



## Request for Proposal


Reference No. RKCL/18-19/19

Dated

09.04.2018

Unique Bid No: - RKCL/PROC/IA/18-19/05

Request for Proposal is being invited under Rule -17 of RTPP Rules under Single Source procurement Method from M/s S. Misra & Associates ,Chartered Accountants 3-C, III Floor, Tilak Bhawan, TilakMarg, C-Scheme, Jaipur, India – 302 005 for appointment as Internal Auditors of Company for the F Y 2018-19

Name & address of procuring entity	Rajasthan Knowledge Corporation Limited 7-A, Jhalana Institutional Area, Behind R.T.O. , Jaipur
Name & address of OIC	Dinesh Khandelwal, CFO
Nature of Services	Appointment of Chartered Accountants firm as Internal Auditor for the F Y 2018-19 through Single Source Procurement Method.
Estimated Cost	12000/- per month
Earnest Money Deposit(EMD)	Not Required
Proposal submission End Date / Time	16-04-2018 Time 12.00 AM
Proposal Acceptance End Date / Time	16-04-2018 Time 12.15 PM
Website for downloading Proposal Document, Corrigendum's, Addendums etc.	Manual
Validity of Proposal	90 Days from the last date of bid submission
Date: 09.04.2018	 <p>Managing Director Rajasthan Knowledge Corporation Ltd. (RKCL) Jaipur (Rajasthan)</p>

### Note~

- 1) The procuring entity reserves the complete right to cancel the proposal
- 2) No contractual obligation whatsoever shall arise from acceptance of proposal unless and until a formal contract is signed and executed between the procuring entity and the proposer.

3) Procurement entity disclaims any factual! Or other errors in the Proposal form (the onus is purely on the individual proposer to verify such information) and the information provided therein are intended only to help the proposer to prepare a logical proposal

4) The provisions of RTPP Act 2012 and RTPP Rules 2013 thereto shall be applicable for this procurement furthermore in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules thereto, the latter shall prevail.

### MAJOR SCOPE OF WORK, DELIVERABLES & TIMELINES

S. No.	Description of Work
1.	To ensure that the organization is maintaining proper books/records, viz., Ledger, Journal, Cash Book, Bank Book, Subsidiary books, Stock and Consumption Register, Fixed Assets Register, etc.
2.	To ensure that the organization is preparing monthly bank reconciliation and carrying out proper periodical reconciliation of subsidiary books.
3.	To ensure that the instruction regarding Deposits and regarding operation of Cash/ Bank Accounts are being followed properly. To ensure proper fund management by the organization.
4.	To ensure that the correct submission of data in various returns and remittances of TDS/TCS, GST, Advance Tax etc and other statutory liabilities like PF, ESI, Leave Encashment, Insurance, Gratuity, etc. to the respective departments are timely and correct.
5.	To ensure that the organization is following the accounting policies according to laid down Accounting standards & GAAP.
6.	To ensure that all vouchers of payments receipts and journal for expenditure including Establishment payments, i.e., Pay, T.A./D.A., Medical Bills, etc. are with proper supporting documents and as per Company Policy , authenticity and have been signed by the Authorized Signatory and recorded in the respective books properly.
7.	To ensure that the recovery of dues is being monitored by the Management.
8.	To ensure that the rules and regulations, delegation of power in all the matters having Financial implication based on Board/ Committee decision and other circular/ instruction issued from time to time have been adhered /followed by the Organization.
9.	To ensure that the finalization of tenders for various Goods/Services & works is as per the laid down principles, and delegations and proper justification and the reasons for the rates accepted. Also ensure that organization if following procurement policy/Rules & Regulations as applicable .Further to ensure proper deposition of Earnest Money & Security Deposits etc against order and proper deduction of LD/ Penalty and statutory liabilities like TDS, GST etc have been recorded. To ensure that payments are in order with relation to its
10.	To ensure that all the expenditures are in accordance to Budget approved.
11.	To ensure that the quotations, Sanctions, purchase orders, etc. in respect of all purchases  of stationary items, Consumables, office equipment, furniture and fixtures and other store items, etc. are as per delegation of powers. To ensure that the payments are in order with relation to its actual work.



12.	<p>To ensure that the Consumption of material as mentioned at S.No. 11 are properly entered in the Stock and Consumption Register and Fixed Assets Register, which have been signed by Competent authority. Further ensure the following:-</p> <p>a. To check the necessary records in respect of scrap and unserviceable articles.</p> <p>b. To ensure proper maintenance of log-book of Vehicle and payments to contractors is as per agreed terms.</p> <p>c. To check further that material received are properly inspected and properly recorded in store-ledgers, whether quantity and quality was checked before its entry in store as per purchase order and in case of rejection of the material, procedure was followed,</p> <p>d. To check that debit/credit notes, etc. are prepared timely at the time of rejection and storage are properly recorded in the books of accounts,</p> <p>e. To check that the issue is made on the basis of stores requisition slip which should be adhered to and are properly authorized by the concerned department head,</p>
13.	To ensure proper maintenance of personal records, like attendance register, leave records, employees' personal files, employees' strength as per the norms/ requirement, preparation of proper remuneration sheet on the basis of attendance, to ensure whether the increments are being allowed properly.. Also need to check this aspect in respect of Contractual Employees.
14.	To ensure that the cases of unnecessary/ unproductive or excessive expenditure which
15.	To give suggestions for improvement in overall functioning of the Organization and Smoothing of operations which come to notice during the course of audit, if any, have been mentioned in the report.
16	To review the Quarterly Financial Statement before presenting to the Board
17	Complete Revenue and corresponding expenditure reconciliation
18	To review and report on unutilisation of surplus funds to the management from time to time and also advice their maximum fruitful utilization from time to time,
19	To assist in various replies to be filed before any tax authorities/consultants
20	Any other financial aspect which need to be cover by Internal auditor in consultation with Management or desired by Management.



### Date of submission of Internal Audit Report

S. No	Description of work	Deliverables	Time Period
1.	For the Quarter 1	Audit Report	Within 21 days end of quarter 1
2.	For the Quarter 2	Audit Report	Within 21 days end of quarter 2
3.	For the Quarter 3	Audit Report	Within 21 days end of quarter 3
4.	For the Quarter 4	Audit Report	Within 30 days from the close of F.Y.

### Service Level Agreement (SLA)

The Internal Auditor shall be liable for following SLA on submission of Internal Audit Report

No.	Condition	% of deduction *
a.	Delay up to one fourth period of the prescribed period of delivery of Reports	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed period of delivery of Reports	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed period of delivery of Reports	7.5 %
d.	Delay exceeding three fourth of the prescribed period of delivery of Reports	10.0 %

### Payment Terms

01. The payment shall be made within 15 days of receipt of Report and Invoice
02. TDS shall be deducted as per Rules
03. GST shall be paid separately as per prevailing rates
04. No separate TA/DA and out of pocket expenses is payable other than Audit Fee
05. If the proposal is accepted, an Agreement shall be executed between party and RKCL on a Non Judicial Stamp paper, cost of which shall be borne by the party.

