



**RAJASTHAN TOURISM DEVELOPMENT CORPORATION LTD.**  
(A GOVERNMENT OF RAJASTHAN UNDERTAKING)

Paryatan Bhawan, Vidhayak Puri Thane ke samne, C- Scheme, Jaipur  
Phone:- 0141-2361140, 2361608 E mail:- fb.rtdc@rajasthan.gov.in  
Website:- www.rtdc.tourism.rajasthan.gov.in




No: FS/2021-22/ 1535

Dated : 05.10.2021

**CORRIGENDUM**

E-Bid invited vide No. FS/2021-22/1566 dt. 01.10.2021 which was to be opened on 08.10.2021 now can be downloaded till 12.10.2021 up to 11.00am and up loaded till 2.00 pm and will be opened at 3.00 pm on 12.10.2021. All concerned to please note.


  
Executive Director (F)

No: FS/2021-22/ 1535

Dated : 05.10.2021

Copy to :-

1. G.M. (M&P), to publish on the notice board of RTDC H.O. and other units, in one regional daily News paper and in one leading daily state level news paper having circulation of fifty thousand one copies and above.

  
Executive Director (F)





**Rajasthan Tourism Development Corporation Ltd., Jaipur**

(Government of Rajasthan Undertaking)

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

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

website: [www.rtdc.rajasthan.in](http://www.rtdc.rajasthan.in) , Email: [edf@rtdc.in](mailto:edf@rtdc.in)

**Invitation to Bid for engagement of Chartered Accountant Firm  
for Accounts work, Annual Accounts preparation and  
consolidation of all the Units and Head Office of RTDC for F.Y.  
2019-20 & 2020-21**

**OPEN COMPETITIVE BIDDING**

**EXECUTIVE DIRECTOR (FINANCE)**

Paryatan Bhawan, 3rd Floor, Opposite Vidhayak puri Police Station,

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



## Rajasthan Tourism Development Corporation Ltd., Jaipur

(A Government of Rajasthan Undertaking)  
ParyatanBhawan, 3<sup>rd</sup> Floor, Opp. VidhayakpuriThana, M.I.Road, Jaipur.  
Phone : 91-141-2361140, 2371141-42 ; Email: ed.rtdc@rajasthan.gov.in



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**Rajasthan Tourism Development Corporation Ltd., Jaipur**

(Government of Rajasthan Undertaking)

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

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

website: [www.rtdc.rajasthan.in](http://www.rtdc.rajasthan.in) , Email: edf@rtdc.in

**No:-2021-22/1566**

**Date: 01-10-2021**

**e-Bid Notice**

Online e-Bids are invited from eligible Chartered Accountant Firms for accounting and allied work for preparation, finalization and consolidation of Accounts of all the Units and Head office of RTDC for F.Y. 2019-20 & 2020-21 respectively. Detailed Bid document can be downloaded from our website [www.rtdc.tourism.rajasthan.gov.in](http://www.rtdc.tourism.rajasthan.gov.in) (under bid section), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) and [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) till 08.10.2021 but not later than 11.00 AM.

Bid document can be uploaded on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) till 08.10.2021 up to 02.00 PM.

Executive Director (Fin.)

*Copy to:-*

1- General Manager (M&P) to publish the bid on the Notice Board of RTDC Headquarter and other units, in one Regional daily newspaper and in one leading daily State Level newspaper having circulation of fifty thousand copies and above.

Executive Director (Fin.)

## **DISCLAIMER**

The information contained in this bid document for proposed procurement or subsequently provided to the Bidder(s), in documentary or any other form by or on behalf of the MD, RTDC (Procuring Entity) or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this bid and such other terms and conditions subject to which such information is provided to the Bidder.

Whilst the information in this bid has been prepared in good faith and contains general information in respect of the proposed procurement, the bid is not and does not purport to contain all the information which the Bidder may require.

Neither the MD RTDC, nor any of its officers or employees, nor any of their advisers nor consultants accept any liability or responsibility for the accuracy, reasonableness or completeness of, or for any errors, omissions or misstatements, negligent or otherwise, relating to the proposed procurement, or makes any representation or warranty, express or implied, with respect to the information contained in this bid or on which this bid is based or with respect to any written or oral information made or to be made available to any of the recipients or their professional advisers and liability therefore is hereby expressly disclaimed.

