



RAJASTHAN RURAL ROAD DEVELOPMENT AGENCY

Jacob Road, Civil Lines, Jaipur-302001 (Rajasthan)



Government of Rajasthan
Empowered Officer PMGSY (RRRDA), PWD
Rajasthan

REQUEST FOR PROPOSAL

FOR

ENGAGEMENT

OF CA Firm for

**FOR APPOINTMENT OF TAX / ACCOUNTS COUNSULTANT FOR THE FINANCIAL YEAR
2021-22 to 2023-2024.**



RAJASTHAN RURAL ROAD DEVELOPMENT AGENCY

Jacob Road, Civil Lines, Jaipur-302001 (Rajasthan)



No. _____, dated _____

REQUEST FOR PROPOSAL

FOR APPOINTMENT OF TAX / ACCOUNTS COUNSULTANT FOR THE FINANCIAL YEAR 2021-22 to 2023-2024.

The Rajasthan Rural Road Development Agency, invites proposals from firms of Chartered Accountants empanelled with C&AG which meet all the conditions in the eligibility criteria listed below, for appointment as Tax / Accounts Consultant for providing consultation and other allied services for taxation, accounting and financial matters relating to RRRDA headquarters for the financial year 2021-22 to 2023-24 as per the Terms of Reference provided in the RFP document.

Eligibility Criteria: The firm must (a) have 8-10 partners out of which 5 partners must be FCA and empanelled with C & AG for the Financial Year 2020-21 and applied for empanelment for the year 2021-22 ; (b) have an average turnover of Rs200 lakhs per annum as per the last 3 years Audited Balance Sheet; (c) have carried out at least two consultancy contracts/audits with any Central Government/State Government /Autonomous Body/Ministries/Departments/ PSU's in the last four financial years i.e. till 31.03.2021 with atleast 1 assignment of PMGSY (d) The firm have at least 20 (Twenty) years existence as per ICAI certificate (e) The firm must have its Head Office at Jaipur for better coordination with the RRRDA HQ.

In evaluation of the proposals the Quality cum Cost Based System (QCBS) shall be followed.

Detailed RFP: Detailed Request for Proposal document (RFP) comprising Background, Terms of Reference (ToR) and Guidelines for submitting the proposal **can be downloaded** from the website pmsgytendersraj.gov.in

Important Dates:

S No	Key Activities	Date
1.	Date for issue of RFP	28.07.2021 at 9.30 AM
2.	Last date of submission of Proposal (RFP)	11.08.2021 at 6.00 PM
3.	Estimated cost of work	Rs. 12.00 Lacs/P.A. i.e. 1 lakh P.m.
4.	Cost of Bid Document	Rs. 500.00 in Favour of Secretary, RRRDA, Jaipur
5.	Bid Security	Bidder should submit Bid Securing declaration form attached in RFP.
6.	Date of opening of Prequalification Bids	12.08.2021 at 4.00 PM
7.	Date of opening the Commercial Bids	13.08.2021 at 11.00 AM



RAJASTHAN RURAL ROAD DEVELOPMENT AGENCY

Jacob Road, Civil Lines, Jaipur-302001 (Rajasthan)



REQUEST FOR PROPOSAL (RFP)

FOR APPOINTMENT OF TAX / ACCOUNTS CONSULTANT FOR THE FINANCIAL YEAR 2021-24 ENDING 31st MARCH 2024.

- A. Rajasthan Rural Road Development Agency (RRRDA hereinafter called “Employer”) Jaipur seeks to invite technical and financial proposals from Chartered Accountants firms empanelled with C & AG which meet the minimum eligibility criteria, for providing consultation and other allied services for taxation, accounting and financial matters relating to RRRDA headquarters office and its Project Implementation Units (PIUs) at district level for the F/Y 2021-24, which could form the basis for future negotiation and ultimately a contract between **RRRDA** and **CA firm**.
- B. The purpose of this assignment is to appoint a Chartered Accountant firm for providing services as Tax / Accounts Consultant of RRRDA Headquarters office and its all PIUs for the **accounting period April 2021 to March 2024 (FY 2021-24)**.
- C. In order to obtain first hand information on the assignment and the local conditions, it is considered desirable that a representative of the firm visit the office of the Rajasthan Rural Road Development Agency, Jaipur before the proposal is submitted. Your representative may meet the following officials or contact on the phone numbers given below:-

Name, address, telephone number/ Fax number.

Mr. Subodh Malik

Secretary

Rajasthan Rural Road Development Agency,

Jaipur, Ph. _____

- D. The proposals including all the supporting documents / information in the prescribed formats (Enclosed) along with EMD will be received in the Office of Additional Chief Engineer, PWD, Zone-II, at PWD HQ Jaipur upto **12.08.2021**, 3.00 PM.

The details about the background of the employer, the units to be covered, scope of work, and terms of reference and the eligibility criteria for selection of the CA firm are given in the following paragraphs.

(1) INTRODUCTION:-

Rajasthan Rural Road Development Agency receives fund from the Central Government, State Government, ADB, World Bank, for the Rural Road Development Project. The project is being implemented in the State of Rajasthan by RRRDA Pwd Jaipur.

