Revenue (Sale) & GSTR-3B, RCM & GST input, B-2-B, B to C, on or before the 7th day of next month as per rules in force. Reconciliation of GST Input from the information available at GST Portal.
  - The successful bidder (C.A. firm) will provide the copy of final accounting records including subsidiary records, fixed assets register along with all required information, schedules, sub schedules, notes on accounts, consolidation statements, statutory report, AG report and its replies, subsidiary ledgers of head office, and other sections in soft copy as well as in two set



of hard copies of the above record for each year. The successful bidder (C.A. firm) shall also store/ update the full set of backups of tally data, working files in MS Excel, MS word, PDF etc. in the designated computer of RMSC for each year and take acknowledge from the office of RMSC before submission of final bill to RMSC.

- Compilation/ Consolidation of Statements of Income Tax deduction (TDS) from salary and other than salary, Tax collection at source (TCS) on monthly basis and compile information for filing of periodical return as per rules in force and to issue Form No.16 and 16A periodically for the Financial Year.
- The assignment relating to the financial year 2024-25 & 2025-26 covering all aspects viz consolidation and finalization of accounts, bank reconciliation, etc. completed by 30<sup>th</sup> April, 2025 and 2026 respectively *and all tax return should be filled before due date.*
- Maintain **Inventory control system** in tally accounting software regarding inwards, outward, other penalties and issuance of debit note for goods return to supplier as the data provided by IT/Logistic/QC sections of RMSCL.
- The firm will report to Managing Director, RMSCL, Executive Director(Finance) and Senior Manager (Finance) regarding all the returns (TDS, GST, GST TDS, TCS, MSME etc.) filled, all the accounting entries done by tally operator and all the compliances in respect of GST, TDS, TDS (GST), TCS, etc. on monthly basis.
- The consultant will be required to make advisory comments on files/e-files send to them as and when required.

➤ **GENERATING OF E-INVOICING**

- **Understanding the e-invoicing requirements:** Familiarize yourself with the e-invoicing rules and regulations mandated by the GST authorities. This includes understanding the format and structure of e-invoices, data fields required, and any specific guidelines for generating IRNs.
- **Integration with the GST portal:** Develop or utilize an existing software or system that can integrate with the GST portal for uploading e-invoices and generating IRNs. This integration may involve using APIs (Application Programming Interfaces) provided by the GST portal.
- **E-invoice preparation:** Ensure that the e-invoices generated by your system comply with the prescribed format and contain all the mandatory details required by the GST authorities. This may involve mapping the relevant fields from your invoicing system to the e-invoice format.
- **Uploading e-invoices to the GST portal:** Implement a mechanism to upload the prepared e-invoices to the GST portal. This could be done manually or automatically, depending on the volume of invoices and the capabilities of your system. Verify that the uploaded e-invoices are successfully received by the GST portal.
- **Generation of IRN:** After the e-invoices are uploaded to the GST portal, the system should initiate the generation of IRNs for each invoice. This involves interacting with the GST



- portal's APIs to request the IRN generation and receiving the IRNs in response. Ensure that the generated IRNs are securely stored and associated with the corresponding e-invoices.
- **Validation and reconciliation:** Perform necessary validations to ensure that the generated IRNs match the e-invoices accurately. Cross-check the IRNs with the corresponding e-invoices to avoid any discrepancies or errors. Reconcile the IRNs with your invoicing records to maintain proper documentation.
  - **Compliance and reporting:** Regularly monitor the compliance status of uploaded e-invoices and generated IRNs. Generate reports or maintain records that demonstrate your adherence to e-invoicing requirements. This documentation can help in avoiding penalties and litigation issues from counter parties and regulatory authorities.
  - **Ongoing maintenance and updates:** Keep track of any updates or changes to the e-invoicing rules and regulations issued by the GST authorities. Update your system and processes accordingly to ensure continued compliance.
- **AUDIT**
- To facilitate and co-ordinate with the Internal Auditors for smooth functioning of the Internal Audit and prepare the compliances/replies of the observations of Internal Auditors/Audit Committee.
  - To support and assist to Statutory Auditors for the Audit and facilitate in preparation of necessary information as required by Statutory Auditor/tax Auditor.
  - To provide necessary information (related to accounts) to AG Auditors, CAG Auditors for smooth functioning of audits.
  - To assist in preparation of the compliances/replies of the observation of Statutory Audit and Supplementary Audit.
- **MANAGEMENT OF BUDGET RECEIVED AND UTILIZATION CERTIFICATE**
- To maintain proper record of A & F sanctions and budget/funds received from Govt. of India, Govt. of Rajasthan, NHM and other departments. To assist in preparation of utilization certificates against grants/funds received.
- **MISC. WORK**
- Day to day work where the advice of C.A. is as and when required shall be given by the firm on demand of company.
  - Confirmation of received amount as per tally software ledger.
  - Information/documents related to Balance sheet/accounting/taxation etc. of any Financial Year to be provided whenever is required.

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.

#### 4 **ELIGIBILITY CRITERIA:-**

- CA firms having their corporate/branch/registered office in Rajasthan are eligible to participate.
- Certificate/ letter issued by Institute of Chartered Accountants of India incorporating details about address of office/ personnel/ partner etc, should be enclosed.
- Experience of providing **ACCOUNTING SERVICES** to at least of Four (04) PSUs/ Corporations/Companies of the State Governments/Central Government (each having annual turnover more than Rs. 50 crores) out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years. Relevant work order and satisfactory work completion reports/ order/certificate require to be enclosed.
- Experience of providing **CONSULTANCY SERVICES** to at least of Four (04) PSUs/ Corporations/Companies of the State Governments/Central Government (each having annual turnover more than Rs. 50 crores) out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years. Relevant work order and satisfactory work completion reports/ order/certificate require to be enclosed.
- Experience of **AUDITING** at least Five (05) PSUs/ Corporations/Companies of the State Governments/Central Government (each having annual turnover more than Rs. 50 crores) out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years. Relevant work order and satisfactory work completion reports/ order/certificate require to be enclosed.
- Staff of more than Fifteen (15) qualified personnel, of which Ten (10) should be qualified Chartered Accountants. Out of 10 Chartered Accountants At least Four (04) should have more than 10 years of working experience. Complete details (educational qualifications and work experience) of all personnel should be provided.
- The average annual receipt of professional fee for the last three financial year of CA firm by providing accounting/consultancy services should be over 50.00 Lac per annum. The necessary documentations (Profit/loss A/c, Balance Sheet) are 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. Both services are to be awarded to different firm.