This document is not an agreement and is not an offer or invitation by the Managing Director, Rajasthan Tourism Development Corporation Limited., Jaipur, Rajasthan. (hereinafter referred to as "Procuring Entity") or its representatives to the prospective Bidders or any other person. The purpose of this bid document is to provide interested parties with information to assist the formulation of their Proposal/offer. The information contained in this bid document is selective and is subject to updating, expansion, revision, and amendment. Each recipient must conduct its own analysis of the information contained in this bid document or to connect any inaccuracies therein that may be in this bid document and is advised to carry out its own investigation into the proposed procurement, the legislative and regulatory regime which applies thereto and by and all matters pertinent to the proposed procurement and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed procurement.

This bid document includes certain statements, estimates and targets with respect to the procurement. Such statements, estimates and targets reflect various assumptions made by the management, officers, and employees of the procuring entity, (and the base information on which they are made) which may or may not prove to be correct. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which they may be based and nothing in this bid document is, or should be relied on as, a promise, representation, or warranty Bid document and the information contained therein is meant only for those applying for this procurement, it may not be copied or distributed by the recipient to third parties, or used as information source by the Bidder or any other in any context, other than applying for this proposed procurement.

The Procuring Entity is, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this bid document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the bid document and any assessment, assumption, statement or information contained therein or deemed to form part of this bid document or arising in any way for participation in this Bidding process.

The Procuring Entity also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this bid document.

The Procuring Entity may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this bid document.

The issue of this bid document does not imply that the Procuring Entity is bound to select a bidder or to appoint the Selected Bidder or Bidder, as the case may be, for the procurement and the Procuring Entity reserves the right to reject all or any of the Bidders or Bids at any point of time without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Procuring Entity or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the Procuring Entity shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Bidding process.

Any information/documents including information/ documents pertaining to this bid or subsequently provided to Bidder and/or Selected Bidder and information/documents relating to the Bidding process; the disclosure of which is prejudicial and/or detrimental to, or endangers, the implementation of the procurement is not subject to disclosure as public information/documents.

Executive Director (Finance),  
Rajasthan Tourism Development Corporation Limited.,

## **Notice inviting e-Bid (NIB)**

The nature of work and quantum of work can be seen on our website [www.rtdc.rajasthan.gov.in](http://www.rtdc.rajasthan.gov.in) and can be discussed with undersigned on any working day. Details are as under:-

S.No.	Items	Estimated Value (Rs. in Lacs)	Bid Security	Bid Form Cost (Amt. in Rs.)	Last Date & Time for submission Of Bid	Date & Time of opening the Bid
1.	Preparation, finalization & Consolidation of Annual accounts of corporation including accounts of its approx. 33 Hotels/Motels all over in Rajasthan, POW, IMFL SHOPS, CRO New Delhi Kolkata, Ahmedabad , Works Division and Head office of RTDC Ltd. for the financial Year 2019-20 & 2020-21	15.00	Declaration as per F.D.G&T Circular Dated 23-12-20 on Stamp Paper of Rs. 50/- with 30% surcharge	1180.00	08.10.2021 11.00 AM	08.10.2021 04.0 PM

- Detailed Bid document can be downloaded from our web site [www.rtdc.rajasthan.gov.in](http://www.rtdc.rajasthan.gov.in) (under bid section), [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) till 08.10.2021 not later than 11.00 AM
- Bid document can be uploaded on [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) till 08.10.2021 up to 02.00 PM
- Bid Securing declaration and Bid Document fee of Rs 1180/- (D.D. in favor of Executive Director (F) RTDC Ltd.) and RISL Processing Fee of Rs 1000/- (DD in favor of MD, RISL payable at Jaipur) is to be submitted physically before opening of Technical Bid in the office of the Corporation. Processing Fees Rs. 1000/-
- Detailed terms & conditions have been incorporated in Bid Document.
- The Managing Director, RTDC reserves the right to cancel/reject the any/all bids without assigning any reason.
- In the event of holiday, if declared by Govt., then bid will opened on the next working day.

## **SUBMISSION OF BID DOCUMENTS**

1. Bid Document Fee of Rs.1180 /- (DD in favor of "Executive Director (Fin.), RTDC Ltd.", payable at Jaipur)
2. Processing Fees Rs. 1000/- ( DD in favor of MD,RISL payable at Jaipur)
3. Bid Securing Declaration on NJS of Rs 50/-
4. Publish/Downloading of Bid Document----- to----- ---- pm
5. Last date and time for submission of Bid----- up to ----- PM.
6. Opening of the Bid on ----- at -----PM.
7. Physically D.D. submission last date ----- up to ----- PM

Terms and conditions of bid , eligibility criteria and scope of work are available in the Bid document on RTDC website and on the State Public Procurement Portal: - [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in).

