

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

(A Government of Rajasthan Undertaking)

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

Phone: 0141-2227267 Fax: 0141-5115766

Website: www.rajsico.gov.in * e-mail: rajsico@rajasthan.gov.in

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Tender Notice

Copy to NIT

2142211 - 10-6-15

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CIN NO. U91110RJ1961SGC001118

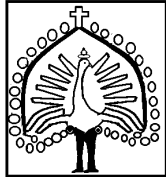
TENDER NOTICE

Sealed tenders are invited for the following:

1. Supply, Installation and Commissioning of CCTV.
2. Space available on Lease/Rent at Rajasthali Mall and also for Second Floor of Rajasthali Showroom Opp. Ajmeri Gate, Jaipur.
3. Space available on Lease/Rent at Raw Material Depots and Wood Seasoning Plant at Jodhpur.
4. House Keeping for Rajasthali Showroom and Rajasthali Mall, Opp. Ajmeri Gate, M.I.Road, Jaipur.
5. Purchase of Printing and Stationery Items.
6. Engagement of CA Firm

Detailed terms & conditions can be seen at our website www.rajsico.gov.in.
The Tender is to be procured by depositing respective fee for each tender and deposited in the Tender Box available at RSIC, Head office, Udyog Bhawan, Jaipur on or before 1:00 P.M. on 30.6.2015. The Technical Bid will be opened on 30.6.2015 at 3:00 p.m. at RSIC, Head Office in the presence of such Tenderers who have submitted the bids and who may wish to be present.

Raj.Samwad/C/15/1244 Managing Director



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(A Government of Rajasthan Undertaking)

Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Rajasthan)

Phone: 0141-5115760-63 Fax: 0141-5115766

Website: www.rajsico.gov.in * e-mail: rajsico@rajasthan.gov.in

01 INTRODUCTION.

The Rajasthan Small Industries Corporation Limited (RSIC) is a Government Corporation Registered under Companies Act 1956 and has been authorised by the Government and involved in various commercial activities.

02. SUBMISSION OF APPLICATION(SEALED):

The eligible firm shall submit the application/tender as per the terms and conditions stipulated hereinafter in the sealed and super-scribed envelop as 'Appointment of CA on Retainer ship basis'.

2.1 The tender shall be submitted in two separate envelopes as follows:

- A) Certified copy of registration of the firm(with Registration No./Address etc.)
- B) Latest Income Tax Clearance Certificate.
- C) Experience details of similar work.
- D) The complete details of the communication facilities viz Telephone, Mobile, e-mail and Fax etc. & the details of the key personnel of the organization at various offices shall also be furnished.
- E) **Declaration on Affidavit:**

Applicant firm must be free from vigilance enquiries and not black listed by any National / State Corporations or Department for which they will produce affidavit on non-judicial stamp of Rs.100/- in this regard.
- F) Any circular, office order, instructions etc. issued from time to time by the Corporation will also be complied by the CA firm and shall be treated as part of the contract, agreement and conditions and binding on the CA firm.

2.2 **All the pages of the tender documents and annexures shall be duly signed by tenderer before submission.** Wherever, there are any corrections, the same shall be signed with seal. The tenderer should submit his tender in the prescribed annexed proforma only. If tenderer fails to submit his tender in the prescribed manner, the offer shall be deemed rejected. Conditional tender shall liable to be rejected.

General Terms & Conditions

2.7 **Validity of the Tender:**

The tenders shall keep his tender valid and open for acceptance by the RSIC for a period of 6 months from the date of opening of prices bid.

2.8 **Competence of the Tenderer:**

For the purpose of work as specified the tenderer should be capable and have professionally competent staff with relevant experience at the specified places. The leaders or key personnel of the tenderer should have adequate persuasive skills in communication to overcome a difficult situation, as arising during the execution of the contract.

2.9 The tenderer should have experience of income tax, VAT, TDS, Service Tax etc particularly in relation to the scope of the work.

2.10 **RATES:**

The tenderers should quote their rate in the "Schedule of Rates" (Annexure ' C') attached with the tender specification in the figures as well as in the words after perusing the details given in the rate schedule. The rates shall be quoted in the words as well as the figures and if any discrepancy is found between the words and figures then rates quoted in words shall prevail and shall be considered for evaluation. Tenderer shall not be allowed to correct such mistake after opening of the tender. The tenderers should fill in the blanks and quote the rates strictly as per price schedule. Any deviation from the break up prescribed for the quoted rate in the rate schedule shall render the tender invalid and the same shall be summarily rejected without evaluation. The tender shall be submitted in the prescribed forms and all the blanks shall be clearly filled.