At present the Project is being implemented at District level by PIUs of RRRDA (List enclosed).The Agency (Employer) intends to appoint Chartered Accountant firm for providing advice and allied services for taxation, accounting and finance (including Project Financial Statements) related matters of RRRDA Headquarters office and its all PIUs.

(2) PROJECT DESCRIPTION:-

The main objective of the project is to construct the village roads/bridges throughout the State as per guidelines issued by Government of India, State Government.

(3) PROJECT SETUP:-

The project is being executed by RRRDA. The project implementation setup is as follows-

1. At the State level Executive Committee (E.C.) shall be responsible for strategy and policy formulation, review of performance at unit level, rectification of budget, etc.
2. The principle executive body at the state level is the Head Office of the RRRDA which would be responsible for supervision of project's operational matters including close monitoring of the project at all levels, imparting professional support to the districts, etc.
3. The execution of the Project is being done by the Project Implementation Units who are responsible for procurement, disbursement, monitoring, reporting and co-ordination with various work agencies.

(4) OBJECTIVE OF CONSULTANT SERVICES:

- i. The objective of getting Consultant services is to seek independent and professional advice on various taxation, accounting and financial matters of RRRDA headquarters office and its Project Implementation Units. Consultant CA will prepare tax returns of RRRDA headquarters office relating to Income Tax, GST and other statutory tax/duties/cess periodically as mandatory under taxation laws.
- ii. It further enables the Employer in timely preparation and submission of reply of queries / notices issued by Income tax/GST and other taxation Authorities to RRRDA Headquarters office.
- iii. Consultant CA will also provide necessary support, advice, assistance for preparation of reply of queries/ notices issued by Income tax/GST and other taxation Authorities to PIUs.
- iv. Consultant CA will provide necessary support, advice, assistance for rectification of errors/ omissions in the book of accounts/Financial Statements of RRRDA/ PIUs.
- v. Consultant CA will also provide necessary support, advice, assistance in preparation of ADB (Asian Development Bank) and World Bank reimbursement claims as per their guide lines and comply with the orders/instructions issued by these institutions.

- vi. In view of strengthening the system Consultant CA will study the existing accounting/ project financial systems including financial controls system of RRRDA and provide guidance to strengthen the same.
- vii. Consultant CA will analyze the Balance Sheet items especially items appeared as liability (viz Deposit amount of Royalty, Labour cess, Contractor's deposit/ recovery from contractors etc.) and help the HQ/PIUs in settlement of the same by exploring the ways to settle the dues/ liability timely.
- viii. Consultant CA will also provide necessary support, advice, assistance for preparation of Bank reconciliation statements of all schemes dealt at RRRDA headquarters office and its PIUs.
- ix. Further objective to appoint consultant CA is to train the staff by providing training on accounting, taxation and financial matters, maintenance of books of accounts, up keep of supporting documents, records etc.

(5) **Standards:** The consultancy work will be carried out in accordance with the generally accepted accounting practices/principles/Income Tax Act/GST Rules/ Rajasthan Societies Act/Accounting standard issued by the Institute of Chartered Accountants of India (ICAI), directives of Reserve Bank of India, guidelines of ADB/WB and other relevant enactments and notifications published by Central and State governments on time to time. The consultant CA should accordingly consider materiality when planning and performing the work.

(6) SCOPE & COVERAGE OF WORK

➤ **TDS Data Monitoring:** Tax deduction at source (TDS) is an instrument designed for quick and smooth collection of tax due to the authorities from the taxpayer. The work which has been included regarding TDS compliances under the scope as under:-

1. Ensuring that TDS has been deducted from all the Invoices submitted by the various parties wherever required.
2. The Rate of TDS is appropriate and as per TDS provision.
3. The deducted TDS has been submitted to respective department of Government on timely basis.
4. Wherever Interest and Penalty has been imposed on late payment of TDS or not deduction of TDS, checking the calculation of Interest and Payment.
5. Ensuring that amount on which TDS is required to be deducted is exclusive of all the Taxes and duties.

➤ **TDS Compliance under GST Law:** TDS under GST Law Refers to certain % of the amount which is to be deducted by the Government Department on the amount payable on account of Supply made if Taxable Value as per Section 15 of CGST act 2017 exceeds 2.5 Lakh. The Scope of work includes -:

1. Ensure that Certificate of Deduction has by the PMGSY has been issued on timely basis.
2. Ensuring that department has deducted TDS at the rate prescribed by the Government.
3. Ensuring that amount which has been deducted has been deposited to the respective department of Government on timely basis.
4. Ensuring that TDS has been deducted on Total Value of Supply under a Contract exceeds Rs. 2.5 Lakh
5. In case of delay of payment of TDS to the Government ensure that proper interest has been paid to the Government.

6. In case of delay of filing the TDS Return to the Government ensure that amount of penalty has been calculated properly and deposited to the respective department of Government

➤ **Consultancy Regarding Mismatch of Entries under Online Management Monitoring and Accounting System (OMMAS):** Common accounting system has been developed for the projects which are based on Central Public Works Accounting System and double entry accounting system. PIUs are making entries into OMMAS concurrently. The accounts generated by the system are duly authenticated by the Divisional Officer and Divisional Accountant and those of SRRDA by the Empowered Officer and Financial Controller.