### ***Copy to:-***

1. Managing Director RTDC Ltd., Jaipur
2. Executive Director, RTDC Ltd., Jaipur
3. GM (F) RTDC Ltd., Jaipur
4. General Manager (M&P) RTDC Ltd.
5. Computer Programmer to arrange to upload the Bid Document on website.



## **NOTICE INVITING ON – LINE e-BID**

### **IMPORTANT DATES AND OTHER INFORMATION**

1.	Day & Date of issue of Notice Inviting Bid	NIB No. ____, Date: -
2.	Estimated Procurement Cost	Rs. 15 lakhs
3.	Bid Document Fee	Rs. 1180/-
4.	Processing Fees (for MD,RISL)	Rs. 1000/-
5.	Bid Security Amount (1%)	In lieu of bid security amount (1%), A bid Securing declaration on Non- Judicial stamp paper of Rs. 50 as per FD circular 23.12.2020
6.	Bid Documents downloading start Day & Date	02.10.2021 at 10.00 AM
	Bid Documents Downloading End Day & Date	08.10.2021 at 11.00 AM
	Place	Website <a href="https://eproc.rajasthan.gov.in">https://eproc.rajasthan.gov.in</a>
7.	Deadline for Receiving Bids	08.10.2021. Up to 02.00 PM
	Last Date & Time for received of Bids online	
8.	Time and Date for opening of Technical Bids	08.10.2021 at 04.00 PM
9.	Time and Date for opening of Financial Bids	Will be Intimated later.
10.	Place of Opening Bids Address is:	Office of the Executive Director (Finance), RTDC Head Office, Rajasthan-Jaipur
11.	Bid Validity	90 Days
12.	Officer Inviting Bids	Executive Director (Finance), RTDC, Jaipur
13.	Contact Details: -	Executive Director (Finance) RTDC, Paryatan Bhawan, Jaipur
14.	Last date and time for submission of Bid securing declaration (physically)	date 08.10.2021 at 02.00 AM
15.	Last date and time for submission of Bid Document Fee and RISL Processing Fees	date 08.10.2021 at 02.00 AM

- Bid are to be submitted online in electronic format on **Website <http://eproc.rajasthan.gov.in>** up to 08.10.2021 till 02.00 PM
- All the Bids received within time will be opened on the prescribed date and time before the Procurement committee constituted for the purpose in the office of RTDC, Jaipur.
- Last date and time for downloading up to 08.10.2021 Till 11.00 AM of tender document.
- Technical Bid will be opened at 04.00 PM on dated 08.10.2021
  - Bidder shall submit their offer on-line in Electronic formats both for technical and financial proposal. However, DD for Bid document fee, RISL Processing Fees should be submitted physically at the office of Bidding Authority as prescribed in the Bid document and scanned copy of same should also be uploaded along with the technical Bid/ cover.
  - In case, any of the bidders fails to physically submit the Banker's Cheque/Demand Draft for bid document fee, and RISL Processing Fee up to 08.10.2021 its Bid shall not be accepted.

**E-BID FORM**

**SUBJECT: Bid for engagement of C.A. firm for accounts work, preparation, finalization and Consolidation of annual accounts of all units and head office for FY 2019-20 & 2020-21 respectively.**

1. Name and full postal address of the Practicing Chartered Accountants firm submitting the bidder:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 ContactName:\_\_\_\_\_Designation\_\_\_\_\_  
 \_\_\_\_\_Tel.\_\_\_\_\_No.\_\_\_\_\_Mobile\_\_\_\_\_No.\_\_\_\_\_  
 \_\_\_\_\_Fax\_\_\_\_\_E-Mail\_\_\_\_\_

2. Address to: - Executive Director(Finance), (Bidding Authority)
3. Reference of the bid Notice: - .....
4. Bid form fee Rupees 1180/- Including GST Deposited vied CR No..... Dated .....
5. Processing fee Rs. 1000/- (In fever of M.D. RISL)DD/BC No. .... Dated.....
6. We agree to abide by all the terms and conditions mentioned in the above-mentioned BidNotice issued by the bidding authority, and also the terms and conditions of the said bid.
7. Last Date for submitting bidin online mode shall be on or before\_\_\_\_\_
8. The information required for bidfor Technical bid is filled in the attachedPerforma andrelevant documentswith regard to eligibility are also attached herewith.
9. The financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bid.

