



Rajasthan Tourism Development Corporation Limited

(A Govt. of Rajasthan, Undertaking)

HOTEL SARAS BHARATPUR (Raj.) 321001

Email - saras@rtdc.in, Website : www.rtdc.in

Fax & Phone : 05644-223790

Ref. No. / 1586

Dated .. 18/3/2019

BID NOTICE

Bids are invited from the leading chartered accountants Firms/ Company based at Bharatpur for accounting work of units of Bharatpur zone for the Financial year 2019-20 on yearly contract basis.

Bid document can be obtained from Hotel Saras, Bharatpur up to 18.3.2019 up to 3.00 P.M. which will be recieved up to 18.3.2019 on 3.00 P.M. and will be opened at 4.00 P.M. by the committee in presence of bidders who choose to be present on this occasion.


Manager
RTDC Hotel
Saras, Bharatpur

Rajasthan Tourism Development Corporation Ltd., Jaipur

(Government of Rajasthan Undertaking)

website: www.rtdc.rajasthan.in , Email: edf@rtdc.in

BTR

Instructions and information to bidder regarding Fees/EMD etc.

Estimated Cost of work Rs. 0.90 Lacs (Ninth Floor +)

1. Cost of bid form Rs. 100 /- (One hundred only),
2. Earnest money 2% of estimated value of work Rs 1800/- to be deposited before submitting bid.
3. Last date and time for submission of Bid 19.03.2019 up to 3.00 PM
4. Opening of the bid on 19.03.19 at 4.00 PM.
5. At any time prior to the deadline for submission of bids, the RTDC Ltd., may amend the bidding documents by issuing an amendment.
6. Bid is to be submitted in two envelopes for Part A & Part B.
7. Chartered Accountant firm/Company situated at Zone Head Quarter from last five years will be eligible to participate in the Bid.
8. Conditional bid will be liable to be rejected. The Bid opening committee reserves the right to cancel any of all bids without assigning any reason.

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TECHNICAL BID FORM

S.No.	Particulars	Enclosed (Yes/No)	Page No.
1	Name and complete Address of the Chartered Accountant. firm		
2.	Copy of Registration as C.A. Firm		
3.	Copy of PAN with attested copy		
4.	Copy of Registration Under GST		
5.	Chartered Accountant firm/Company situated at Zone Head Quarter from last five years will be eligible to participate in the BID..		
6.	Bidder should have five years experience in field of Chartered Accountant services		
7.	Average turn of the firm for last three years should be Rupees Five Lacs. (Copy of Balance Sheet of last three to be enclosed)		
8.	Financial Bid Form & copy of complete bid form along with Terms & Conditions to be signed by bidder on in each page.		

NOTE : . If any firms do not full fill the requirements of S.No. 5 to 8 will be Technically disqualified.

- I/we hereby solemnly declare that the above information given above by me/us and in the enclosure to the bid form is correct.
- In case any of above information given by me/us is found to be incorrect the RTDC Ltd. will have the right to forfeit the Earnest Money deposited and tender will be liable to be rejected.

Signature of Bidder
with seal.of the firm

Rajasthan Tourism Development Corporation Ltd., Jaipur

(Government of Rajasthan Undertaking)

Paryatan Bhawan, 3 rd Floor, Opposite Vidhayakpuri Police Station,

M.I.Road, Jaipur. 302001 (Raj.)

website: www.rtdc.rajasthan.in , Email: edf@rtdc.in

Details of Accounts Work to be carried out at units including POW

Work to be carried out at Units by Chartered Accountant Firm:-

1. Manual written General Revenue cash book & Operational cash book will be provided by the units to the Chartered Accountant at respective zone head quarter and after checking of cash books the Chartered Accountant will prepare books on Tally soft ware for each unit separately on monthly basis in proper head of accounts.
2. Preparation of necessary Journal Vouchers and adjustment entries and entries in cash book/Journal to be maintained on Tally software for each unit and passing of entries towards reverse charge of GST on accrual basis.
3. Preparation of all information of GST Collection and Input in specified formats provided by head office for the purpose of filing of return to be sent to head office on every month.
4. Preparation of monthly statements to be sent to Head Office in specified formats provided by head office.
 - A. Preparation of Income Expenditure statement of units..
 - B. Preparation of GST and VAT Collection & GST Input & Vat Input statements.
 - C. Preparation of statement of Income tax deduction from salary of staff and contractors deducted at unit and statement of TDS under GST.
 - D. Preparation of statement. of deductions of EPF and GLIC deductions from salary of staff.
 - E. Preparation of Recovery statement of credit facilities etc.
 - F. Preparation of Bank reconciliation statement.
 - G. Reconciliation of bookings from CRO and Online and its accounting. on monthly basis.
 - H Preparation of Monthly Trial Balance.
 - I Reconciliation of earnings of POW of CRO Delhi & H.O.
 - J. Finalization of accounts of the units after completion of Financial year end and preparation of related details duly tallied with ledger balances.