The Scope of Work regarding OMMAS consultancy includes:-

1. Consultancy regarding mismatch of old accounting entries under the OMMAS.
2. Consulting Regarding Reconciliation of old and unadjusted accounting entries.
3. Consultancy Regarding correction of an error which affects a deposit head or amounts receivable from and payable to other parties while at the same time ensuring that there will no minus entries for the correction of errors or transfers. The corrections will be made by debit or credit to the correct head of account by credit or debit to the head of account in which the amount was originally posted.
4. Ensuring that when a correction is permissible it should be made by a formal transfer entry order and for every transfer entry there must be an authority in Transfer Entry Order in form PMGSY/IA/F-17 which sets forth all the necessary particulars.
5. Ensuring that a Transfer Entry Order must be signed by Divisional Accountant and the Divisional Officer.
6. Ensuring that all the entries made in the transfer entry book should be posted to the relevant account head in the Debit ledgers or the Credit Ledgers, with folio numbers entered against each entry in the Transfer Entry Book and the Ledgers to enable tracing the entries.

➤ **Insurance Contract:** Every contractor is required to provide the General Insurance cover for the contract amount before the commencement of work and Defect Liability Insurance for maintenance amount which should be obtained before completion of work.

The Scope of work regarding Insurance Contract includes the following:-

1. Ensuring that the contractor at his cost has provided in the joint names of the employer and the Contractor, insurance cover from the start date to the date of completion which covers the following risks mentioned in clause 13 of Part I General Condition of Contract.
2. Ensuring that the Insurance Policies and certificate have been obtained by the engineer in charge of work before the date of start of work from the contractor.
3. Ensuring that the insurance cover has been submitted by the contractor to the Engineer in charge to cover the risk from date of completion of work to the end of defect liability period.
4. Ensuring that if the contractor has failed to secure the insurance cover, action has been taken against him in terms of Clause 52.2 (f) of Part I of General Conditions of Contract.

➤ **Compliance Regarding Royalty:**The Scope of work regarding royalty includes:-

1. Ensuring that the amount of royalty has been calculated properly and proper documentation has been made regarding calculation of royalty.
2. Ensuring that the amount of royalty deducted from the bills are deposited to the

respective Government account of concerned department for which reimbursement has been claimed in due time period.

3. Ensuring that amount of royalty recovered from the contractor shall be credited to royalty head of account and when the royalty amount is remitted to the concerned authorities, or refunded to the contractor on the receipt of Royalty Clearance Certificate, this head will be debited resulting in NIL balance.

➤ **Banking :**

1. Proper bank reconciliation
2. Checking of interest paid by bank is proper
3. Transfer of surplus fund into FDR

➤ **Compliance of CAG and Internal& Statutory Audit Para.**

(7) TIME SCHEDULE FOR SUBMISSION OF REPORT

Consultant Chartered Accountant shall prepare and file all statutory tax returns well before due dates. Similarly consultant Chartered Accountant shall prepare and submit reply of queries /notices issued by Income tax / GST and other taxation Authorities to RRRDA head quarters office within the time limit prescribed by the authority concerned. Other matter /work that will assigned to consultant from time to time in respect of taxation/accounting/financial matters shall be carried out by the firm promptly.

(8) PENALTY

In the event of delay on the part of the consultant firm in filing of returns on due date an amount equal to the penalty and interest imposed by the tax authority and interest amount shall be recovered from the firm.

(9) TERMINATION OF CONTRACT

- i. In the event of any default in performance/unsatisfactory performance of the Consultant CA Firm and /or failure in timely submission/non submission of return/required documents, contract shall be terminated by issuing 15 days notice by Employer in this regard.
- ii. No termination payment shall be payable by the Employer to Consultant CA Firm.

(10) TERMS OF PAYMENT

The mode of payment of the agreed fee to be made in consideration of the assignment to be performed by the firm shall be in the following stages:-

- i. A monthly statement of work performed during the month by the Consultant CA team has to be submitted to Finance Controller on 5th day of the each following month by the Consultant CA in a proforma prescribed.
- ii. Payment will be made in quarterly equal installments at the end of each quarter from the commencement of work subject to satisfactory completion of work assigned to CA firm.
- iii. 10% of the contract amount will be withheld from the last installment (4th Installment) and the same shall be released after 3 months period subject to no demand from taxation authorities is received for non filing/ late filing of statutory returns of Income tax/GST etc. and satisfactory completion of assignment.
- iv. The CA firm shall submit quarterly invoice accordingly, which will be verified by Finance Controller RRRDA before making payment.
- v. All relevant taxes will be deducted as per prevalent rules and regulations by RRRDA.

- vi. All payments/refunds shall be made electronically in the bank account of the proposer, the details of which have been submitted with financial proposals.
- vii. Payment will be made in Indian National Rupee (INR) only.
- viii. On submission of travelling expenses claim, travelling expenses will be reimbursed as per Rajasthan Govt. Travelling allowance Rules for official journey performed outside Jaipur by consultant team. For reimbursement purpose FCA/CA will be treated equivalent to Grade B and other staff as Grade C officers.