Note :-

1. Attach separate sheet for details where required.
2. In case of authorized representative signing this documents enclose copy of the authority letter duly signed/notarized.

Signature of bidder with seal  
 Name.....  
 Designation.....

### **Instructions to bidders for online submission of e-bid**

1. The bidders who are interested in bidding can download bid documents from <http://eproc.rajasthan.gov.in>.
2. Bidders who wish to participate in this bid will have to be registered on <http://eproc.rajasthan.gov.in>. To participate in online bids, bidders will have to procure Digital Signature Certificate (type II or III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any CCA approved certifying agency i.e. TCS, safe-crypt, (n) code etc or Government of Rajasthan e-procurement Cell, Department of IT&C, Government of Rajasthan for further assistance. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate Contact No. 0141-4022688 (Help Desk 10 AM to 6 PM on all working days) email : [eproc@rajasthan.gov.in](mailto:eproc@rajasthan.gov.in), Address: e-procurement cell, RISL, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur.
3. Bidder shall submit their offer on-line in electronic formats both for technical and financial proposals. However DD/Banker Cheque for Bid cost, Processing Fees may be submitted manually in the office of Bidding Authority (RTDC Ltd, Jaipur) before scheduled date & time as mentioned in NIB. However scanned copy of DD/BC must be uploaded along with the online Bid.
4. Before electronically submitting the bids it should be ensured that all the bid documents including conditions of contract are digitally as well as manually signed by the Bidder.
5. Training for the bidders on the usage of e-Bidding system is also being arranged by RISL on regular basis. Bidders interested for training may contact e-Procurement Cell, RISL for booking the training slot.
6. Bidders are also advised to refer "Bidders Manual" available under download "Section for further details about the e-Bidding process.
7. Bidders shall have to enter the documents in the "Cover" as per the following order.

#### **(A) Technical Cover**

##### **(a) In the Fee Cover (in PDF/JPG format)**

- a. Scanned copy of DD/ Banker's Cheque for Bid Document fee in favor of "Executive Director (Finance) RTDC Ltd Jaipur", payable at Jaipur.
- b. Scanned copy of Bid Securing declaration in lieu of Bid Security as per the prescribed format.
- c. Scanned copy of DD/Banker Cheque for RISL Processing Fees in Favor of MD, RISL payable at Jaipur

##### **(b) In the Technical document cover (in PDF/JPG format)**

Scanned copy (signed & sealed) of the Technical Bid along with the supporting documents (except BOQ Sheet) for evaluation of Technical Bids.

#### **(B) Financial Cover (.xls format)**

The Bill of Quantity (BOQ) must be uploaded after entering the rate in following BOQ as per enclosed format at part II<sup>nd</sup>.

Bidders shall enter name of the firm/Company on BOQ Only.

Bidders are requested not to edit or change any item or quantity.

Rates are to be filled only on BOQ (in.xls format) sheet only.

Note: The financial Bids of only those Bidders would be opened and considered who meet the criteria of technical eligibility.

***Special Note: All the prospective bidders are advised not to wait for last date and submit their Bid at the earliest. The RTDC shall not be responsible for any inconvenience in website and no extension in deposition of Bid be allowed for any bidder.***

**Executive Director**

## **Scope of work**

Following is the illustrative list of the works which are to be performed by the successful Bidder.

- a. Conducting of whole year accounting of POW, Work division and head office (including the same work of all units along with the accounts work of IMFL shops which were commenced in 2020-21) of the F.Y. 2019-20 & 2020-21.
- b. Finalization of Annual Accounts of the corporation of the F.Y. 2019-20 & 2020-21 as per accounting rules and Companies Act having compiled all the details from units, trains, works division, CRO's along with their final trial balance and information of various sections from head office by passing necessary adjustment entries in the books of accounts and inter units reconciliation and reconciliation with Head Office books.
- c. Preparation of A to Z statements which is already defined by the RTDC.
- d. Preparation of Balance Sheet, Cash Flow statement and Profit & Loss account and necessary schedules Notes on accounts, replies of Statutory Audit A.G. Audit and other details.
- e. Consolidation of annual accounts of all units and Head office.
- f. Coordination with Statutory Auditor for Audit of annual accounts and with A.G. Auditors for Supplementary Audit and preparation of necessary replies to memos issued during Audit, to the satisfaction of the concerned Auditor.
- g. Preparation of Ledger and Journal vouchers of head office and works division, POW and all units on Tally software on accrual basis including maintenance of necessary subsidiary ledgers required ie amount recoverable from staff/parties, advance to staff/parties, Earnest money/S.D./ withheld amount, Bank reconciliation and other required subsidiaries at POW and Works Division, Units as well as Head office.