2.11 **EARNEST MONEY DEPOSIT:**

Earnest Money amounting to Rs. 1,000/- only against this tender shall be deposited in favour of The Rajasthan Small Industries Corporation Ltd., Jaipur and should be deposited along with the tender. The Earnest Money shall be furnished in the following manner only.

- i) Bank Draft (payable at Jaipur)
- ii) Banker's Cheque/pay order (payable at Jaipur)

2.12 No other mode of payment of earnest money deposit is acceptable. No interest shall be paid by the RSIC on the Earnest Money deposited by the tenderers.

2.13 No tender shall be accepted without deposit of the requisite Earnest Money. The offers received without earnest money shall be rejected and shall not be opened. **It should be clearly superscribed on the main envelop that the required amount of Earnest Money has been submitted.**

2.14 The Earnest Money will be refunded to the unsuccessful bidder. The earnest money deposited by the successful bidder will be adjusted against security deposit.

2.15 OPENING OF TENDERS:

All the tenders received against the invitation of this tender notice shall be opened in the Office of the RSIC, Jaipur at the address given above on the given date and time in the presence of the tenderers or their authorized representatives who choose to be present. Tenderers are requested to issue letter to Company Secretary (Persl & Admn) authorizing their representative for participation the tender opening. In case the date of opening of the tender is a holiday or declared holiday, the tenders will be opened on the next working day at the same place and time unless otherwise modified.

2.16 ACCEPTANCE OF THE TENDER:

The RSIC does not bind itself to accept the lowest or any other tender. Any reason shall not be given or assigned for rejection of any tender or part of the tender. The RSIC shall also not bind to disclose any analysis/details/ finalization of the tender.

2.17 RIGHT TO REDUCE / INCREASE THE SCOPE OF WORK:

The RSIC reserves the right to reduce / increase the scope of the work specified in the tender, either in part or whole, if so desired during the finalization of the tender.

2.18 RIGHT TO REJECT THE TENDER:

The RSIC reserves the right to reject any or all the tenders without assigning any reason thereof.

2.19 RIGHT TO SPLIT THE TENDER:

The RSIC reserves the right to divide and contract the work to one or more tenders and to place an order for a work in part or whole. The tenderer should not enter into any correspondence with RSIC unless otherwise sought by RSIC. Any canvassing in any form shall not be entertained and such offers will be summarily rejected.

2.20 FORFEITURE OF EARNEST MONEY DEPOSIT:

Failure to furnish the security deposit, delay in start of work and non- execution of the agreement within the stipulated time and when the tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender shall be termed as breach and in those cases, the earnest money deposited shall be forfeited by RSIC without any notice in this regard.

SOCPE OF WORK

S.No.	Work	Particulars
1.	Accounts	<p>Regular Monitoring of Accounts Prepared by RSIC Staff and Tally Operator on Tally Accounting Software monitored at Head Office and unit situated at Jaipur and outside Jaipur</p> <ul style="list-style-type: none"> • Monitoring and Supervising of all accounts reports fortnight to RSIC, Head Office by your trained staff • Assistance in preparing of Annual Accounts of RSIC, Head Office and All Units
2.	VAT	<ul style="list-style-type: none"> • Filling of 4 Quarterly VAT & CST E>Returns • Filling of Annual E-return • Annual VAT Audit • General Consultation work relating to VAT Act • Assessment of VAT & CST Old Years and Upcoming years • Revised Return of VAT & Annual Returns Old Years and Upcoming years • Checking and Settlements of Defaults Old Years and Upcoming Years • Helping in Preparation of 41A / C-Form/F-Form and all related forms of VAT • Helping in Getting C-Forms /F-Forms form Sales Tax Department
3.	Service Tax	<ul style="list-style-type: none"> • Filing of Quarterly/Half Yearly E-returns of 12 units • General Consultation work relating to Service Tax • Assessment of Service Tax Old Years and Upcoming Years • Addition/Modification of Services of Existing Registration • Addition of New Registration • Removal of Existing Registration • Revised Return of Service Tax Old Years and Upcoming Years
4.	Central Excise	<ul style="list-style-type: none"> • Filling of 4 Quarterly E-returns of 1 units • General Consultation work relating to Central Excise • Addition/Modification in existing registration • Addition of new Registration • Removal of existing Registration • Revised Returns Old Years and Upcoming Years
5.	Income Tax	<ul style="list-style-type: none"> • Filling of Annual Income Tax Returns • General Consultation work relating to Income Tax • Assessment of Income Tax Old Years and Upcoming Years • Pursuing old Income Tax Cases and Refunds • Generation of Forms 16 of Employees Quarterly and Yearly • Checking and Settlements of Defaults Old Years and Upcoming Years
6.	TDS	<ul style="list-style-type: none"> • Filling of 4 Quarterly E-returns in Form 24Q • Filling of 4 Quarterly E-returns in Form 26Q • Filing of Revised E-returns • Assessment of Income Tax Old Years and Upcoming Years • Printing of TDS Certificates • General Consultation work relating to TDS • Generation of Form 16A of Parties Quarterly and Yearly • Checking and Settlements of Defaults Old Years and Upcoming Years