(11) ELIGIBILITY CRITERIA

- i. The firm must be empanelled with C & AG of India for the year 2020-21 and have applied for the empanelment for the year 2021-22 (necessary documents viz printout of acknowledgement letter generated online etc. should be attached in this regard)
- ii. The firm must be registered with the Institute of Chartered Accounts of India (ICAI) and have Income Tax Permanent Account Number (PAN) and Goods and service tax registration (GSTN). (Attach documentary evidences in terms of copies of registration documents etc.)
- iii. The particulars of the Firm's H.O., B.O. and Partners and paid Chartered Accountants should match with the certificate issued by ICAI not earlier than date of publication of this RFP without which the application of the firm would not be considered.

iv. The firm must have its Head Office at Jaipur.

v. The firm must qualify following minimum criteria:-

1. The Firm must have 8-10 partners out of which 5 partners must be FCA
2. Average annual turnover of the firm in last three financial years must be Rs 200.00 lakh as per last 3 years (2017-18 to 2019-20) Balance Sheets.
3. The firm's existence as per ICAI certificate must be 20 years.
4. The firm should have carried out at least 2 consultancy contracts/audits in the area of taxation, accounts and finance with any central/ State Government/ Autonomous body/ Ministries/Department /PSU's and with at least 1 assignment of PMGSY in the last 4 financial years i.e. up to 31.3.2021 (2017-18 to 2020-21) except Bank Branch consultancy. The firm should attach experience certificate.
 - a) Any firm not qualifying on above minimum criteria need not apply as its proposal shall summarily be rejected.
 - b) Supporting Documents for Eligibility Criteria.

Following supporting documents must be submitted by the firm along with the technical proposal:

- i. For S.No.1, & 3 above, the firm must submit an attested copy of latest Certificate of ICAI.
- ii. For S.No.2, the firm must submit, a copy of the audited Balance Sheet & Profit & Loss Account for the last three years (2017-18, 2018-19 & 2019-20) (The firm may also provide the break-up off ease long with the relevant evidences/ documents.)
- iii. For S. No. 4 the firm must submit copies of the appointment letters from the organizations concerned. Consultancy assignment of any Bank shall not be considered while taking into account the total number of assignments.
- iv. The firm or any partners of the **firm should not be black listed** by any PSUs or Government Company or any other organization in respect of any assignment or behavior. *[Affidavit on stamp paper is to be given in this regard by the authorized person of the firm].*

5. **Also there will be a Personal Interview with the Firm's concern person after the Technical evaluation.**

(12) GUIDELINES FOR SUBMITTING THE PROPOSALS

A. General Guidelines:

The firms are required to submit the proposal as per the guidelines and formats detailed out in the following paragraphs:

- (i)
 - a. The Bidder shall place the three separate envelopes (called inner envelopes) marked "EMD", "Technical Bid" and "Financial Bid" in one outer envelope.
 - b. The Technical Proposal shall be placed in a sealed envelope clearly marked "**TECHNICAL PROPOSAL**" Similarly, the Financial Proposal shall be placed in a separate sealed envelope clearly marked "**FINANCIAL PROPOSAL**" followed by the name of the assignment, and with a warning "**NOT TO BE OPENED WITH THE TECHNICAL PROPOSAL.**" The envelopes containing the Technical proposal, Financial Proposal and EMD shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and title of the Assignment, and be clearly marked "**NOT TO BE OPENED, BEFORE 12.08.2021, 4.00 PM.**" The Agency shall not be responsible for misplacement, loss or premature opening if the outer envelope is not sealed and/or marked as stipulated.
- ii. **Team Composition & Number of Teams for the assignment:** Besides headquarters office, as there are a large number of PIUs (about 36) therefore, a time bound completion schedule and a capable CA and allied staff team will need to be deployed for the completion of the assignment. **A dedicated team comprising one CA and one supporting staff preferably an 'Article' should always be available on all working days exclusively for RRRDA.** The technical proposal must clearly elaborate on the team composition as given in **T-4**.
- iii. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
- iv. It may be noted that a record of the tour shall be maintained if team visits PIU. Team has to collect a certificate of their attendance giving their name, designation and date of visit etc. from the head of that PIU. Similarly, a monthly statement of work performed during the month by the Consultant CA team has to be submitted to Financial Controller on 5th day of the each following month by the Consultant CA in a proforma prescribed by the Financial Controller in this regard.
- v. **Joint Ventures are not allowed to participate.**
- vi. **Single Proposal:** A firm should submit only one proposal. If a firm submits or participates in more than one proposal, all such proposals shall be disqualified.
- vii. All agencies must comply with the Format/ Requirements for Technical and Financial proposal.
- viii. Financial proposals submitted by the firm should be valid for 3 months from the date of submission of the proposal by the firm. If the offer is withdrawn during validity period the firm will be debarred from participation in future bids of RRRDA and EMD will be forfeited.
- ix. Each page, Form, Annexure and Appendices of the Technical and Financial Proposal must be signed by the Authorized signatory of the firm.

- x. All blank spaces in the financial proposal must be filled in completely where indicated, either typed or written in ink.
- xi. Rajasthan Rural Road Development Agency (RRRDA) reserves the right to accept or reject any offer without giving any explanation.