## Minimum Eligibility Criteria

| S. N.     | Particulars  | Documents Required   |
|-----------|--|--|
| <b>a)</b> | <b>Eligible Entities</b>   |  |
| (i)       | Bidder must be a legally recognized Proprietorship Firm/ Partnership Firm/ LLP of Chartered Accountants in India. Consortium is not allowed; and   | <ul style="list-style-type: none"> <li>• Certified copy of certification of registration/ incorporation as applicable and other details viz. GST registration number, PAN number as per <b>Tech Form-2</b></li> </ul>  |
| (ii)      | Bidder has not been debarred/ blacklisted by any Public Sector Undertaking/ Government Organisation/ any proceeding by ICAI/ any other organization during last 5 years preceding to the Bid Due Date  | <ul style="list-style-type: none"> <li>• Declaration to be provided in the format specified in Bid Forms (<b>Tech Form-4</b>) duly authenticated</li> </ul>  |
| <b>b)</b> | <b>Financial Eligibility</b>   |  |
| (i)       | The average annual receipt of professional fee for the last three financial year of CA firm by providing <i>accounting and consultancy services should be over 50.00 Lac per annum.</i> The necessary documentations (Profit/loss A/c, Balance Sheet) be enclosed. | <ul style="list-style-type: none"> <li>• Certificate specifying average Gross Professional Fees earned by providing accounting services in last 3 financial years ending March 31, 2023/2024 in the format specified in <b>Bid Forms (Tech Form-7)</b> duly certified by practicing chartered accountant along with Unique Document Identification Number (UDIN) on it as per applicable rules.</li> </ul> |
| (ii)      | Bidder must have positive net worth as on March 31, 2023/2024.   | <ul style="list-style-type: none"> <li>• Certificate of net worth as on March 31, 2023/2024 as per the format given in <b>Bid Forms (Tech Form-7)</b>. Certificate shall be duly certified by practicing chartered accountant along with Unique Document Identification Number (UDIN) on it as per applicable rules.</li> </ul>  |
| <b>c)</b> | <b>Technical Eligibility</b>   |  |
| (i)       | Bidder must have continuous existence for minimum 15 years as on 31.03.2024 (as per ICAI Certificate); and   | <ul style="list-style-type: none"> <li>• Certified Copy of certificate showing the year of registration</li> </ul>   |
| (ii)      | Bidder must have at least Ten (10) should be qualified Chartered Accountants. Out of which at least Two (02) must be full time partner as  | <ul style="list-style-type: none"> <li>• Certified Copy of status/certificate as per ICAI records showing the number of partners and their membership status</li> </ul>  |

|       |  |   |
|-------|--|---|
|       | on 31.03.2024 (as per ICAI Certificate); and   |   |
| (iii) | Bidder must have latest empanelment with the office of Comptroller and Auditor General of India.   | <ul style="list-style-type: none"> <li>• Certified Copy of certificate of registration/ empanelment with C&amp;AG</li> </ul>  |
| (iv)  | Bidder must have experience in providing accounting services to at least Four (04) PSUs/ Corporations /Companies (each having annual turnover more than Rs. 50 crores) of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan, during last Five (05) years as on 31.03.2024.  | <ul style="list-style-type: none"> <li>• Details of eligible completed works in the format specified in <b>Bid Forms (Tech Form-8a)</b> along with supporting documents/ evidence including work order/ completion certificate from the client. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2024 are only eligible for consideration.</li> </ul> |
| (iv)  | Bidder must have experience in providing consultancy services to at least Four (04) PSUs/ Corporations /Companies (each having annual turnover more than Rs. 50 crores) of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan, during last Five (05) years as on 31.03.2024. | <ul style="list-style-type: none"> <li>• Details of eligible completed works in the format specified in <b>Bid Forms (Tech Form-8b)</b> along with supporting documents/ evidence including work order/ completion certificate from the client. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2024 are only eligible for consideration.</li> </ul> |
| (v)   | Bidder must have experience in providing auditing services to at least Five (05) PSUs/ Corporations /Companies (each having annual turnover more than Rs. 50 crores) of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan, during last Five (05) years as on 31.03.2024.    | <ul style="list-style-type: none"> <li>• Details of eligible completed works in the format specified in <b>Bid Forms (Tech Form-8c)</b> along with supporting documents/ evidence including work order/ completion certificate from the client. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2024 are only eligible for consideration.</li> </ul> |
| (vi)  | Bidder must have Head office/ Branch office situated in Rajasthan for continuous period of last 10 years as per ICAI Records as on 31.03.2024.   | <ul style="list-style-type: none"> <li>• Certified Copy of status/certificate as per ICAI records showing the office of Head office/ Branch Office of the firm</li> </ul>   |

## **5 BID EVALUATION CRITERIA**

- Bidder shall be selected through competitive bidding process adopting Quality Cost based Selection (QCBS) method wherein Technical Bid and Financial Bid shall be assigned weightage of 70% and 30% respectively. The process of evaluation of Bids is given subsequently.

### **5.1 TECHNICAL BID**

- In first part, the Authority shall carry out a detailed evaluation of the Technical Bid in order to determine whether the Technical Bid is in accordance with the requirements set forth in the Bid.
- Bidders who meet the Minimum Eligibility Criteria set forth in Clause 4 shall be termed as “Eligible Bidders”.
- Bidders who do not meet the Minimum Eligibility Criteria set forth in Clause 4 shall be termed as “Ineligible Bidders”.
- Authority shall evaluate the Technical Bid of the Eligible Bidders on the basis of following technical score criteria and Eligible Bidders who achieves minimum technical score of 70 marks shall be declared as the “Technically Qualified Bidder” and shall be eligible for opening of their Financial Bids.
- Bidders must achieve minimum score of 70 marks in technical evaluation. The Authority will upload the result of Technical Bid Evaluation on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) or [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in).
- The Authority shall also notify about the date, time and venue of opening of Financial Bids in second part only to the Eligible Bidders.

#### **5.1.1 Technical Bid (the “Technical Bid”) shall consist of the following documents:**

| <b>S. N.</b> | <b>Document Type</b>   | <b>Document Format</b>  |
|--------------|--|---|
| 1            | Letter of Technical Bid Submission   | as per the format specified at <b>Tech Form-1</b> (in PDF Format) |
| 2            | Tender Fee   | Scanned copy of Demand Draft (in PDF Format)                      |
| 3            | RISL Processing Fee  | Scanned copy of Demand Draft (in PDF Format)                      |
| 4            | Bid Security   | Scanned copy of Demand Draft (in PDF Format)                      |
| 5            | Details of Bidder  | as per the format specified at <b>Tech Form-2</b> (in PDF format) |
| 6            | Certified copy of Certificate of registration/ incorporation as applicable to legal status of the Bidder | Scanned copy of documents (in PDF format)                         |

|    |   |  |
|----|---|--|
| 7  | Power of Attorney for Signing Authority   | as per the format specified at <b>Tech Form-3</b> (in PDF format)  |
| 8  | Affidavit for No Blacklisting   | as per the format specified at <b>Tech Form-4</b> (in PDF format)  |
| 9  | Anti-Collusion Certificate  | as per the format specified at <b>Tech Form-5</b> (in PDF format)  |
| 10 | Declaration by Bidder regarding qualification   | as per the format specified at <b>Tech Form-6</b> (in PDF format)  |
| 11 | Financial Eligibility   | as per the format specified at <b>Tech Form-7</b> (in PDF format)  |
| 12 | Technical Eligibility (Providing Accounting services work Experience)   | as per the format specified at <b>Tech Form-8a</b> (in PDF format) |
| 13 | Technical Eligibility (Providing Consultancy services work Experience)  | as per the format specified at <b>Tech Form-8b</b> (in PDF format) |
| 14 | Technical Eligibility (Audit Experience)  | as per the format specified at <b>Tech Form-8c</b> (in PDF format) |
| 15 | <b>Brief Note A:</b> Understanding of Objective of Accounting and Consultancy work  | in PDF format  |
| 16 | <b>Brief Note B:</b> Approach & Methodology and Work Plan   | in PDF format  |
| 17 | <b>Brief Note C:</b> Time allocation to activities for completion of assignment   | in PDF format  |
| 18 | <b>Brief Note D:</b> Proposed Deployment of Team (must include details of proposed staff like name, age, qualification, work experience etc.) | in PDF format  |
| 19 | All other documents/ supporting/ information required to be submitted along with technical bid as mentioned in the Bid document               | in PDF format  |