7.	ROC	<ul style="list-style-type: none">• All the Forms of Company to be filled and filed at Ministry of Company Affairs• Filling & filing Annual Report in XBRL Form
8.	Audit	Presentation of and Corporation's plea before AG & CA Auditors
9.	Appeals	Filing and pleading appeals before appropriate authority on behalf of RSIC

PERIOD OF CONTRACT:

The period of contract shall be initially for 12 months reckoned from the date of execution of agreement. The contractor should complete all contractual formalities within 10 days from the date of placement of LOI, The RSIC reserves the right to extend the period of contract for further period on the same rates, terms and conditions and if extended the firm shall be liable to execute the work on the same rates terms and conditions. The period of contract should be calculated from the date of agreement. The firm will submit its consent before extension.

The contractor shall arrange the meetings, discussions of the officers of the RSIC with the authorities of income tax, TDS, VAT & service tax authorities

ADMINISTRATIVE RESPONSIBILITY

Authorised representative of the CA firm will attend office twice in a week on working days during office hours and will dispose off the work with sitting in RSIC office.

Employees of tax, accounts & finance section RSIC will provide information / documents to the CA firm as per his advice.

CA firm will work under guidance/ administration and supervision of Financial Advisor and CMD of the Corporation.

SECURITY DEPOSIT:

The successful tenderer shall have to submit security deposits of Rs. 5,000/- (Five thousand)) in the form of bankers cheque / bank draft in favour of The Rajasthan Small Industries Corporation Ltd., Jaipur.

The security deposit as worked out will have to be deposited within 10 days from the date of award of work order, in single instalment after adjusting amount of EMD.

Therefore, the person, firm or company whose tender is accepted hereinafter called the CA firm which expression shall, unless excluded by or repugnant to the context include his CA firm, administrators, representative and assigns) shall within 10 days from the date of issue of work order, deposit the bank guarantee towards security deposit.

The security deposit shall be refunded after six months from the completion of the contract on the contractor's fulfilling all the conditions of the contract as per contract to the satisfaction of R.S.I.C. Ltd.

FORFUTURE OF SECURITY DEPOSIT

Security deposit shall be forfeited when any terms and conditions of the contract, agreement is infringed / violated.

PAYMENT:

Monthly payment will be made as per agreed terms and conditions after deduction of service tax, income tax etc. as applicable.

STATUROYT RULES AND REGULATIONS:

CA will firm work perform under existing rules and regulations of Government of India and Government of Rajasthan.

TERMINATION OF CONTRACT:

The performance of the CA firm shall be reviewed. If it is found that the performance of the CA firm is not to the satisfaction or not to the requirement of the RSIC, then the RSIC shall be entitled to terminated the contract by giving 14 days notice.

DISCIPLINE:

The CA firm shall ensure that his employees maintain proper disciplines and decorum at the all places, and RSIC

SUBLETTING OF THE CONTRACT:

The contractor shall not sublet, transfer or assign this contract to third party without the prior written permission of the RSIC. If it is found that the contractor has sublet, transferred or assigned the contract, the same shall be terminated after giving due notice to the contractor.

EXECUTION OF AGREEMENT:

The contractor shall execute an agreement with the RSIC on a stamp paper of appropriate value in the prescribed form within ten days from the date of placement of the order.

OFFICER INCHARGE:

All the work under this contract shall have to be executed under the direction and to the satisfaction of the Financial Advisor and CMD RSIC for this work contract.

JURISDICTION:

All questions, disputes or difference arising under or out of or in connection with the contract shall be subject to the jurisdiction of Jaipur Court only.

ARBITRATION:

If any dispute cannot be settled amicably then it shall be referred to the sole arbitrator who shall be the Chairman and Managing Director or his or her nominee Rajasthan Small Industries Corporation Ltd., Jaipur and whose decision will be final and binding on both the parties.

DECLARATION

I/We have downloaded the tender form from the internet site www.rajsico.gov.in and I/we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered / modified, I / we understand that my / our tender will be summarily rejected and full earnest money deposit will be forfeited and I/we am/are liable to be banned from doing business with and/or prosecuted.