- h. Preparation and Collection of Income and Expenditure statement from all units, POW, WD, CRO's and Head Office and its compilation/consolidation every month.
- i. Consolidation and Compilation of information of GST collection and GST Input of all units Head office, WD, POW, CRO's Etc. and Filling of GST return and GST audit on due dates as per rules inforce.
- j. Consolidation and Compilation of information of vat collection and vat input of all units before due dates of deposition of Tax. Filling of periodical return as per rules inforce including assessment.
- k. Consolidation of monthly statements of EPF deductions of employees received from units and head office and Generation of ECR of EPF on EPFO portal before 13<sup>th</sup> of every month.
- l. Consolidation and Compilation of statements of Income Tax deduction from salary and Contractors on monthly basis and filling of periodical return as per rules in force and to issue from no. 16 and 16A after completion of Financial Year.
- m. Consolidation and Compilation of recovery statements all units, POW, WD, CRO's in head office.
- n. Preparation of monthly Trial Balance after inter unit/WD/CRO's reconciliation.
- o. Preparation of Fixed Assets register of the corporation at the end of the respective financial year.
- p. Preparation of all kind information's related to BPE/AG and other information asking by otherGovt. departments as well as required for assembly questions.
- q. Information required for preparation of budget.
- r. The Successful bidder (C.A. firm) will coordinate and be responsible to collect the data from C.A. firms of zone head quarters units as well as concerned units of the zone on their own level.

- s. The successful bidder (CA firm) will provide the copy of final accounts and fixed assets register along with all required information, schedules, sub schedules, notes on accounts consolidation, statutory report, AG report and its replies, unit wise finalization files, subsidiary ledgers of head office, works division, POW in soft copy as well as one hard copy of the above record.
- t. Since the financial year 2019-20 and 2020-21 have already been over there for work mentioned at serial no. H to L, N, R are informative and have already been completed, however will be carried out by the successful bidder related of any of the unit in case if required it to complete the accounts of the concern year.
- u. Accounts for the year 2018-19 has been prepared and statutory audit work is under process therefore remaining work for the year 2018-19 is also to be reviewed and carried out by the successful bidder (CA Firm) for the year 2019-20 and 2020-21 respectively.
- v. Preparation of provisional Balance sheet and Profit & Loss account for the current FY 2021-22.

The scope of work as listed above is not exhaustive. The tasks of the approved bidder shall include providing professional assistance for all activities required from time to time in relation to finalization of accounts of RTDC.

## 1. Eligibility Criteria

S.N	Details
1.	Bidder firm should be a Partnership Firm /LLP of Chartered Accountants of India in practice from minimum 20 years, with 10 partners as a member of ICAI, out of which at least 5 must be FCA as on 31.08.2021(as per ICAI Certificate)
2.	Bidder firm should have minimum 10 qualified CA employees as on 31.08.2021.(as per ICAI Certificate)
3.	Empanelment of bidder firm with office of CAG
4.	The Firm should have experience in preparing accounting / Financial management Technical support consultancy services of at least 1 public/private Ltd. company in the preceding five years having turnover of more than 20 crores [work orders /completion certificates to be submitted]
5.	Firm's experience in handling accounting and financial management services of at least 2 Public Sector Undertakings/ Government organization (work orders/ completion certificates to be submitted]
6.	Bidder must not be debarred or blacklisted in any of the government organizations / any proceedings by ICAI/any other organization against themselves for default in service or for any other reasons
7.	Average Annual gross receipts of the bidder should be at least Rs50 lacs during last three years i.e. 2017-18, 2018-19, 2019-20.
8.	CA Firm Head office / Branch situated in Rajasthan at least from three years as per ICA card as on 31.08.2021.