### 5.1.2 Technical Bid Evaluation Criteria

| S. No. | Criteria   | Min. Score | Max. Score | Method  |
|--------|--|------------|------------|---|
| 1      | Minimum 10 full time partners or working professional's i.e. Practicing Chartered Accountants (CAs) in the Bidder Firm, as on 31.03.2023   | 10         | 15         | 1 Mark for every Additional full time working CA, i.e. over & above 10 partners/ working professionals i.e. CA's.   |
| 2      | Experience of Bidder in providing <b><u>ACCOUNTING SERVICES</u></b> to at least Four (04) organisation (each having annual turnover more than Rs 50 crores, out of which Two (2) must be of Govt. of Rajasthan) i.e. Public Ltd Company/ Public Sector Undertaking/ Corporations of Government of India or any State Government during last 5 years as on 31.03.2024. 2.5 marks for every successful completion of work. [Copy of work orders/ completion/ satisfactory performance certificates to be submitted]  | 10         | 15         | 2.5 marks for every additional project of providing <b><u>ACCOUNTING SERVICES</u></b> to Public Ltd Company/ Public Sector Undertaking/Corporations of Government of India or any State Government. |
| 3      | Experience of Bidder providing <b><u>CONSULTANCY SERVICES</u></b> with regard to Income Tax, GST and other Tax related matters. to at least 4 organisation (each having annual turnover more than Rs 50 crores, out of which Two (02) must be of Govt. of Rajasthan) ie Public Ltd Company/ Public Sector Undertaking/ Corporations of Government of India or any State Government during last 5 years as on 31.03.2024. 2.5 marks for every successful completion of work. [Copy of work orders/ completion/ satisfactory performance certificates to be submitted] | 10         | 15         | 2.5 marks for every additional project of <b><u>CONSULTANCY SERVICES</u></b> in Public Ltd Company/ Public Sector Undertaking/Corporations of Government of India or any State Government.          |



|   |  |    |            |  |
|---|--|----|------------|--|
| 4 | Experience of Bidder in <b>AUDIT</b> of Five (05) organisation (each having annual turnover more than Rs 50 crores, out of which Three (03) must be of Govt. of Rajasthan) ie Public Ltd Company/ Public Sector Undertaking/Corporations of Government of India or any State Government during last 5 years as on 31.03.2024. 2.00 marks for every successful completion of work. [Copy of work orders/ completion/ satisfactory performance certificates to be submitted] | 10 | 15         | 2.5 marks for every additional <b>AUDIT</b> of Public Ltd Company/ Public Sector Undertaking/Corporations of Government of India or any State Government |
| 5 | Minimum Average annual gross professional fees earned for providing accounting and/or consultancy services by the Bidder during last 3 Financial Years (2020-21, 2021-22, 2022-23 or 2021-22, 2022-23, 2023-24) should be at least Rs. 50.00 Lakh.   | 5  | 5          | 2.5 mark extra for each additional Rs.50.00 Lakh over average annual gross professional fees earned Rs. 50.00 lakh.                                      |
| 6 | CA Firm must have its Head office/ Branch Office situated in Rajasthan for continuous period of last 3 years as per ICAI Records as on 31.03.2024.   | 5  | 5          |  |
| 7 | Brief Notes on Work Plan/ Methodology for the Accounting and Consultancy Work on the following points:   |    |            | Based on understanding of the task, methodology and approach to the work, timely completion of assignment and deployment of dedicated team to RMSCL.     |
|   | A. Understanding of Objective of Accounting and Consultancy work   |    | 7.5        |  |
|   | B. Approach & Methodology and Work Plan  |    | 7.5        |  |
|   | C. Time allocation to activities for completion of assignment  |    | 7.5        |  |
|   | D. Proposed Deployment of Team (must include details of proposed staff like name, age, qualification, work experience etc.)  |    | 7.5        |  |
|   | <b>Total Technical Score</b>   |    | <b>100</b> |  |

## **5.2 FINANCIAL BID**

- In second part, the Authority shall examine and compare the Financial Bids submitted by the Technically Qualified Bidders (Eligible Bidders who has achieved minimum technical score of 70 marks), taking into account the following factors:
- Overall, completeness and compliance as per the instructions given in this Bid Document.
- The Financial Bid that does not meet minimum acceptable standards of completeness, consistency and detail as required by Bid document shall be rejected for non- responsiveness.
- Conditional Bids are liable to be rejected.
- In the second part (Financial Bid), Bidder shall quote an amount (in rupees) for the Accounting Consultancy work for first year of Contract ("Bid Price") i.e. for financial year 2024-25 only. The Consultancy fees for the next financial year 2025-26 will be 10% above the fees agreed for financial year 2024-25. In case the further extension of one year is granted by the RMSCL, then the fees for the financial year 2026-27 will be increased by 10% over the fees for immediate previous year.
- Bid Price quoted by the Bidder(s) shall be inclusive of GST, all applicable taxes, duties, cess, surcharges, levies, etc.
- Bid Price quoted by the Bidder shall be inclusive for all Works required to be executed for completion of the Accounting and Consultancy work, its obligations as per terms of the Contract Agreement.
- No adjustment for changes in costs escalation (price variation) shall be admissible in the Bid Price in any case during subsistence of the Contract Agreement.
- Fees quoted by Bidder in its Financial Bid shall be admissible and considered for evaluation upto two digits only after decimal.

| <b>S. N.</b> | <b>Document Type</b> | <b>Document Format</b>  |
|--------------|----------------------|---|
| 1            | Financial Bid        | As per as per the format specified at <b>FIN Form-1</b> (format available at <a href="http://www.eproc.rajasthan.gov.in">www.eproc.rajasthan.gov.in</a> ) |

## **5.3 FINAL EVALUATION/CALCULATION**

- After opening the Financial Bids, the tendering authority shall consider the following to evaluate the bid:
  - A. On financial evaluation, the technically qualified Bidders will be given total score which will be determined as under:
    - a) 70% weightage will be given to the Technical Bid.
    - b) 30% weightage will be given to the Financial Bid.