I/we am / are submitting a demand draft No. _____ dated _____ issued by _____ for Rs. _____ towards the cost of tender document.

Date :

Signature of tenderer with rubber stamp

----- X -----

PROFILE OF CHARTERED ACCOUNTANT FIRM

S.No	Particulars	Details
1	Name of the CA firm	
2	Address of the CA firm	
3	Name of the Contact person with mobile number and landline number, E-mail address	
4	Work experience of the CA firm along with proof thereof	
5	Particulars of the Partners along with their qualifications	
6	Registration number in the Institute of Chartered Accountants of India along with certified copy thereof	
7	Details of work done or being done in various Government / Semi Government Organisation	
8	Any other information that CA firm wants to give.	

FINANCIAL BID

Retainership fees per month

Rs.(in figures) _____

Rs. (in words) _____

Authorised Signatory along with Seal of the CA firm

Annexure-1: Bidder's Authorization Certificate

To:
Company Secretary

Udyog Bhawan, Tilak Marg
C-Scheme, Jaipur-302005(Rajasthan)

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB Reference No. _____ Dated _____.

He/ She is also authorized to attend meetings & submit technical & commercial information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of Bidder	
Address:	
Authorised Signatory:	
Signed :	
Date :	
Pace :	
Seal of the Organization:	Signature Verified

Annexure-2: Self-Declaration – No Blacklisting

To:
Company Secretary
Udyog Bhawa, Tilak Marg
C-Scheme, Jaipur-302005(Rajasthan)

In response to the NIB Ref. No. _____ dated _____ for {Project Title} _____, as an Owner/Partner/Director of _____, I/ We hereby declare that presently our Company/ firm _____ or any of our group or associate companies, at the time of bidding, is having unblemished record and is not declared ineligible or has been issued letter for blacklisting for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT or the Procuring Entity.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name :	
Address:	
In the capacity of :	
Signed :	

Date :

Place :

Seal of the Organization :

Annexure-3: Certificate of Conformity/No Deviation/ End of Service Support

To:
Company Secretary

Udyog Bhawan, Tilak Marg
C-Scheme, Jaipur-302005(Rajasthan)

This is to certify that, the specifications of Hardware & Software which I/ We have mentioned in the Technical bid, and which I/ We shall supply if I/ We am/ are awarded with the work, are in conformity with the minimum specifications of the Tender/ bidding document and that there are no deviations of any kind from the requirement specifications.

Also, I/ we have thoroughly read the tender/ bidding document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired standards set out in the Tender/ bidding Document.

Thanking you,

Name :	
Address:	
In the capacity of :	
Signed :	

Date :

Place :

Seal of the Organization :

Annexure-4: Technical Bid Submission Sheet

To:
Company Secretary

Udyog Bhawan, Tilak Marg,
C-Scheme, Jaipur-302005(Rajasthan)

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Document, including Addenda No. _____.
2. We offer work of in conformity and in accordance to the Bid Document.
3. Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
4. If our Bid is accepted, we commit to obtain a Security in the amount of Rs. **5000** on the Contract Price for the due performance of the Contract;
5. Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the eligible countries;
6. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers, if permitted, in the Bidding Document;
7. Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by any State/ Central government/ PSU/ UT or the Procuring Entity;
8. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed;
9. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
10. We agree to permit the Procuring Entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Procuring Entity;
11. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2012 and this Bidding Document in this procurement process and in execution of the Contract.

Name :	
Address:	
In the capacity of :	
Signed :	

Date :

Place :

Seal of the Organization :

Annexure-5: Financial Bid Submission Sheet

To:
Company Secretary

Udyog Bhawan, Tilak Marg,
C-Scheme, Jaipur-302005

We, the undersigned, declare that:

1. We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Bill of Material, Technical specifications, Service Level Standards & in conformity with the said bidding document for the same.
2. I / We hereby confirm that I / We have bid for item/items mentioned in the Financial Bid.
3. I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties.
4. I / We undertake, if our bid is accepted, to deliver the Services in accordance with the delivery schedule specified in the schedule of Requirements.
5. I/ We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee as prescribed in the bidding document.
6. I / We agree to abide by this bid for a period of days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
7. Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.
8. I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
9. I/ We agree to permit the Procuring Entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Procuring Entity.
10. We understand that you are not bound to accept the lowest or any bid you may receive.

Signature of Tenderer/Applicant _____

11. We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Name :	
Address:	
In the capacity of :	
Signed :	

Date :

Place :

Seal of the Organization :
Drawings

Signature of Tenderer/Applicant _____