## 2. Technical Evaluation

The technical bids will be evaluated by a duly constituted “Bid Evaluation Committee”. Bids not satisfying the eligibility criteria will be rejected. On the basis of eligibility criteria, an objective assessment methodology based on total Technical score of 100 marks would be adopted as under:

No.	Criteria	Min. Score	Max. Score	Method
1	Average annual gross receipts of firm during last 3 Financial years (2017- 18, 2018-19, 2019-20) should be at least Rs 50 lacs	5	10	5 mark extra for each additional Rs.50 lac over average receipt of Rs 50 lacs.
2	Minimum 10 full time working partners i.e. Practicing Chartered Accountants	10	15	1 Mark for every Additional partner over & above 10 partners.

No.	Criteria	Min. Score	Max. Score	Method
3	Minimum 10 qualified CA employees.	5	10	1 mark for every additional employee over & above 10 employees.
4	The Firm should have experience in handling accounting/ Financial Management Consultancy of at least 1 public/private Ltd. company in the preceding five years having turnover of more than 20 crores. <i>[work orders or completion certificates to be submitted]</i>	10	15	5 marks for one more assignment of accounting/financial management consultancy.
5	The Firm should have experience in preparing accounting and financial management services of at least 2 Public Sector Undertakings/ Government organization <i>[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]</i> .	15	20	5 Marks Each for additional assignment over & above two.
6	The Firm having experience in preparation and consolidation of Financial Statements in Hospitality sector	10	10	
7	CA Firm should have its Head office setup/ Branch in Rajasthan from at least 3 years.	5	5	
8	Work Plan/Methodology	10	15	On the basis of Work Plan/ Methodology
	<b>Total Technical Score</b>	<b>70</b>	<b>100</b>	

A minimum of 70 marks shall be the qualifying criteria for opening of financial bid.

3. Evaluation will be done as per the least cost method.
4. An agreement on non-judicial stamp paper of requisite amount as per contract value shall be signed between the Executive Director (Finance),



RTDC Limited and the selected firm within 3days of the award for the work under this offer.

## **5. Forfeiture of Bid Security-**

The earnest money will be forfeited in the following cases:

- i. If Bidder withdraws or modifies the offer after opening of Bid.
- ii. If successful bidder does not commence work within the timeline as per the work order.

In addition to above, penal action as per provisions of RTPP Act/Rules shall also be taken in such case.

6. Contracted CA Firm would deploy two chartered accountants, one is five year experience and other is three year experience, and also deploy one semi qualified and two accountants and they will sit in the office of corporation for whole day during office hours. Also Successful CA Firm shall use sufficient competent manpower for completing the work of unit offices and Head Office simultaneously to ensure timely completion of tasks and staff of successful bidder will have to sit in the office of the corporation for whole time during office hours every day
7. Undertaking would be given by the contracted CA Firm for the deployment of above team on mandatory basis.
8. The corporation will not be responsible at all to provide any accommodation, catering for any person at its units. However, the working place and related services will be provided as per requirement of work and availability. Also no TA/DA will be paid by corporation, towards journeys made by staff of the successful bidder to office of the Units/Head Office.
9. The C.A. firm shall be completely responsible for all accounting work within time defined under the respective act & laws. Bidder will be overall responsible to collect, prepare and compile all relevant information required for accounts and consolidation.
10. The successful bidder will not outsource the work to any other firm, associate, franchise, etc.
11. Management of the Corporation reserves the right to reject any offer without assigning any reasons.

## Profile and Background of the CA Firm

### FORM TECH II

*[Provide here a brief description of the background and organization of your firm/entity for this Assignment/job. The brief description should include both functional and sectoral experiences of the bidders. It should not exceed more than 6 pages.]*

**FORMTECHIIA:** Brief Description about back ground of the firm covering ownership details, date of incorporation, number of employees, geo graphical experiences etc. It must cover the following:

Criteria	Firm's Strength	Supporting Documentation
The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax(PAN number) and Goods and service tax Registration	<ul style="list-style-type: none"> <li>   ICAI Registration – [Yes/ NO]</li> <li>   Income Tax PAN number– [Yes/NO]</li> <li>   Goods and Service Tax Registration– [Yes/NO]</li> </ul>	Provide all Certificates of Registration
The Firm should have been in operation for at least 20 years after its registration	Year of Registration/ start of Operations .....	Provide necessary evidences
The Firm should have at least Ten (10) partners and at least FIVE(5) of them must be Fellow Chartered Accountants	<ul style="list-style-type: none"> <li>   Number of Partners.....</li> <li>   Number of FCA Partners.....</li> </ul>	Provide necessary detail and Under taking for the same
The Firm should be empanelled with Comptroller and Auditor General of India (C&AG) of India	Empanelled with C&AG – [Yes/ NO]	Provide necessary detail and Under taking for the same
Average Annual Turnover (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2020 must be equal to or more than Rs. 50 lacs.	<ul style="list-style-type: none"> <li>   Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years ending on March 31st, 2020 is Rs. ....</li> <li>(Rs.....in words)</li> </ul>	Provide copies of audited Financial Statements for all the 3 years.

