



Rajasthan State Mines & Minerals Limited

(A Government of Rajasthan Enterprise)

Corporate Office : 4, Meera Marg, Udaipur - 313 001

Registered Office : C-89-90, Lal Kothi Scheme, Jaipur

Phone : 0294-2428763/64/65/66/67. Fax: 0294-2428770/2428739

e-mail: info.rsmml@rajasthan.gov.in

No. RSMM/CO/F&A/ Audit/

Dated: 10.10.2022

Enquiry for physical verification

Offers are invited from CA/CMA firms fulfilling the below mentioned eligibility criteria to conduct physical verification of assets and stores and spares and audit of stores accounts as per the indicative scope enclosed herewith.

1. About RSMML

Rajasthan State Mines & Minerals Limited is a premier company of Government of Rajasthan engaged in mining and sale of various mineral and production of electricity from wind farms and solar plant, having a turnover of around Rs.1000.00 cr. It's business is divided into four mineral based Strategic Business Units & profit Centres (SBU & PC), namely, SBU & PC-Rock phosphate, SBU & PC-Lignite, SBU & PC-Gypsum, SBU & PC-Limestone. The Corporate office is located at 4, Meera Marg (Opp Meera Girls College), Udaipur whereas the SBU offices are located at Jhamarkotra (Udaipur), Jaipur, Bikaner and Jodhpur, respectively. Also, besides excavation of minerals, SBU-Rockphosphate also has a plant for beneficiating its low grade ore.

2. Brief of audits

The Company wishes to appoint auditor for physical verification for the following functions:

Yearly physical verification of assets of all the SBUs & CO (including Jaipur, Delhi and Kolkata Offices, wind farm & solar plant), physical verification of stores & spares in a phased manner in three years and audit of stores accounts of SBU-Rockphosphate & SBU-Limestone on six monthly basis.

3. Scope and period of audit

The scope includes yearly physical verification of assets of all the SBUs & CO (including Jaipur, Delhi and Kolkata Offices, wind farm & solar plant), physical verification of stores & spares in a phased manner in three years, recommending unserviceable items, reporting shortage/damages etc , reporting non-moving items, and audit of stores accounts of SBU-Rockphosphate & SBU-Limestone on six monthly basis. Stores of SBU-Rock phosphate has around 33000 cards (Cardex) out of which the functional cards may be around 12000-15000. Similarly, at SBU-Limestone, the total cards may be around 3000. **The period of audit will be of three years beginning from the financial year 2022-23.**

4. Eligibility Criteria:

The eligibility criteria is as follows:

1. Partners: The firm should have at least eight partners
2. Staff/articles: The firm should have at least twenty five staff/articles.
3. Existence: The firm should be in existence for at least 10 years as on 01.04.2022.
4. Experience: The firm should have conducted at least two physical Verification of fixed assets and stores and spares and audit of stores accounts of PSU/Private companies engaged in manufacturing or mining activities, having turnover of Rs. 100 crore or more, during preceding five years, i.e., from 2017-18 to 2021-22.
5. HO/Branch: The firm should have it's head office or branch office in Jaipur or Jodhpur or Bikaner or Udaipur in Rajasthan prior to 01.04.2022.

5. **RSMML reserves the right not to assign the work to L1 bidder if it considers the remuneration quoted to be non-workable and may assign the same to L2 or L3 and so on whose quoted remuneration is found to be workable.**

6. Remuneration

The remuneration, to be quoted in Annexure 5 should be for whole year and excluding GST. The applicable GST is to be mentioned separately in the proforma for remuneration.

The company will reimburse the expenses on travelling and stay at actuals for to & fro journeys from it's office in Rajasthan only, subject to ceilings prescribed from time to time. DA is also admissible as prescribed from time to time. The present rates for reimbursement of travel & stay expenses and for DA is enclosed (Annexure 6).

The bidder should take into consideration the above factors while quoting remuneration.