B. Combined and final evaluation

Proposals of the technically qualified bidders during the process of evaluation of the technical proposal will finally be ranked according to the total score (Technical Score + Financial Score). Calculation of Total Score of each Bidder will be done in the manner given below:

**Total Score Obtained by the Bidder shall be:**

$$=((Flow/ Fbidder)*30)+((Tbidder/Thigh)*70)$$

**Flow**= The lowest Financial Quote received among technically qualified bids

**Fbidder**= The Financial Quote submitted by the Bidder under evaluation

**Tbidder**= The evaluated Technical Marks awarded to a particular bidder

**Thigh**= The highest Technical Marks achieved by any technically qualified bidder

- Bidders shall be ranked on the basis of total score (highest to lowest marks) obtained.
- The Selected Bidder shall be the first ranked bidder (whose total score is the highest).
- The second ranked Bidder shall be kept in reserve and may be invited for negotiations in case the first ranked Bidder withdraws or fails to comply with the requirements specified hereinabove.
- In this RFP, the term "Highest Bidder" shall mean the Bidder who has achieved the highest total score for performing the Consultancy work.
- After selection, a Letter of Award (the "LOA")/ Work Order shall be issued by the Authority to the Highest Bidder/Selected Bidder.
- After issuance of the LOA/ Work Order as aforesaid to the Highest Bidder/Selected Bidder, it shall cause the Selected Bidder to submit the Performance Security as specified in Clause 8. within 07 days of issuance of LOA/ Work Order and shall be required to execute Contract Agreement on non-judicial stamp paper of requisite value within 07 days of issuance of LOA/ Work Order. Bidder shall not be entitled to seek any deviation, modification or amendment in the Contract Agreement.
- In case, the Contract Agreement is not executed within 07 days, for reasons attributable to the Highest Bidder/ Selected Bidder, the Authority reserves the right to cancel the LOA/ Work Order and appropriate/ forfeit the Bid Security/ Performance Security, as the case may be. In this situation, the Authority have right to invite the second ranked Bidder for negotiation and the second ranked Bidder may be selected as successful bidder.

In the event no Bidder agree on offer, the Authority in its discretion, may annul the bidding process and invite fresh bids for the Project.

## 6. HUMAN RESOURCES TO BE PROVIDED

- For this purpose, the successful bidder shall be deployed CA, accountant and tally operators at RMSCL having the following qualification and experience:

| S. No. | Particular     | No. of staff to be deployed | Minimum Educational Qualification   | Minimum Experience   |
|--------|----------------|-----------------------------|---|--|
| 1      | CA             | 1                           | CA (Member of ICAI)   | 2 year working experience  |
| 2      | Accountant     | 1                           | Post Graduate/Graduate Degree in any discipline (preferably M. Com./ B. Com.) | 2 years working experience with tally knowledge (tally certificate required) |
| 3      | Tally Operator | 2                           | Graduate in any discipline (preferably B. Com.)                               | 1 year working experience with tally knowledge (tally certificate required)  |

- The above staff shall attend the office on all office days and on other days as required by Executive Director (F) and Senior Manager (F). An authorized *FCA/partner of the firm* himself shall attend and supervise the work at least once in a week and with more frequency as per requirement.
- Sitting arrangements and operating systems shall be provided by RMSCL.
- The replacement of staff by the selected bidder after deployment will be allowed only in case, the staff leaves the organization by submitting resignation with the present employer or in case of medical ground with the staff or his/her immediate family member(s).
- In case the work and performance of person deployed by the Successful bidder, working at RMSC is not found satisfactory, the Selected Bidder will replace that person.
- The new staff will be accepted by the RMSC only if he/she has the minimum required qualifications and experience equivalent to or more than the replaced staff.
- The CA shall be required to make advisory comments on files/e-files send to him as and when required.

## 7. BIDDING PROCESS: Digital Signature Certificate (DSC)

- To participate in online Bidding Process, Bidders must procure a Digital Signature Certificate as per Information Technology Act-2000 using which they can digitally sign their Bids. Bidders can procure the same from any Controller of Certifying Authorities (CCA) approved certifying agency, i.e. TCS, Safecrypt, Ncode etc. Bidders who already have a valid Digital Signature Certificate (DSC) need not procure a new DSC.

## **8. EARNEST MONEY DEPOSIT**

- Each offer should be accompanied by earnest money of Rs. 78000/- though pay order/ demand draft drawn on any scheduled bank payable at Jaipur in favour of MD, 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.

## **9. PERFORMANCE SECURITY**

- For securing the due and punctual performance of its obligations under the Contract Agreement, the Contractor shall, within 7 days of issue of LOA/ Work Order by the Authority to the Successful Bidder, submit Security amounting to 5% of the Contract value mentioned in LOA/ Work Order, issued from a Scheduled Bank in favour of "MD, RMSC", payable at Jaipur in the form of Demand Draft/ Banker's Cheque etc. as per RTPP Act 2012 & Rules 2013.
- EMD may be adjusted towards Performance Security.
- 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.
- Performance Security amount in full or part may be forfeited in the following cases: -
  - When any terms and conditions of the contract are breached.
  - When the Bidder fails to do the complete work satisfactorily.
- Notice of reasonable time will be given in case of forfeiture of Performance security. The decision of the Managing Director, RMSCL, Jaipur in this regard shall be final.

## **10. ADDITIONAL PERFORMANCE SECURITY**

In addition to Performance Security, an Additional Performance Security shall also be taken from the successful bidder in case of unbalanced bid. The **Additional Performance Security shall be equal to fifty percent of Unbalanced Bid Amount.** The Additional Performance Security shall be deposited in lump sum by the successful bidder before execution of Agreement. The Additional Performance Security shall be deposited through Demand Draft, Banker's Cheque etc. as per RTPP Act 2012 & Rules 2013 drawn in favour of MD, RMSCL.

## **11. INELIGIBILITY PROVISION**

A Bidder shall, in the last 5 years, have neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or order by any procuring entity or arbitration award against the Bidder, nor been expelled from



any Consultancy work or contract nor have had any contract terminated for breach by such bidder.

## **12. 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 point No. 4 of tender.

## **13. RIGHT OF ACCEPTANCE AND REJECTION OF TENDER**

- Bidders are advised to study the bid document carefully. Submission of the bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and conditions in the bid document with full understanding of its implications. Bids not complying with all the given clauses in this bid document are liable to be rejected.
- All pages of the bid documents being submitted must be signed & stamped and sequentially numbered by the bidder irrespective of the nature of content of the documents. Unsigned and unstamped bid shall not be accepted.
- Managing Director, RMSCL, Jaipur reserves the right to reject or accept any tender without assigning any reason.

## **14. AMENDMENT IN THE BID DOCUMENT**

- At any time prior to the Bid Due Date, the Authority may for any reason, whether on its own initiative or as a result of a response to written queries, modify the Bid document/extend Bid Due Date by issuing an "Addendum". Any modification of the Bid document shall be made by the Authority exclusively through the issue of Addendum.
- Addendum shall be notified on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) or [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in). Such Addendum shall become part of the Bid document.

## **15. PAYMENT TERMS**

- For Financial Year 2024-25, 70% of the fees will be paid in 08 (Eight) Equal installments if Assignment is carried out satisfactory as per the agreed and stipulated terms and all the reports of satisfactory work are to be submitted with bills (Email & Hard Copy) at RMSCL Head Office, Jaipur.
- For Financial Year 2025-26, 70% of the fees will be paid in 12 (Twelve) Equal installments if Assignment is carried out satisfactory as per the agreed and stipulated terms and all the reports of satisfactory work are to be submitted with bills (Email & Hard Copy) at RMSCL Head Office, Jaipur.