All above statements/papers are to be signed by Chartered Accountant and will be sent to head office by 5th of every month.

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GENERAL TERMS AND CONDITIONS OF CONTRACT

1. Important Instruction:- The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012" (hereinafter called the Act) and the "Rajasthan Transparency in Public Procurement Rules, 2013" (hereinafter called the rules) under the said Act have come into force and are available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process.
2. The detailed works to be carried out is detailed at our website: www.rtdc.rajasthan.gov.in which should be read carefully before filing the tender documents. Any doubts towards the given work must be cleared by discussion before submitting the tender.
3. The C.A. firm shall be completely responsible for all accounting work and preparation of all the statement of units as per enclosed detail of work to be carried..
4. All the accounting work will be carried out on Tally Software by the Chartered Accountant Firm on accrual basis on the Computer which will be provided by the corporation along with Tally Software at the at Zone Head Quarter.
5. CA firm to whom work of Zone will be allotted will be responsible to coordinate with the concerned units of their Zone as well as with Chartered Accountants firms working at Head Office.
6. The earnest money amount of successful bidders will be retained and all earnest money amount of remaining bidders will be refunded after allotment of work. No interest is payable upon the earnest money.
7. The successful bidder who undertakes the work shall only be held responsible for EPF/ESI and all labour Act. Provisions towards the staff engaged by him to carryout the assigned work.
8. The corporation will provide the working place and related services as per requirement of work and availability.
9. The corporation will not be held responsible for any incidence of miss-happening of any staff of bidder during the currency of agreement.
10. The tender will be held responsible for any wrong/false information caused any loss to the corporation.
11. No compensation will be made in case the complete or part work assigned to a bid is cancelled by the corporation.
12. As a token of acceptance of the work the successful bidder have to execute the agreement on a non judicial stamp paper of Rs. 500/- duly notified by a notary.
13. The successful bidder will have to furnish Security Deposit which is 10% of total value of the order (after adjusting Earnest Money deposit) in form of Demand Draft in favour of Executive Director (Finance) RTDC Ltd., Jaipur. Which will be refunded after completion of contract period on which no interest will be given.
14. If any of the terms and conditions of the contract is infringed or In case the successful bidder could not undertake the work in a defined manner or the corporation found his work is not satisfactory and up to the mark, the agreement will be cancelled and the earnest money and security deposit of the firm/company will be forfeited.

15. In case of any dispute, the decision of the Managing Director or the arbitrator appointed by him will be final and acceptable to both the parties.
16. The payment for this work will be made on monthly basis after completion of each month after deduction of 10% Security Deposit (to be refunded after completion of contract period) and other statutory deductions.
17. The period of this work will be remained in force for one year starting from April 2019 and can be extended for another one year with mutual consent and understanding.
18. The successful bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.
19. In case of any dispute Jaipur will be the jurisdiction for legal cases.
20. Direct or indirect canvassing on the part of tenders or their representatives will disqualify their tenders.
22. JURISDICTION :

All disputes, if any arising out of this agreement shall be instituted in the Court of competent Jurisdiction situated at Jaipur city, Rajasthan and at no other courts at other places.

I/We ----- declare that what so ever mentioned in this tender form by me/us is true and correct to the best of my/our knowledge & belief. I/we have gone through all terms and conditions and agreed upon them. In case any default/error is found in my tender form the same may be liable to be rejected at any time by the corporation.

Signature of Bidder
with seal

**BID FORM
(PART A")**

Bids for all accounts work of Units of RTDC at Zone Headquarters for the Financial year 2019-20.

Zone (Head Quarter)	No. of Units	Name of Hotels/Midways	Estimated Value per Annum	Earnest Money
Hotel Saras Bharatpur	3	1. Saras Bharatpur 2. Midway Mahuwa 3. Forest Lodge Bharatpur.	Rs. 0.90 Lac (Rupees Ninty thousand)	Rs.1800/- (Rupees One Thousand eight hundred)

1. Name & Full Address of the firm submitting the bid.....
.....
2. Address: General Manager/Manager, Rajasthan Tourism Development Corporation Limited, Hotel.....
3. Reference: Bid Notice No. Dated.....
4. The bid fee amounting to Rs 100/-. Has been deposited vide cash receipt. No..... Dated..... Amount-----
5. We agree to abide by all the conditions mentioned in bid notice No..... dated..... Issued by the Manager, RTDC Ltd., Hotel Saras Bharatpur, of the Corporation and also the further conditions of the said bid notice given in the attached sheets (all the pages of which have been signed by us in Token of our acceptance of the terms and mentioned herein)
6. The earnest money of Rs.1800/- vide cash receipt No.-----Dated-----

Signature of Bidder
With Seal

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BID FORM (PART "B")
(FINANCIAL BID)

Name of Firm: _____

Address: _____

Particulars of work	Offer rate for Zone for one Year (In rupees including taxes)
All accounts work of Units of Bharatpur Zone (As per enclosed details of work of units to be carried out).	

Signature of bidder
with seal