7. Bid Security

Bid security or Earnest Money of Rs.10,680/- would be required to be submitted in the form of DD in favour of RSMML, payable at Udaipur with techno-commercial bid.

The bid security of unqualified bidders will be refunded forthwith. The bid security of qualified but unsuccessful bidders will be refunded on submission of SD and commencement of work by the successful bidder. The bid security of the successful bidder will be reimbursed on submission of SD.

The bid security of the successful bidder will be forfeited in case of non-commencement of work in prescribed period or abandoning the work mid-way or on breach of any terms & conditions of the assignment.

The bid security deposit shall not bear any interest.

8. Security Deposit (performance Guarantee)

The rate of security deposit as per the prevailing terms and condition of the Company is @ 10% of yearly remuneration. However the reduced performance security @ 3% of the yearly remuneration is being solicited in compliance of the notification dated 12.01.2022 issued by finance department Govt. of Rajasthan pertaining to amendment in RTPP rule No. 75(2) applicable up to 31.03.2023. In case, The Govt. of Rajasthan either revise the rates of security deposit cum performance guarantee later at any date or does not extend the existing last date of providing the benefit of reduced security deposit, the successful bidder would be bound to deposit the deferential amount towards performance security through DD within 30 days of demand raised by the company.

Security Deposit of 3% of yearly remuneration will have to be submitted by the successful bidder, within thirty days of receiving letter/Fax/e-mail of acceptance of offer. The SD will be in the form of DD in favour of RSMML payable at Udaipur.

The SD will be refunded within one month from the date of completion of entire process of audit, i.e., that is after giving presentation in the audit committee meeting to be held for acceptance of annual accounts of the company.

No interest is payable on SD amount.

The security deposit will be forfeited in case of abandoning the work mid-way or on breach of any terms & conditions of the assignment.

9. Additional Performance Security

- (1) In addition to Performance Security as specified in rule 75 of RTPP 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 e-Grass, Demand Draft, Banker's Cheque, Government Securities or Bank Guarantee.

Explanation: For the purpose of this rule:

- (i) Unbalanced Bid means any bid below more than fifteen percent of Estimated Bid Value.
- (ii) Estimated Bid Value means value of subject matter of procurement mention in bidding documents by the Procuring Entity.
- (iii) Unbalanced Bid Amount means positive difference of eighty five percent of Estimated Bid value minus Bid Amount Quoted by the bidder.

- (2) The Additional Performance Security shall be refunded to the contractor after satisfactory completion of the entire work. The Additional Performance Security shall be forfeited by the Procuring Entity when work is not completed within stipulated period by the contractor. Provision for "Unbalanced Bid" and "Additional Performance Security" shall be mentioned in the Bidding Documents by the Procuring Entity.

All the provision of Rajasthan Transparency in Public Procurement Act and rules made there under and modification to be issued by the competent authority from time to time will automatically be ipso-facto applicable.

10. Commencement

The auditors will have to commence the audit within 15 days of the date of appointment letter.

11. Payments

The agreed fees will be paid equally for the first and second halves. The expenses on travel and stay will be reimbursed on submission of bills. The travelling and stay is to be arranged by the audit firm but the company will reimburse the same at actuals subject to ceiling of rates prescribed from time to time. Present rates for reimbursement is enclosed (annexure-6).

12. Penalty

For Non-commencement

If the successful bidder doesn't commence the work within the time prescribed by the Company and the reasons are attributable to him, a penalty per day of 0.5% of total remuneration will be imposed & recovered from any payable amounts to the successful bidder, subject to maximum 5% separately for each half year, whereafter RSMM may terminate the assignment & forfeit the SD.

For Abandoning the work

After the commencement, the audit will have to be continued till completion. If any break is required, it should be on mutual consent. If the audit is discontinued without mutual consent and not resumed within 7 days, RSMM will impose a per day penalty of 0.5% of total yearly remuneration subject to maximum of 5% separately for each half, whereafter RSMM may terminate the assignment & forfeit the SD and any amounts of the auditor available with RSMML.