- The rest of the fees for F.Y. 2024-25 and 2025-26 i.e. remaining 30% be paid as per the following milestone respectively: -

| <b>Deliverables for Payment of Fees for Accounting &amp; Taxation Services</b>           | <b>Delivery Schedule</b>                                    | <b>Fees Payable (% of Yearly Fees) (GST and all inclusive)</b> |
|--|---|--|
| On issue of Final Statutory Audit Report for the Financial year by the Statutory Auditor | As per Schedule of Auditor                                  | 10%  |
| After AG Audit certificate is issued and AGM is held                                     | As per Schedule of Auditor                                  | 10%  |
| On filing of Income tax Return and Annual GST Return                                     | On or before the due dates under respective laws            | 7.50%  |
| On completion of Income tax and GST Assessment for the financial year                    | On issue of Assessment orders by respective Tax Departments | 2.50%  |

- Further, the payment will be subject to statutory deduction like TDS etc.
- All expenditure like TA/DA etc. will be borne by the accounting firm.
- RMSC may give some relaxation time after the expiry of time allotted to the consultant if any exigency/ Force Majeure condition occur which would not be in the control of the consultant and RMSC.
- In case of delay in submission of above deliverables, RMSC may impose the penalty or terminate the contract, as per the decision of the MD, RMSC as per the terms of Bid document.
- In case of any dispute, the decision of the Managing Director, RMSC shall be final and binding on the bidder subject to the right of arbitration.

#### 16. AGREEMENT AND CONTRACT PERIOD

- The successful firm will have to execute an agreement within 7 days for the date of acceptance on non judicial stamp of Rs. 500/-. Initially the outsourcing will be for the Financial year 2024-25 (work duration 8 Months) & F. Y. 2025-26 which may be further, extended by One (01) Year i.e. for Financial Year 2026-27 on mutual consent basis with same terms & conditions and as per the provisions of Rajasthan Transparency in Public Procurement Act (RTPPA), 2012 and Rajasthan Transparency in Public Procurement Rules (RTPPR), 2013 unless otherwise terminated by RMSC in accordance with the terms of this bid document.

#### 17. 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.

## **18. CONFIDENTIALITY**

- The Bidder shall keep all information related to RMSC Ltd., Jaipur confidential & shall not share with any other person, office/ organization etc in whatever way (Verbally, in writing, physically or electronically or otherwise). In case the bidder fails to maintain confidentiality of information related to the RMSC Ltd., Jaipur, Bidder shall be liable to strict legal action as per law besides is contract being terminated and any other action as per RTPP Act and Rules.

## **19. LIQUIDATED DAMAGES**

- Selected Bidder shall initiate the work in accordance with the provision of Bid Document within period of 7 days from the date of issue of LoA/ work order. In the event that the Selected Bidder fails to start the work within the above stipulated time period or fails to complete the monthly/ quarterly / half yearly/ yearly accounting work, filing of statutory returns etc. and other works covered under the scope of work within the stipulated timelines, unless such failure has occurred due to Force Majeure or for the reasons not attributable to the Selected Bidder or time period has been extended by RMSC, it shall pay Liquidated Damages to the RMSC as per the provisions of the RTPP Act, 2012 and RTPP Rules, 2013.

## **20. OTHER CONDITIONS**

- The outgoing CA Firm will give a certificate that they have hand over all relevant records including tally accounts and files to the incoming CA firm after completion of their assignment.
- The CA firm will have to assist/advise if any queries relating to their tenure with RMSCL are received in following years (Future).

## **21. JURISDICTION**

- In case of any dispute the decision of Managing Director, RMSCL will be final.
- All legal proceedings are subject to jurisdiction at Jaipur (Rajasthan) only.

## **22. OTHER PROVISIONS OF RTPP ACT, 2012 & RTPP RULES, 2013 WILL BE APPLICABLE WHEREVER REQUIRED**



## Tech Form-1: Letter of Technical Bid Submission

Ref

Dated: .....

**Executive Director (Finance),**  
**Rajasthan Medical Services Corporation Limited (RMSC)**  
Swasthya Bhawan, Tilak Marg,  
C- Scheme, Jaipur-302005, Rajasthan

**Sub:- Bid for Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSC Head Office for Financial Year 2024-25 & 2025-26**

Dear Sir,

Being duly authorized to represent and act on behalf of \_\_\_\_\_ (hereinafter referred as the "**Bidder**"), and having reviewed and fully understood all of the qualification requirements and information provided, the undersigned hereby expresses its interest and apply for eligibility for the "Accounting & Consultancy Work" mentioned in subject line.

We are enclosing our Bid with the details as per the requirements of the Bid Document, for your evaluation.

The undersigned hereby also declares that the statements made and the information provided in the Bid are complete, true and correct in every detail.

We confirm that our Bid is valid for a period of 90 days from the due/last date of submission of Bid (Bid Due Date) and our Technical Bid and Financial Bid are unconditional.

We hereby also confirm the following:

1. The Bid is being submitted by.....(name of Bidder) in accordance with the conditions stipulated in the Bid Document.
2. We have examined in details and have understood the terms and conditions stipulated in the Bid document issued by Executive Director (Finance), Rajasthan Medical Services Corporation Limited, Jaipur ("**Authority**") and in any subsequent communication sent by it. We further confirm that we have examined and have no reservations to the Bid document, including Addendum/ issued vide ..... dated..... We understand that the Addendum shall form an integral part of the Bid document.
3. We acknowledge and confirm that we have undertaken a due diligence audit of all aspects of the bid, including legal due diligence, Consultant's obligation to perform the Accounting & Consultancy work and on the basis of its independent satisfaction hereby agree to undertake the Accounting & Consultancy work in accordance with the terms and conditions of this Bid document.
4. We agree and undertake to abide by all these terms and conditions. Our Bid is consistent with all the requirements of submission as stated in the Bid document or in



any of the subsequent communications from Authority.

5. The information submitted in our Bid is complete, is strictly as per the requirements stipulated in the Bid document and is correct to the best of our knowledge and understanding. We would be solely responsible for any errors or omissions in our Bid.
6. We agree to submit Bank Guarantee/ Demand Draft/ Banker's Cheque for a sum of Rs. ----- as Performance Security on being identified as Selected Bidder as per terms and conditions of Bid document.
7. In the event of our Bid being accepted, we agree to enter into the Contract Agreement within the stipulated period of 7 days from the date of issue of LOA/ Work Order with the Authority for exclusive implementation, incorporating the conditions of the Bid including the Draft Contract Agreement thereto annexed and written acceptance thereof.
8. We confirm that we have studied the provisions of the relevant Indian laws and regulations required to enable us to prepare this Bid and as applicable for implementation of the Accounting & Consultancy work in the event that we are finally selected.
9. Our Financial Bid is inclusive of GST, all applicable taxes, duties, cess, surcharges, levies, etc.
10. We confirm that all the terms and conditions of the Bid are firm and valid for acceptance for a period of 90 days from the Bid Due Date.
11. We as the authorized representative(s) of the Bidder hereby declare that all the information and statements made in this Technical Bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We agree to abide by all the terms and conditions of the Bid document.
12. We understand that the Rajasthan Medical Services Corporation Limited is not bound to accept any Proposal/Bid received by it.