## Form Tech - III: Firm's Experiences of Similar Services

### Form Tech III (A) – Summary of Firm's Experience

1. Firm experience in handling accounting and financial management services of at least 2 Public sector undertakings/Government Organisation

*[Using the format below, provide the summary of information on each Assignment/job for which your firm was legally contracted for providing similar services (The firm shall specify exact assignment / job for which experience details may be submitted)]*

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

*[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]*

2. Firm's experience in handling accounting and financial management services of at least 1 assignment of Public/private ltd. Firm having Turnover of Rs 20 Cr or more

*[Documentary proof/ work orders/client certificates/ completion certificates to be submitted]*

S.N.	Name of Project	Name of Client & Sector	Nature of Project	Name and reference of supporting document produced

### Form Tech III (B) – Detailed description of Firm's Experience

*[Using the format below, provide information on each Assignment/job for which your firm was legally contracted for providing similar services (Please specify exact assignment / job for which experience details may be submitted). Each citation should not exceed more than 2 pages].*

Assignment Name:		Approx. value of the contract:	
Country: Location within Country:		Duration of Assignment: Nature of the Assignment:	
Name of Client/Sponsoring Authority:		Total No. of Staff-Months provided:	
Start Date (Month/Year):		Completion Date (Month/Year):	
Name of Senior Staff involved and functions performed:			
Address/Client Contact:		Approx. value of services provided by your firm:	
Narrative Description of Assignment:			
Description of Actual Services Provided by Your Staff:			

**Form Tech-IV: Technical Approach and Methodology**

*[Explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities under accounting, financial management in line with the scope of work envisaged by RTDC, and the degree of detail of such output, including the templates of the same. (Not more than 10 pages)]*

**Form Tech-VI: Firm's Professional Income**

*[Using the format below, provide the firm's Average Annual Income in the last 3 financial years ended on 31<sup>st</sup> March 2020.]*

<b>Particulars</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Average Annual Income</b>
Annual Income*				

\*i.e. Gross Professional Fees earned during the year

## **General conditions of contract (GCC)**

Important instructions:- The law relating to procurement “ The Rajasthan Transparency In Public Procurement Act 2012” [herein after called the Act] and “The Rajasthan Transparency in Public Procurements Rules 2013 “[herein after called the Rules ] under the said Act have come into force which are available on the website of state public procurement portal [Http://sppp.raj.nic.in](http://sppp.raj.nic.in). Therefore the bidders are advised to acquaint themselves with the provision of the Act and Rules before participating in the bidding process. If there is any discrepancy between the provision of the Act and the Rules and this bidding document. The provisions of the Act and Rules shall prevail.

1. No bid will be accepted after due date and time fixed for receiving of bid.
2. If the last date fixed for receiving bids in the office is declared to be a holiday, the next working day will be deemed to be the last date for the purpose. The explanation will also apply in relaxation to other dates for any purpose whatsoever.
3. The RTDC Ltd. reserves the right to reject any or all bids without assigning any reason thereof.
4. Validity of bid offer is 90 days from the date of opening of the technical bid.
5. E-Bid shall be submitted up to date and time as per E- Bid notice for engagement of CA firm for accounts work, annual accounts preparation consolidation of accounts all units and head office for the year 2019-20 and 2020-21.
6. The bid shall be submitted online to RTDC Ltd. through <http://eproc.rajasthan.gov.in> of Govt. of Rajasthan.
  - (a) Bidder should file bid duly furnishing the required information as per terms and conditions of bid documents
  - (b) Bids should be strictly in conformity with prescribed terms and conditions. Bids should not contain any conditions other than the prescribed terms and conditions. Bids who deviate from the terms and conditions are liable to be rejected.
  - (c) Before the last date for the receipt of bid. RTDC Ltd may amend any of the bid conditions, as may be desired and if such an amendment is absolutely necessary and same shall be communicated to the bidder by making available on the website <http://rtdc.tourism.rajasthan.gov.in>, <http://sppp.rajasthan.nic.in> and <http://eproc.rajasthan.gov.in>.
  - (d) Bid form is not transferable. Bidder should sign with name and seal on all pages of bid form.
7. The bidder is not entitled to withdraw his offer once the bid filed.
8. The bidder should submit along with the bid following certificates for the bid.
  - (1) The bid form fee Rs 1180/- inclusive of GST downloaded from the website shall be submitted in the form of DD/BC in favor of Executive Director finance RTDC Ltd payable at Jaipur. The bidders are also required to deposit the processing fee of Rs 1000/- in the form of DD/BC in favor of MD, RISL payable at Jaipur. The bid fee, processing fee shall be deposited physically at the office of MD, RTDC Ltd.,

