

THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

(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

Tender Cost(Rs.2500/-
(Non Refundable)

S.No..... Issued to M/s

Date.....

.....

Last date & Time of receiving of Tender 30/08/2011 till 1.00 p.m.

Date & Time of opening of Tender 30/08/2011 at 3.00 p.m.

INDEX

S.No.	Details of Tender Documents	Page No
1.	Index	1
2.	Tender Notice	2
3.	Introduction & Tendering Procedure	3 – 4
4.	General Terms & Conditions of Contract	5 – 9
5.	Scope of Work	7
6.	Format of Declaration for downloading tender document through website.	10
7.	Declaration (Annexure “ A”)	11
8.	Technical Bid(Annexure B)	12
9.	Financial Bid (Annexure C)	13

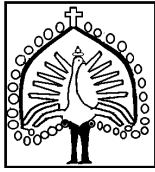
Date: Signature of Tenderer/Applicant
(Name, Designation., Address & Company Seal)

Signature of Tenderer/Applicant_____

Published in Rashtradoot 30.7.2011

	THE RAJASTHAN SMALL INDUSTRIES CORP. LTD. (A Government of Rajasthan Undertaking) Udyog Bhawan, Tilak Marg, C-Scheme, Jaipur-302005 (Raj.)
	Phone: 0141-5115760-63 Fax: 0141-5115766 Website: www.rajsico.gov.in * E-mail: rajsico@rajasthan.gov.in
Appointment of CA Firm	
Sealed tenders in prescribed form, along with earnest money, are invited from experienced financially sound and reputed Chartered Accountant firms on retainership basis.	
The Tender Forms shall be available on payment of Rs. 2,500/- in cash / demand draft / banker's cheque in favour of "The Rajasthan Small Industries Corporation Limited", payable at Jaipur. Cost of tender document downloaded from the website to be deposited as separate DD along with the tender, failing which tender will be rejected.	
Last date for submission is 30/08/2011 upto 1 p.m. and shall be opened on 30/08/2011 at 3 pm. For detailed terms and conditions, visit our website.	
Chairman & Managing Director	

Signature of Tenderer/Applicant_____



THE RAJASTHAN SMALL INDUSTRIES CORPORATION LTD.

(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:

The first envelope clearly marking Technical Bid shall contain earnest money and complete techno commercial details along with following documents duly signed by the tenderer:

- 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.

Signature of Tenderer/Applicant_____

- 2.4 **The second envelope scribing “Financial Bid” i.e. price bid (Schedule of Rates Annexure ‘ C ’ will contain the rates quoted by the tenderer. Second envelope marked as Financial Bid will be opened only of those tenderers who fulfil the techno commercial details mentioned above and declared technical qualified. Date and time for opening of Financial Bid will be informed only to the technical qualified tenderers separately.**
- 2.5 **These two above sealed envelopes i.e. Technical Bid envelope and Financial Bid envelope shall be kept in another sealed envelope supercribe the details of the tender on it and particulars of the earnest money furnished.**
- 2.6 **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.

Signature of Tenderer/Applicant_____

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. 20,000/- 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.

Signature of Tenderer/Applicant_____

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 Dy. General Manager (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.

Signature of Tenderer/Applicant_____

SCOPE OF WORK:

3.1 The scope of work under this contract shall be:

1. Advise from time to time on Income tax, TDS, VAT, Service Tax etc and to attend office as and when desired by the management
2. To give advice and consultancy on income tax, TDS, VAT, Service tax etc. in respect of various units / sections of the Corporation and dispose off the matter.
3. To give consultancy / advice on various notifications issued by Government of India and Government of Rajasthan regarding income tax, TDS VAT and Service tax from time to time and implementation thereof.
4. To help in preparation of fortnightly, quarterly, monthly, half yearly and yearly relating to income tax, TDS, VAT and service tax and to examine the record and documents thereof for their correctness.
5. To advise regarding deposit of tax challans viz. fortnightly, monthly, quarterly, half yearly, yearly of various departments as per law and norms of the concerned departments.
6. To help in preparation of various returns to be filed in Income Tax, Commercial Tax Department and Customs and Central Excise etc.
7. Coordination and Liaoning between various departments relating to income tax, TDS, VAT and Service tax matters.
8. To provide timely information regarding liabilities of income tax, TDS, VAT and service tax.
9. To provide adequate set of and to include more required commodities in the service tax registration and centralisation of service tax.
10. To upgrade internal audit and accounting procedure and implementation thereof.
11. To help in preparation and finalisation of accounts of various units / cell and help in supplementary audit of AG, Rajasthan and to get comments from CAG for holding AGM
12. Any other work that may be allotted/ assigned from time to time by the Corporation.

Signature of Tenderer/Applicant_____

PERIOD OF CONTRACT:

The period of contract shall be initially for two years 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 of one year 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. 50,000/- (Fifty 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.

Signature of Tenderer/Applicant_____

PAYMENT:

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

STATUROTY 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.

Signature of Tenderer/Applicant_____

INSTRUCTION TO THE APPLICANT / TENDERERS WILLING TO DOWNLOAD THE TENDER DOCUMENT FOR SUBSEQUENT USE OF THE SAME FOR SUBMISSION OF OFFER

Tenderer may also download the tender document (in full) available on the **website: www.rajsico.gov.in**, for participation in the tender process. The printout of the downloaded tender document from the website shall be taken on A-4 size paper and the details are to be entered as per the requirement of the tender. It is advisable that the downloaded tender document to be printed through a laser printer.

The cost of the tender document downloaded from the website is required to be deposited as a separate DD of Rs. 2500/- at the time of submission of tender failing which tender will be rejected. The DD shall be drawn in favour of 'The Rajasthan Small Industries Corporation Ltd.', payable at Jaipur.

The total tender document in full is to be downloaded for submission of the offer otherwise the document shall be treated incomplete and the offer shall be liable for rejection.

While submitting offer, tenderers shall submit the total downloaded tender document in full duly signed and stamped as a token of acceptance.

Tenderers please note if any change / deletion is made by the Tenderer/contractor in the downloaded document and same is detected at any stage even after the award of the tender, full EMD will be forfeited and the contract will be terminated at his / their risk and cost.

It shall be responsibility of the tenderer submitting the offer to ensure that the tender have been submitted in the formats and as per the terms and conditions prescribed in the tender document available in the website and no change is made therein. In case any tampering / unauthorised alteration is noticed in the tender submitted by the tenderer from the tender document available on our website <http://www.rajsico.gov.in>, the said tender shall be summarily rejected and the owner shall have no liability whatsoever on the matter.

The declaration should be given by the tenderer while submitting the tender as a separate Annexure – "A":

Corporation may accept / reject partly and fully any or all offers without assigning any reasons thereof.

Signature of Tenderer/Applicant_____

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 -----

Signature of Tenderer/Applicant _____

ANNEXURE "B"

TECHNICAL BIDPROFILE 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.	

Signature of Tenderer/Applicant_____

FINANCIAL BID

Retainership fees per month

Rs.(in figures) _____

Rs. (in words) _____

Authorised Signatory along with Seal of the CA firm

Signature of Tenderer/Applicant _____