Thanking You,  
Yours faithfully,

For and on behalf of -----(Name of Bidder and seal)

Signature ----- (Authorised Signatory)

Name of the Person : -----

Designation : -----

Seal of the Bidder : -----

Date : -----

Place : -----

### Tech Form-2: Details of the Bidder

|    |  |  |
|----|--|--|
| 1  | <b>Name of service for which Bid is Submitted</b>  | <b>Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSCL Head Office for Financial Year 2024-25 &amp; 2025-26</b> |
| 2  | <b>Name of Bidder</b>  |  |
| 3  | <b>Legal Status of Bidder</b>  |  |
| 4  | <b>Date of Incorporation/Registration</b>  |  |
| 5  | <b>Brief Description of Bidder's Organization</b><br>a) Ownership Structure<br>b) Background of Promoters<br>c) Management Structure |  |
| 6  | <b>Number of Full time Working Partners</b><br>a) Total Number of Partners<br>b) Number of FCA Partners                              |  |
| 7  | <b>Number of Paid C.A. Employees</b>   |  |
| 8  | <b>Office Address of Bidder with Contact &amp; Communication details</b>   |  |
| 9  | <b>Address of Branch Office in Rajasthan, if Registered office is situated out of Rajasthan</b><br>Contact details                   |  |
| 10 | <b>Details of Individual(s) who shall serve as the point of contact/communication for Authority for this Bid</b>                     | Name:<br>Designation:<br>Address:<br>Telephone: E-mail:  |
| 11 | <b>Particulars of Authorised Signatory</b>   | Name:<br>Designation:<br>Address:<br>Telephone: E-mail:  |
| 12 | <b>Details of submission of Cost of Bid document</b>   | DD/BC Number .....<br>Date .....<br>Issued by .....<br>Branch .....  |
| 13 | <b>Details of submission of Bid Security</b>   | DD/BC Number .....<br>Date .....   |



|           |  |   |
|-----------|--|---|
|           |  | Issued by .....   |
|           |  | Branch .....  |
| <b>14</b> | <b>Details of submission of Processing Fee</b>                       | DD/BC Number .....<br>Date .....<br>Issued by .....<br>Branch .....   |
| <b>15</b> | <b>Bank Account Details (For refund of Bid security deposit/EMD)</b> | All the below information must be filled in BLOCK LETTERS ONLY. Copy of cancelled cheque having the above details must be enclosed.<br><br>a. Name of the account holder<br>b. Bank Name<br>c. Branch<br>d. Account No.<br>e. IFSC Code |
| <b>16</b> | <b>ICAI Firm Registration No.</b>                                    |   |
| <b>17</b> | <b>Details of Empanelled with C&amp;AG</b>                           |   |
| <b>18</b> | <b>GST Registration No.</b>  |   |
| <b>19</b> | <b>PAN No.</b>   |   |

**Note:**

Bidder shall also submit certified copy of certificate of registration/ incorporation as applicable to legal status of the Bidder and other details viz. GST registration number, PAN number duly signed by Authorised Signatory with Bidder's seal.

For and on behalf of -----(Name of Bidder and seal)

Signature----- (Authorised Signatory)

Name of the Person :-----

Designation :-----

Seal of the Bidder :-----

Date :-----

Place :-----

### Tech Form-3: Power of Attorney for Signing Authority

(to be submitted by Bidder (except cases where bidder itself signed the bid) on Non-Judicial Stamp Paper of Requisite Value as per Prevalent Stamp Duty (not less than Rs.100/-) and duly attested by Notary Public)

Know all men by these presents, We ----- (name of the Bidder and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorize Mr./Ms. (name), ----- who is presently employed with us, -----, name Bidder, and holding the position of -----

-, as our true and lawful attorney (hereinafter referred as the "Authorised Signatory") to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Bid for Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSCL Head Office for Financial Year 2024-25 & 2025-26 (the "Accounting & Consultancy Service") issued by Executive Director (Finance), Rajasthan Medical Services Corporation Limited, Jaipur ("Authority") including but not limited to signing and submission of all Bids, Bids and other documents and writings, and providing information/responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Bid, and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Bid for the said Accounting & Consultancy work and/or upon award thereof to us and/or till the entering into the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things done or caused to be done by our said Authorised Signatory pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Signatory in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, -----, THE ABOVE NAMED PRINCIPALS HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS..... DAY OF ....., 2024

For

-----

(Signature, name, designation and address)

Accepted

-----

(Signature)

(Name, Title and Address of the Authorised Signatory)

Witnesses:

- 1.
- 2.

(Notarized)

#### Notes:

- The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants and when it is so required, the

same should be under common seal affixed in accordance with the required procedure.

- Wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a board or shareholders' resolution/ power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.

A handwritten signature or mark, possibly initials, located in the bottom right corner of the page.

## Tech Form-4: Affidavit for No Blacklisting

(to be submitted by Bidder on Non-Judicial Stamp Paper of Requisite Value as per Prevalent Stamp Duty (not less than Rs.100/-) and duly attested by Notary Public)

**Executive Director (Finance),**  
**Rajasthan Medical Services Corporation Limited (RMSC)**  
Swasthya Bhawan, Tilak Marg,  
C- Scheme, Jaipur-302005, Rajasthan

In response to Bid for **Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSCL Head Office for Financial Year 2024-25 & 2025-26** dated -----, as an Authorised Signatory of ----- (name of Bidder), I hereby declare that presently the ----- (name of Bidder), at the time of bidding:

- a) is competent to get into a contract as per the provisions of Indian Contract Act, 1872.
- b) possesses the necessary professional, technical, financial and managerial resources and competence required by the Bid document issued by Executive Director (Finance), Rajasthan Medical Services Corporation Limited, Jaipur (the "Authority").
- c) has fulfilled its obligations to pay such of the taxes payable to Government of India and the State Government or any local authority as specified in the Bid document.
- d) neither failed to perform any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or order by any procuring entity or arbitration award against the Bidder, nor been expelled from any Consultancy service or contract nor have had any contract terminated for breach by such bidder in the last 5 years.
- e) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices and is not barred either indefinitely or for a particular period of time by any State/ Central Government/ Union Territory (UT)/ Public Sector Undertaking (PSU)/ ICAI/ any other organisation.
- f) is not barred under the Rajasthan Transparency Public Procurement (RTPP) Act, 2012 and Rajasthan Transparency Public Procurement (RTPP) Rules, 2013 from participating in Bidding Process.
- g) does not have any previous transgressions with any entity in India or any other country during the last 5 years.
- h) does not have any debarment by any other procuring entity.
- i) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons.
- j) does not have, and our Partner/officers/office bearers (*wherever applicable*) not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of 5 years preceding to the Bid Due Date, or not have been otherwise disqualified pursuant to debarment proceedings.

k) does not have a conflict of interest as mentioned in the Bid Document which materially affect the fair competition.

l) will comply with the code of integrity as specified in the Bid document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, our Bid Security/ Performance Security may be forfeited in full and our Bid, to the extent accepted, may be cancelled.

