

निविदा प्राप्ति की अंतिम तिथि : 11.10.2017 2.00 PM
निविदा जमा की अंतिम तिथि : 12.10.2017 2.00 PM
निविदा खोलने की तिथि : 12.10.2017 3.00 PM

RURAL NON FARM DEVELOPMENT AGENCY (RUDA) JAIPUR

Limited Bidding for Accounts and Book Keeping Services **Details of Service Requirement and Terms & Conditions**

Service Requirement:

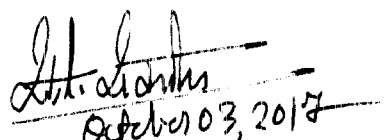
1. Maintaining Accounts of the Office of RUDA, which includes preparation of vouchers, their proper classification budget head wise, their entries into cash book, ledger and general to Tally Programme.
2. Generate all types of challan/schedules/bills.
3. In accordance of the account rules in force, Pre Audit of the Accounts rendered by various agencies against the advance made to them out of RUDA's Funds.
4. To work on Pay Manager/IFMS/Govt. Websites.
5. Preparation of Cheques for disbursement of payments.
6. Reconciliation of different bank accounts of RUDA on quarterly basis.
7. Preparation of replies of pending audit paras in consultation with the RUDA Accountants.
8. Making available the relevant record for all types of audits i.e. Statutory, Internal and Government Audit.
9. Preparation and timely making available the Monthly and Quarterly Financial Progress Report.
10. Storage of Accounts Data in the Computer and regularly maintain the Data Backup as a precaution against any mishap or failure of Computer Machinery.
11. Retrieval of the Stored Data as an when required by RUDA Management

Terms & Conditions:

1. The Bid should be submitted in the prescribed format obtainable from RUDA's office on payment of Rs. 200/-. The applicant firms not fulfilling the conditions laid out in the form will not be considered. The tender duly filled should be submitted to RUDA office latest by 2.00 PM on dated 12.10.2017.
2. The applicant firms should calculate their manpower requirement on the basis of the details of services mentioned above and the offers may be quoted accordingly on monthly basis. (Minimum two person required) The persons should be graduated B.Com. and minimum one person

should have 7 years experience of computer accounting work on tally software with double entry system. Good knowledge of Income tax, TDS work, Net Banking, Ms Word, Ms Excel, Internet, Emails, etc with fast typing speed in English and Hindi language. In the order to avoid Violation of the minimum wages act for the manpower deputed by your firm for this work, the firms are advised to keep due concentration of minimum wages direction of Govt. of Rajasthan issued time to time before quoting to rates for tender.

3. GST/Other Tax if any may be quoted separately.
4. Conditional offers made by the firms shall not be accepted under any circumstances.
5. The successful bidder firm will have to enter into an agreement with RUDA on a Non Judicial Stamp Paper worth Rs. 500/- to provide the services to RUDA for a minimum period of 2 years. This period may be extended further for another one year with mutual consent.
6. The manpower deployed by the successful bidder firm shall work in close supervision of the Sr. Accounts Officer and Accountant of RUDA.
7. It shall be binding on the successful bidder firm to maintain absolute Data Integrity. In order to ensure this the successful bidder firm will have to deposit a security money in RUDA's office which will be equivalent to 5% payable by RUDA to the firm. This security deposit may be given either in cash or through demand draft or bank guarantee in favour of Chairman & Managing Director, RUDA. This amount shall be refunded back to the firm after satisfactory completion of the contract period.
8. If required, for the disbursement of cash in the field or for any other purpose, the successful bidder firm will have to incur all the expenses on travel by average means of transport, local conveyance, boarding and lodging of their workers of different categories. This amount spent by the firm shall be reimbursed by RUDA every month on submission of proper receipts and documents in support of the expenditure made by the firm. For this purpose the bidder firms may quote their rates separately in the tender form.
9. RUDA reserves its right to accept or reject any offer without assigning any reason.
10. RUDA also reserves its right to cancel the contract at any stage if the services agreed upon are found unsatisfactory and decision of CMD, RUDA would be final.


October 03, 2017
(Sanjeev Saxena)
Executive Director

RURAL NON FARM DEVELOPMENT AGENCY (RUDA) JAIPUR

**Tender form for submission of Limited Bidding for Accounts
and Book Keeping Services**

S. No.	Information Desired	Information being presented
1.	Name and Address of the Firm	
2.	Date of Establishment (Enclose Details)	
3.	Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate.	
4.	PAN No.	
5.	GST No.	
6.	Set up of Firm (Complete details of Staff Enclose list)	
7.	List of Govt. Clients with Details of Services provided by your organization (enclose supporting documents)	
8.	Details of Turn-over during last three years. Balance Sheet, Profit & Loss Accounts duly verified by C.A. (enclosed attested copies)	
9.	Experience (Minimum 5 years)	
10.	Details of the Tender Fees (Receipt No/Dated)	
11.	Quoted Offer of the Services	
12.	Expected Rates for the Travel Reimbursement for the different categories.	

Signature