B. Technical Proposal:

- i. Letter of Transmittal (*Form T-1*)
- ii. Details of the Firm along with Details of Partners (*Form T-2*),
- iii. Details of Qualified Staff & Semi-qualified Staff (*Form T-3*),
- iv. Details of the Team Composition (*Form T-4*): Firm must provide the structure and composition of the teams which shall be deputed. One CA and one article must be available for RRRDA on all working days for completion for assignment. Firm should provide the Curriculum Vitae of the key personnel (FCA, CA) who would be leading the consulting teams and the overall consultation assignment. Once team members is approved by the employer, members of team shall not be changed except under unavoidable circumstances/unforeseen events.
- iv. Description of Approach, Methodology & Work Plan for performing the consultancy work for RRRDA head quarters office and PIU(*Form T-5*)
- v. Brief of the relevant experience (*Form T-6*)
- vi. Comments & suggestions on the TOR(*Form T-7*)

C. Financial Proposal:

- i. Chartered Accountant firm shall express the fee of their assignment in Indian National Rupee only.
- ii. The financial bid shall be submitted for the annual professional fee including local journeys & taxes as applicable except GST. GST (Goods and service tax & cess on Goods and service tax), shall be paid by RRRDA separately as applicable.
- iii. The financial bid shall be submitted in the *Form F-1* along with details of Bank account number, IFCS code etc in which payment is desired from the employer.
- iv. The firm must submit strategic plan for completing the assignment up to the given time schedule

Earnest Money Deposit (EMD)

Earnest Money Deposit-

Bidder should submit Bid Securing declaration form attached in RFP.

(E) Minimum Fee-

Minimum fee for consultant service assignment shall be Rs.12 Lakh i.e. 1 lakh per month (Twelve Lakh only) as per annually as per guideline no-1-CA(7)/03/2016 of ICAI.

Any participate not comply this circular of ICAI shall not eligible to work as a consultant of RRRDA

(F)- Duration of the contract-

Assignment will be awarded for initial one financial year (2021-22 to 2023-24). Employer, at its sole discretion and based on performance of the Chartered Accountant Firm, can extend the contract period for additional two years or further years after mutual consent of both parties on the same terms and conditions and fee will be decide by both parties after justify price escalation.

H. Evaluation of Technical Proposal:

The evaluation of technical proposals shall be based on the following parameters:

Sl. No.	Particulars	Minimum Criteria	Max Marks	Evaluation Criterion
1.	Number of Full Time Partners associated with the firm. (As per certificate of ICAI)	10 Partners	10	10 FCA / CA as partners = 5 marks More than 10 FCA/ CA partners =10 marks
2.	Number of Full Time Fellow Partners associated with the firm. (As per certificate of ICAI)	5FCA	5	5 FCA as partners = 5 marks
3.	Turnover of the firm (Average annual turnover in last three financial yrs. (2017-18 to 2019-20))	Minimum Rs. 200 Lakhs	10	Rs 200 Lakh = 5 marks More than Rs. 200 Lakhs =10
4	No. of assignments: Experience of consultancy/ audit contracts with Central/ State Government/ Autonomous body/ Ministries / Department /PSUs during last 4 years. (2017-18to 2020-21)	2 Assignments	10	2 assignments=5marks more than 2 assignments = 10 marks
5	Key Professional Staff Qualifications & Competence for the assignment. No. of Team (with min 2 members as Specified in Form T-4) & Team composition.	1Team	10	One team = 02 marks Two teams (1 main team and 1 backup team) = 5 marks three or more teams (1 main team and 2 or more backup teams) = 10 marks
6	Firm Existence	20years	5	Existence for 20 years. = 5 marks
7	Preference to Rajasthan state based firms	HQ in Jaipur	5	Firm's HO at Jaipur = 5 Marks
8	Personnel Interview of the Firm's representative about the Project	-	45	Which is based on PMGSY working including Rajasthan State government working.

(13) SELECTION METHODOLOGY:

A two-stage procedure shall be adopted in evaluating the proposals. The selection will be done using Quality cum Cost Based Selection (QCBS) process 50% weight age would be given to the Technical evaluation and 50% weight age would be given to the financial bid.

First Stage:

- i. Envelope containing EMD will be opened.
- ii. Technical proposals of those firm shall be opened who has submitted required EMD.
- iii. Thereafter, a technical evaluation shall be carried as per the evaluation parameters provided in the “Eligibility Criteria & Technical Evaluation” section.
- iv. The technical proposal scoring at least 80% of the marks shall be considered as “Qualified on Technical Parameters”. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score (i.e.at least80%) and eligibility criteria given in para11.

Second Stage:

- i. Financial proposals shall be opened only for the CA firms who have qualified on Technical Parameters. Financial Proposals of the firms which have not qualified on technical parameters shall be returned unopened after the completion of selection process.
- ii. **In evaluation of the proposals the Quality Cum Cost Based Selection (QCBS) process shall be followed as per the formula as under:-**

To allow comparison on a common basis, each Financial Proposal will be carefully scrutinized in accordance with the procedure. The lowest evaluated Financial Proposal will receive the maximum score of 100 marks. The score for each other Financial Proposal is inversely proportional to its ETP and will be computed as follows:

$$S = (T/T \text{ High} \times 50) + (C \text{ Low}/C \times 50)$$

Where:

S = Score of the firm

T = Technical score of the Firm

T High = Highest Technical score among the Firms

C Low = Lowest Quote among the Firms

C = Quote as provided by the Firm (Please refer to Annexure 7)

The Firm securing the highest score becomes the successful Firm.