Thanking You,

**For and on behalf of**------(name of the Bidder)

**Signature**------(Authorised Signatory)

**Name of the Person** :-----

**Designation** :-----

**Seal of the Bidder** :-----

**Date** :-----

**Place** :-----



## Tech Form-5: Anti-Collusion Certificate

(to be submitted by the Bidder)

We hereby certify and confirm that in the preparation and submission of this Bid in response to the Bid issued by Executive Director (Finance), Rajasthan Medical Services Corporation Limited, Jaipur (the "Authority") for Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSCL Head Office for Financial Year 2024-25 & 2025-26 we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

We further confirm that we have not offered nor paid nor shall offer nor pay, directly or indirectly, any illegal gratifications, in cash or kind, to any person or agency in connection with the Bid.

Date this.....Day of .....2024

For and on behalf of----- (name of the Bidder)

Signature----- (Authorised Signatory)

Name of the Person :-----

Designation :-----

Seal of the Bidder :-----

Date :-----

Place :-----



## Tech Form-6: Declaration by the Bidder Regarding Qualification

(to be submitted by Bidder on non-judicial stamp paper of requisite value as per applicable stamp act (not less than Rs.100/-) and duly attested by Notary Public)

Ref.

Dated: .....

**Executive Director (Finance),**  
**Rajasthan Medical Services Corporation Limited (RMSC)**  
Swasthya Bhawan, Tilak Marg,  
C- Scheme, Jaipur-302005, Rajasthan

### Sub:- Declaration by the Bidder regarding Qualifications

In relation to my/ our Bid submitted for "Hiring of Chartered Accountant firm for providing Accounting and Consultancy services at RMSCL Head Office for Financial Year 2024-25 & 2025-26" in response to their Notice Inviting Bids No. .... Dated We hereby agree and declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. We possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. We are not insolvent, in receivership, bankrupt or being wound up, not have my/ our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. We do not have, and our directors/ Partners and officers not have been convicted of any criminal offence related to my/ our professional conduct or the making of false statements or misrepresentations as to my/ our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or no have been otherwise disqualified pursuant to debarment proceedings;
5. We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document, which materially affects fair competition;
6. We have read and understood the Bid document;
7. Notwithstanding any qualifications of conditions, whether implied or otherwise, contained in our Bid, we hereby represent and confirm that our Bid is unqualified and unconditional in all respects and we agree to the terms of the Bid document including the Draft Contract Agreement.

For and on behalf of -----((name of the Bidder)

Signature----- (Authorised Signatory)

Name of the Person :-----

Designation :-----

Seal of the Bidder :-----

Date & Place :-----

## Tech Form-7: Financial Eligibility

(Certificate of Gross Professional Fees Earned from providing Accounting and/or Consultancy services only on Bidders Letterhead)

(to be submitted by each Bidder)

Name of the Bidder: .....

| As on                  | Net worth<br>(Amount in Rs.) | Financial Year  | Gross Professional Fees Earned<br>(in Rupees) |
|------------------------|------------------------------|---|---|
| March 31,<br>2023/2024 |                              | FY 2020-21/2021-22  |   |
|                        |                              | FY 2021-22/2022-23  |   |
|                        |                              | FY 2022-23/2023-24  |   |
|                        |                              | Average Gross Professional Fees Earned in above three years |   |

This is to certify that the information contained above are correct as per the audited financial accounts of M/s ..... having its office at .....(address of the bidder).

Date:

Place:

(Signature, Name, Designation, Membership Number  
of the CA/Authorised Signatory of CA Firm)  
Name and Seal of CA/CA Firm  
UDIN.....

### Note:-

- The above Form shall be filled and certified by the practising Chartered Accountant on its letter head.
- Bidder must submit certified copy of certified copy of the Audited Annual Accounts and Income tax return acknowledgement downloaded from the Income tax Portal with the bid.

## Tech Form-8a : Technical Eligibility (Work Experience)

**(Experience in providing ACCOUNTING SERVICES to at least Four (04) PSUs/Corporations/ Companies of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years)**

|           |  |   |
|-----------|--|---|
| <b>1</b>  | Name of Services & Location  |   |
| <b>2</b>  | Work Description   |   |
| <b>3</b>  | Total Accounting work Fees (Rs.)   |   |
| <b>4</b>  | Year wise break up of Accounting work Fees (Rs.):  | Year wise details of Consultancy Fees:<br>a) 1 <sup>st</sup> Year .....<br>b) 2 <sup>nd</sup> Year.....<br>c) 3 <sup>rd</sup> Year..... |
| <b>5</b>  | Name of Client   |   |
| <b>6</b>  | Annual Turnover of the Client in the year of work  | <b>Rs.....</b> (Please attach evidence)   |
| <b>7</b>  | Type of Client Organization<br>(PSUs/Corporations/Companies of the State Governments/Central Government) |   |
| <b>8</b>  | Accounting work Duration   | <b>Start Date: ----- End Date: -----</b>  |
| <b>9</b>  | Status (Completed/ Ongoing)  |   |
| <b>10</b> | Details of Work Order / Completion Certificate Issued by the Client                                      |   |

**Note:-**

- a) Bidder shall submit details of the executed Consultancy Services strictly in the above formats along with supporting documents including work order/ completion certificate issued from the client in support of its Technical Eligibility. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2023 are only eligible for consideration. Works having nature of statutory/ internal/ management audit work shall not be considered under eligible works.
- b) Authority reserves the right to contact the Bidder(s), their bankers, their consultants, their clients and other such sources to verify the information, references and data submitted by the Bidder(s) in the Bid including the supporting documents/ evidences submitted by Bidder in support of its Technical Eligibility, without further reference to the Bidder(s).



**Tech Form-8b : Technical Eligibility (Work Experience)**

**(Experience in providing CONSULTANCY SERVICES to at least Four (04) PSUs/Corporations/ Companies of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years)**

|           |  |   |
|-----------|--|---|
| <b>1</b>  | Name of Services & Location  |   |
| <b>2</b>  | Work Description   |   |
| <b>3</b>  | Total Consultancy work Fees (Rs.)  |   |
| <b>4</b>  | Year wise break up of Consultancy work Fees (Rs.)  | Year wise details of Consultancy Fees:<br>d) 1 <sup>st</sup> Year .....<br>e) 2 <sup>nd</sup> Year.....<br>f) 3 <sup>rd</sup> Year..... |
| <b>5</b>  | Name of Client   |   |
| <b>6</b>  | Annual Turnover of the Client in the year of work  | Rs.....(Please attach evidence)   |
| <b>7</b>  | Type of Client Organization<br>(PSUs/Corporations/Companies of the State Governments/Central Government) |   |
| <b>8</b>  | Accounting or Consultancy work Duration  | <b>Start Date:</b> ----- <b>End Date:</b> -----   |
| <b>9</b>  | Status (Completed/ Ongoing)  |   |
| <b>10</b> | Details of Work Order / Completion Certificate issued by the Client                                      |   |

**Note:-**

- c) Bidder shall submit details of the executed Consultancy Services strictly in the above formats along with supporting documents including work order/ completion certificate issued from the client in support of its Technical Eligibility. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2023 are only eligible for consideration. Works having nature of statutory/ internal/ management audit work shall not be considered under eligible works.
- d) Authority reserves the right to contact the Bidder(s), their bankers, their consultants, their clients and other such sources to verify the information, references and data submitted by the Bidder(s) in the Bid including the supporting documents/ evidences submitted by Bidder in support of its Technical Eligibility, without further reference to the Bidder(s).