GST if applicable on above penalty will also be borne by the auditor.

- 13.** In case your firm fulfills the above eligibility criteria and you are willing to undertake the above works, you may send your offer in sealed envelope superscripted "Offer for Physical Verification" in two parts, i.e., (i) techno- commercial bid giving details as per Annexure 1 to 4, along with the supporting documents evidencing fulfillment of the eligibility criteria as per sr. no. 4. (ii) Separate sealed envelope for price bid as per Annexure 5.

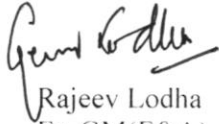
Your sealed offer may reach us latest by 31.10.2022, till closing hours (6.00 pm) at the following address:

Ex- GM(F&A)
Rajasthan State Mines & Minerals Ltd
4, Meera Marg,
Udaipur-313001

Please note that offers received after this date will not be considered.

For any queries, you may please contact the undersigned.

Thanks,



Rajeev Lodha
Ex-GM(F&A)
Mob-9413300436
[Email-rajeevlodha61@gmail.com](mailto:rajeevlodha61@gmail.com)

Encl: annexures 1 to 6

Details of the firm

Name	-
Address-Head Office	-
Address- Branch Offices {1}	-
Cert. of Practice No. and date	-
Phone No. Landline :	-
Mobile :	-
FAX No.	-
Email	-
No. of Partners	-
No. of Staff	-
GSTIN	-
Experience	-

Authorised Person's Name:

Signature:

Seal:

Details of Partners

S. No	Name	DOJ*	Qualification	Experience
1				
2				
3				
4				
5				
6				
7				
8				

Authorised Person's Name:

Signature:

Seal:

*Date of Joining the firm

Details of Staff/Articles

S. No.	Name	Date of Joining
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
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Authorised Person's Name:

Signature:

Seal:

*Date of joining the firm

DETAILS OF EXPERIENCE

S. No.	Name of Company	PSU/Pvt	Turnover	Type of Audit	Year of Audit	Remarks, if any

Note: Please enclose documents for experience

Authorised Person's Name:

Signature:

Seal:

Remuneration for Physical Verification Work

		(In Rs.)
Fees (for one year)	-	
GST	-	
Total	-	
Total Fees plus GST in words	-	

Authorised Person's Name:

Signature:

Seal:

Notes:

1. Travel and stay is to be arranged by the audit firm but the company will reimburse the same at actual subject to ceilings prescribed from time to time. Present rates for reimbursement is enclosed at (Annexure-6).
2. Local conveyance will be arranged by the Company.
3. The audit will be carried out in two phases, i.e., April to Sept. and Oct to March. The agreed fees will be paid twice, equally, on completion of the work of each half, including submission of reports of each half. The expenses on travel and stay will be reimbursed on submission of bills.

Annexure-6

ENTITLEMENT FOR REIMBURSEMENT OF TRAVELLING & STAY EXPENSES

Particulars	Mode of Travel	Stay	DA	Conveyance charges during journey/audit
For Partners	At Actuals by Air/ by Train in any class/by Delux/Volvo etc. type bus	Air Conditioned Room at par with RTDC Tariff	Rs. 800/- per day	At actuals, where vehicle is not arranged by the company
For employed CA/CMA	At Actuals by II nd AC/by Delux/Volvo etc. type bus	Air Conditioned Room at par with RTDC Tariff	Rs. 600/- per day	At actuals, where vehicle is not arranged by the company
For Staff	At Actuals in III rd AC by Train/by Delux/Volvo etc. type bus	Air Cooled room at par with RTDC Tariff on twin sharing/Double occupancy basis	Rs. 500/- per day	At actuals, where vehicle is not arranged by the company

Note:- It is requested to furnish a certificate of attendance and advance drawn (including of NIL advance) from respective places of stay for speedy processing of travelling bills.