Following completion of evaluation of Technical and Financial Proposals, final ranking of the Proposals will be determined. This will be done by applying a weightage of 50% and 50% respectively to the technical and financial score of each evaluated qualifying Technical and Financial Proposal and then computing the relevant combined total score for each Consultant. After approval of the competent authority, successful consultant will be notified. The competent authority reserves all rights to accept or reject any or all proposals without assigning any reason for his decision.

(14) AWARD OF CONTRACT:

On completion of selection process, the firm selected shall be awarded the contract of Consultant Chartered Accountant of RRRDA headquarters Office & PIU by issuing the Letter of Award (LOA). The Firm may submit the performance Security @ 2.50 of contract amount. The firm should execute a Contract with the Employer within 2 weeks of the award of the issuance of LOA. The firm shall enter in to an agreement with the Employer as per format prescribed.

Letter of Transmittal

To,
Secretary,
Rajasthan Rural Road Development Agency,
Jaipur

Dear Sir,

We, the undersigned, offer to provide the Consultant and allied services for [RRRDA Jaipur] in accordance with your Request for Proposal dated [Insert Date]. We are hereby submitting our Proposal, which includes a Technical Proposal, and a Financial Proposal sealed in a separate envelope along with EMD.

We hereby declare that all the information and statements made in this Proposal are true and correct to the best of our knowledge and belief.

The rates quoted by us in the Financial Proposal (Form F-1) are valid till three months from the date of submission of the quotation. We confirm that this proposal will remain binding upon us and may be accepted by you at any time before the expiry date.

Prices have been arrived independently without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any competitor.

We agree to bear all costs incurred by us in connection with the preparation and submission of the proposal and to bear any further pre-contract costs.

We understand that [RRRDA Jaipur] is not bound to accept the lowest or any proposal or to give any reason for award, or for the rejection of any proposal.

I confirm that I have authority of [Insert Name of the C.A. Firm] to submit the proposal.

Yours faithfully,

()

Particulars / Details of the Firm

Sl. No.	PARTICULARS	Supporting Documents required to be submitted along with this Form
1	Name of the Firm	
2	Addresses of the Firm:	
	Head Office	Phone No: Fax No: Mobile of Head Office In-charge:
	Date of establishment of the firm	
	Date since when is H.O. at the existing Station	
	Branch Office 1, 2, 3.....(Particulars of each branch to be given)	Phone No: Fax No: Mobile of each Branch Office In-charge:
	Mention the date of each branch offices since when Existed at the existing place	
3	Firm Income Tax PAN No.	Attach copy of PAN card
4	Firm GST Registration No.	Attach copy of Registration
5	Firm's Registration No. with ICAI	
6	Empanelment No. with C & A G	Attach proof of latest empanelment With C&AG for the year under Audit.
7	No. of Years of Firm Existence & Date of Establishment of Firm	Attach copy of Partnership Deed
8	Total turnover of the Firm in last three years (2017-18 to 2019-20)	Attach balance sheet and P&L Account of the last three years giving Break-up of Audit Fee and Other Fees Received.
9	Annual Average Turnover with Break-up of Fee towards Audit, Income Tax matters, consultancy fee And others (Specify)	Provide a Chart
10	Audit Experience of the Firm	Please give information in form T-6
11	Details of Partners: Provide following details: <ul style="list-style-type: none"> • Number of Full Time Fellow Partners associated with the firm. • Name of each partner, • Date of becoming ACA and FCA • Date of joining the firm, • Membership No., • Qualification • Experience • Whether the partners is engaged full time or part time with the firm. • Their Contact Mobile No., email and full Address 	Attested copy of Certificate of ICAI

A. Details of Qualified Staff (Chartered Accountants)*(Please provide a self attested copy of latest Certificate of ICAI for each qualified staff)*

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Membership No.	Relevant Experience
1						
2						

B. Details of Semi-qualified Staff (including Article Clerks etc.)

S. No.	Name of Staff	Length of Association with the Firm (in years)	Educational Qualifications	Area of Key Expertise	Relevant Experience	Remarks
Semi Qualified Staffs:						
1						
2						
..						
Article Clerks:						
1						
2						
..						
Others						
1						
2						

Details of Structure & Composition of Team and Task Assignments – DEPLOYED FOR Proposed Assignment

Each team will constitute of minimum 2 members with qualifications as below:

Main Team

Name	Position / Team Number	No's (Minimum)	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimated for task completion
Chartered Accountant	Team Leader	1					
Support Staff (Article/ Assistant)	Support to team leader	1					

Alternative Team(In case main team is not available due to unavoidable circumstances/unforeseen events)