### Tech Form-8c : Technical Eligibility (Work Experience)

(Experience of **AUDIT** to at least Five (05) PSUs/Corporations/ Companies of the State Governments/Central Government out of which at least Two (02) should be from Government of Rajasthan in the last Five (05) years)

|   |  |                                   |
|---|--|-----------------------------------|
| 1 | Name of Services & Location  |                                   |
| 2 | Work Description   |                                   |
| 3 | Name of Client   |                                   |
| 4 | Annual Turnover of the Client in the year of work  | Rs.....(Please attach evidence)   |
| 5 | Type of Client Organization<br>(PSUs/Corporations/Companies of the State Governments/Central Government) |                                   |
| 6 | Auditing work Duration   | Start Date: ----- End Date: ----- |
| 7 | Status (Completed/ Ongoing)  |                                   |
| 8 | Details of Work Order / Completion Certificate issued by the Client                                      |                                   |

**Note:-**

- e) Bidder shall submit details of the executed Consultancy Services strictly in the above formats along with supporting documents including work order/ completion certificate issued from the client in support of its Technical Eligibility. Additionally, ongoing assignments which are allotted for financial year ended prior to 01.04.2023 are only eligible for consideration. Works having nature of statutory/ internal/ management audit work shall not be considered under eligible works.
- f) Authority reserves the right to contact the Bidder(s), their bankers, their consultants, their clients and other such sources to verify the information, references and data submitted by the Bidder(s) in the Bid including the supporting documents/ evidences submitted by Bidder in support of its Technical Eligibility, without further reference to the Bidder(s).



**LIST OF ENCLOSURES (CHECK LIST)**

**PART A. TECHNICAL BID**

| S.N. | Proposal will contain the following documents:  | Document Format                            | Whether enclosed | Ref. Page no. of Bid submitted |
|------|---|--|------------------|--------------------------------|
| 1    | Letter of Technical Bid Submission  | Tech. Bid Form-1                           | Yes/No           |                                |
| 2    | Details of Bidder, duly filled & signed   | Tech. Bid Form-2                           | Yes/No           |                                |
| 3    | Power of attorney in favour of Authorised Signatory, for signing of Bid, duly signed and notarised, if applicable, along with the copy of Board resolution, if applicable.                          | Tech. Bid Form-3                           | Yes/No           |                                |
| 4    | Affidavit for No Blacklisting   | Tech. Bid Form -4                          | Yes/No           |                                |
| 5    | Anti-Collusion Certificate  | Tech. Bid Form -5                          | Yes/No           |                                |
| 6    | Declaration by Bidder regarding qualification   | Tech. Bid Form -6                          | Yes/No           |                                |
| 7    | Certificate Giving Details of Financial eligibility of the bidder, duly filled & enclosing required supporting documents  | Tech. Bid Form -7                          | Yes/No           |                                |
| 8    | Technical Eligibility (Providing Accounting services work Experience)   | Tech. Bid Form – 8a                        | Yes/No           |                                |
|      | Technical Eligibility (Providing Consultancy services work Experience)  | Tech. Bid Form – 8b                        | Yes/No           |                                |
|      | Technical Eligibility (Audit Experience)  | Tech. Bid Form – 8c                        | Yes/No           |                                |
| 9    | Bid Security in Prescribed form of DD / Bankers Cheque as per Bid   | Scanned copy of Instrument (in PDF Format) | Yes/No           |                                |
| 10   | Bid Document Cost in prescribed form as per Bid   | Scanned copy of Instrument (in PDF Format) | Yes/No           |                                |
| 11   | Bid Processing Fees in prescribed form as per Bid   | Scanned copy of Instrument (in PDF Format) | Yes/No           |                                |
| 12   | Certified copy of Registration Certificate of firm / Partnership deed / Certificate of incorporation etc. as applicable to legal status as per eligibility requirement prescribed in Clauses of Bid | Scanned copy of document (in PDF Format)   | Yes/No           |                                |
| 13   | Certified copy of Income Tax Registration (PAN)   | Scanned copy of document (in PDF Format)   | Yes/No           |                                |
| 14   | Certified copy of GST Registration  | Scanned copy of                            | Yes/No           |                                |

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|    |  | document (in PDF Format) |        |  |
|----|--|--------------------------|--------|--|
| 15 | A Brief on the Profile and functional and sectoral experiences of the Bidder's organisation  | On companies latter head | Yes/No |  |
| 16 | Certified Copy of status/certificate as per ICAI records showing the office of Head office/ Branch Office of the firm                                    | PDF Format               | Yes/No |  |
| 17 | Certified Copy of status/certificate as per ICAI records showing the number of partners and their membership status                                      | PDF Format               | Yes/No |  |
| 18 | Certified Copy of status/certificate as per ICAI records showing the number of Paid C.A. members working in the firm                                     | PDF Format               | Yes/No |  |
| 19 | Certified Copy of certificate of registration/ empanelment with C&AG   | PDF Format               | Yes/No |  |
| 20 | Certified copy of supporting documents/ evidence including work order, completion certificate issued by the client                                       | PDF Format               | Yes/No |  |
| 21 | Certified copy of audited financials for FY 2020-21 - FY 2021-22 and 2022-23 or FY 2021-22 FY 2021-22 and 2023-24  | PDF Format               | Yes/No |  |
| 23 | Certified copy of Income Tax return acknowledgement for FY 2020-21 FY 2021-22 and 2022-23 or FY 2021-22 FY 2021-22 and 2023-24                           | PDF Format               | Yes/No |  |
| 24 | All pages of Bid Document with corrigendum, addendum if any, duly signed and sealed by the Authorised Signatory of the bidder Organisation on each page. | PDF Format               | Yes/No |  |
| 25 | List of Enclosures (Check list) duly ticked and signed   |                          | Yes/No |  |
| 26 | <b>Brief Note A:</b> Understanding of Objective of Accounting and Consultancy work   | in PDF format            | Yes/No |  |
| 27 | <b>Brief Note B:</b> Approach & Methodology and Work Plan  | in PDF format            | Yes/No |  |
| 28 | <b>Brief Note C:</b> Time allocation to activities for completion of assignment  | in PDF format            | Yes/No |  |
| 29 | <b>Brief Note D:</b> Proposed Deployment of Team (must include details of proposed staff like name, age, qualification, work experience etc.)            | in PDF format            | Yes/No |  |

**Important:** It may be ensured that Rates (Financial quotes) are nowhere disclosed in technical bid else the technical bid shall be summarily rejected.

**PART-B. FINANCIAL BID**

Bid Price quoted by the Bidder(s) shall be inclusive of GST, all applicable taxes, duties, cess, surcharges, levies, etc.

| <b>Proposal will contain the following documents:</b>                  | <b>Whether enclosed</b> |
|--|-------------------------|
| Financial Bid to be submitted in MS excel format at e-proc portal only | Yes/No                  |

**For and on behalf of**-----((name of the Bidder)

**Signature** ----- (Authorised Signatory)

**Name of the Person** :-

**Designation** :-----

**Seal of the Bidder** :-----

**Date** :-----

**Place** :-----