Name	Position/ Team Number	No's (Minimum)	Educational Qualification	Key Responsibilities or Task Assigned	Relevant Experience and period of association with the firm	Name of the firm to which he belongs in case of Associate	Number of Man days estimated for task completion
Chartered Accountant	Team Leader	1					
Support Staff (Article/ Assistant)	Support to team leader	1					

1. The firm shall give an undertaking that the team members are proficient in the State's official language (both oral and written).
2. Members of the main team shall not be changed except unavoidable circumstances/unforeseen event.
3. **A dedicated team comprising one CA and one supporting staff preferably an 'Article' should always be available on all working days exclusively for RRRDA**

Description of Approach & Work Plan for performing the consultancy and allied services for the Head quarters Office & PIUs of RRRDA

A. Technical Approach:

The firm should explain the understanding the objectives of the assignments, approach to the services, methodology for the carrying out the activities and obtaining the expected output, and the degree of the detail of such output.

B. Work Plan along with the time required for each work /assignment in the HO / District (PIUs) etc:

The firm should propose the main activities of the assignment, their content and duration, phasing and inter-relations, milestones (including interim approval by the HO), and delivery dates of the reports.

The proposed work plan should be consistent with the technical approach showing understanding of the TOR and ability to translate them into a feasible working plan.

Brief of Relevant Experience:

A. Experience of consultancy services provided in relation to externally Aided projects/State's Social Sector Projects (Excluding Charitable Institutions and NGOs).						
S. No.	Name of the Organization	Accounting Year for Which the Consultancy Services are provided	Type/ Nature of Assignment	Scope & Coverage of the Assignment	Duration of Completion of Assignment	Proof of the letter Of Work or Assignment awarded by the Organization (Pl attach a copy of the letter)

B. Experience of consultancy services provided in Commercial Sector / PSUs etc.						
S. No.	Name of the Organization	Accounting Year for Which the consultancy Services are provided	Type/ Nature of Assignment	Scope & Coverage Of the assignment	Duration of Completion of Assignment	Proof of the Letter of Work or Assignment awarded by the Organization (Pl attach a copy of The letter) And Mention the Fee Received

Comments and Suggestions on the Terms of Reference

[Firm can present with justifications here, any modifications or improvements to the Terms of Reference which can significantly improve performance in carrying out the assignment (such as deletion of some activity which the firm considers unnecessary, adding other activities of significance, re-organizing the activities, additional human resource required at various levels etc. Such suggestions should be concise and to the point, and incorporated in the proposal]

FORMAT FOR FINANCIAL BID

Item or Activity	Total Amount (in INR) p.m.
Total annual FEE except GST.	Both in Numeric and in Words. Rs. _____/- (Rupees _____).

Please do not fill the fees here (Total Annual Fees to be fill in Financial Bid Cover only)

Please Fill here the Bank Details

Details of bank account in which payment of fee is desired by the Consultant CA firm.

Bank name :-

Branch name :-

IFSC Code :-

Branch Address :-

[Validate](#)[Print](#)[Help](#)

Item Rate BOQ

Tender Inviting Authority :- Additional Chief Engineer, Public Works Department, Zone - II, Jaipur

Name of Work :- For Appointment of Tax / Accounts Consultant for the Financial Year 2021-22 to 2023-24

Contract No :- Nit No 09/2021-22 S No 01

(Format F-1)

Name of the Bidder/ Bidding Firm / Company :

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PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns; else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder Rs. P (Rate entered without GST)	TOTAL AMOUNT Rs. P	TOTAL AMOUNT In Words
1		4	5	13	53	55
1.00	Total Annual FEE except GST		1 Job		0.00	INR Zero Only
Total In Figures					0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only				

कार्यालय अति० मुख्य अभियंता, सा.नि.वि., सम्भाग-द्वितीय, जयपुर।

पी.डब्ल्यू.डी. कैम्पस, जैकब रोड, जयपुर क्लब के सामने, जयपुर

फोन :- 0141-5110537, 5110501 एक्स-299 फैक्स : 0141-5110537

क्रमांक- 554

दिनांक : 23/7/21

अधिशायी अभियंता
सार्वजनिक निर्माण विभाग
खण्ड-दूद।

विषय:- निविदा सूचना संख्या -09/पीएमजीएसवाई/2021-2022 प्रकाशन करने बाबत।
(For appointment as Tax/Accounts Consultant for The Financial Year
2021-22 to 2023-24)

महोदय,

उपरोक्त विषयान्तर्गत इस कार्यालय के द्वारा जारी निविदा सूचना संख्या-09/पी.एम.जी.एस.वाई/2021-22 में अंकित कार्यों की निविदा संलग्न कर राज्य सरकार के परिपत्र क्रमांक एफ. 2(2)वित्त/एसपीएफसी/2017 दिनांक 31.03.2017 के अनुसार उक्त निविदा का प्रथम प्रकाशन राज्य लोक उपापन पोर्टल (SPPP) पर किया जावे तथा उसी दिवस को बोली दस्तावेजों का प्रकाशन भी पोर्टल पर किया जाए। बोली दस्तावेजों के राज्य लोक उपापन पोर्टल पर प्रकाशित होने पर सृजित होने वाले Unique Bid Number (UBN) का उल्लेख समाचार पत्रों में प्रकाशन हेतु जारी की जाने वाली बोली आमंत्रण सूचना में भी अनिवार्य रूप से अंकित किया जाना है।

अतः उक्त निविदा को अन्य दस्तावेजों सहित www.sppp.raj.nic.in, व <http://eproc.rajasthan.gov.in> पर अपलोड कर पोर्टल द्वारा जारी 16 अंकों का Unique Bid Number (UBN) से इस कार्यालय को सूचित करें ताकि निविदा को प्रकाशन हेतु सूचना एवं जन सम्पर्क विभाग राजस्थान को प्रकाशनार्थ भिजवाया जा सकेगा।

(सुनील जयसिंह)

अतिरिक्त मुख्य अभियन्ता
सा.नि.वि. सम्भाग द्वितीय, जयपुर

क्रमांक- 554

दिनांक : 23/7/21

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रस्तुत/प्रेषित है :-

1. मुख्य अभियंता (पीएमजीएसवाई), सा.नि.विभाग, राजस्थान, जयपुर।
2. संयुक्त निदेशक (आई.टी.) सा.नि.वि. राजस्थान, जयपुर को भेजकर लेख है कि उक्त निविदा को विभागीय वेबसाईट www.pwd.rajasthan.gov.in, पर अपलोड कराने का श्रम करावें।

(सुनील जयसिंह)

अतिरिक्त मुख्य अभियन्ता
सा.नि.वि. सम्भाग द्वितीय, जयपुर

कार्यालय अति० मुख्य अभियंता, सा.नि.वि., सम्भाग-द्वितीय, जयपुर।

पी.डब्ल्यू.डी. कैम्पस, जैकब रोड, जयपुर क्लब के सामने, जयपुर

फोन :- 0141-2226537, एक्स-299 फैक्स : 0141-2226537

क्रमांक- डी- 554

दिनांक : 23/7/21

श्रीमान् निदेशक,
सूचना एवं जनसम्पर्क विभाग,
राजस्थान, जयपुर।

विषय :- निविदा सूचना संख्या- 09/पीएमजीएसवाई/ 2021-22 प्रकाशन करने बाबत।

महोदय,

प्रधानमंत्री ग्राम सड़क योजनान्तर्गत राजस्थान ग्रामीण सड़क विकास एजेन्सी, जयपुर (सार्वजनिक निर्माण विभाग, राजस्थान सरकार) को वित्तीय वर्ष 2021-22 से 2023-24 तक कर/लेखा सलाहकार फर्मों को अनुबंधित करने बाबत ई-टेन्डरिंग निविदा नोट की आठ प्रतियाँ हिन्दी एवम् अंग्रेजी भाषा में विज्ञापन हेतु प्रकाशनार्थ संलग्न कर भिजवायी जा रही है जिनका प्रकाशन राज्य स्तरीय एक दैनिक समाचार पत्र (समस्त संस्करण) में जो कि निविदा विज्ञापित करने में विशिष्टता रखता हो, में केवल एक बार कम से कम स्थान पर नियमानुसार प्रकाशन कराने का श्रम करें। नोट एवं विस्तृत निविदा की सॉफ्ट प्रति भी संलग्न सी. डी. में वेबसाइट पर प्रकाशन हेतु भिजवायी जा रही है।

प्रकाशन के बिलों की तीन प्रतियाँ भुगतान हेतु इस कार्यालय को भिजवाने का श्रम करें।

संलग्न :- उपरोक्तानुसार।

(सुनील जयसिंह)

अतिरिक्त मुख्य अभियन्ता
सा.नि.वि.सम्भाग-द्वितीय, जयपुर

(To be published in News Paper)

E-mail :- acezoneii@yahoo.com

Website - pwd.rajasthan.gov.in

OFFICE OF THE ADDITIONAL CHIEF ENGINEER PWD, ZONE-II, JAIPUR

PWD Campus, Jacob Road, Opp. Jaipur Club, Jaipur

Ph. : 0141-2226537

No. 554

Dated: 23/7/21

NIT No. 09/PMGSY/2021-22

The Rajasthan Rural Road Development Agency, invites proposals from firms of Chartered Accountants empanelled with C&AG which meet all the conditions in the eligibility criteria, for appointment as Tax/Accounts Consultant for providing consultation and other allied services for taxation, accounting and financial matters relating to RRRDA headquarters for the financial year 2021-22 to 2023-24 as per the Terms of Reference provided in the RFP document .

Important Date :-

S. No.	Key Activities	Date
1	Date of issue of RFP	28.07.2021 at 9.30 AM
2	Last date of submission of proposal (RFP)	11.08.2021 at 6.00 PM
3	Estimated cost of work	Rs. 12.00 Lakh/P.A.i.e. 1 Lakh P.m
4	Cost of Bid Document	Rs. 500.00 in Favour of Secretary RRRDA Jaipur
5	Bid Security	Bidder should submit Bid Securing declaration form attached in RFP
6	Date of opening of Prequalification Bids	12.08.2021 at 4.00 PM
7	Date of opening of Commercial Bids	13.08.2021 at 11.00 AM

UBN :

(Sunil Jaisingh)

**Additional Chief Engineer
PWD Zone-II, Jaipur**