Paryatan Bhawan, 3<sup>rd</sup> Floor, Sanjay Marg, Opp. Vidhayak puri Police Station Jaipur.  
before the last date and time of bid submission.

9. Financial bid duly filled as per part II<sup>nd</sup> giving the rates for quoted items should be submitted through portal <https://eproc.rajasthan.gov.in> only (Format BOQ). **It should not be disclosed in Technical bid.**
10. The required documents (Bid Form Fee, & RISL Processing Fee) shall be submitted physically in the form of DD/BC before the last date and time given for the purpose in bid document. The bidders shall submit scanned copies of the DD/BC in Technical bid (Cover 'A'). All received bids will be opened in the presence of bidders who choose to be present. Financial bids will be opened only for those bidders who satisfy the standard criteria laid down by the RTDC Ltd. On the basis of details furnished by the bidders in the Technical bid in compliance of the Terms & Conditions of the bid.
  - (1) Any change in the Constitution of the Firm/Company shall be notified forthwith by the Contractor in writing to the Managing Director, RTDC Ltd., JAIPUR and such change shall not relieve any former member of the Firm/ Company from the liability under the contract. No new partner/partners shall be accepted in the Firm/Company by the contractor in respect of the contract unless he/she/ they agree to abide by all its terms and conditions and submit to the Managing Director, RTDC Ltd., 3<sup>rd</sup> Floor, Paryatan Bhawan, Sanjay Marg Opp. Vidhayak puri Police Station, Jaipur a written agreement to this effect. The Contractors receipt for acknowledgement or date of any partner subsequently accepted as above shall bind all of them and will be sufficient to discharge for any of the purposes of the contract.

The hard copy of bid documents shall be filled with ink or typed. **The Bidder shall sign the bid form at each page and at the end in token of acceptance of all the terms and conditions of the Bid and then scanned copy shall be uploaded on e-portal except BOQ**

#### **11. WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS**

- a) A bidder may withdraw, substitute, or modify its bid after it has been submitted in accordance with the online procedure of bid i.e. e-procurement.
- b) No bid shall be withdrawn, substituted or modified after the last time and date fixed for receipt of bids as prescribed in [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)

#### **12. Forfeiture of bid security:** The bid security shall be forfeited in the following cases:-

- (i) When bidder withdraws or modifies the offer after opening of bid.
- (ii) If the successful bidder would not accept the work order within 3 days from the issuing of work order, then the amount of bid security deposited by him/them shall stand forfeited.
- (iii) When the bidder does not execute the agreement, if any, after placement of work order within 3 days.

- (iv) When the bidder fails to start the work or service or execute work as per work order within the time specified;
- (v) When the bidder does not deposit the performance security within specified period;
- (vi) If the bidder breaches any provision of code of integrity prescribed for bidders specified in the Act and Chapter VI of RTPP Act/ Rules.

### 13. PERFORMANCE SECURITY (P.S.)

- a) Successful Bidder should submit Performance Security @2.50 % of bid value within seven days from the date of acceptance of Bid in the form of:-
  - (i) Demand Draft in favor of **Executive Director (Finance), RTDC Ltd., Jaipur** payable at Jaipur from any Scheduled Bank.
  - b) The Performance Security shall be refunded to the bidder upon successful completion of the work as per agreement. No interest will be paid on the performance security by the corporation.

### 14. FORFEITURE OF PERFORMANCE SECURITY

Performance Security amount in full or part may be forfeited in the following cases:

- 
- (a) When any terms and conditions of the contract are breached.
- (b) When the Bidder fails to do the complete work satisfactorily.  
Notice of reasonable time will be given in case of forfeiture of Performance security. The decision of the **Managing Director, RTDC Ltd., Jaipur** in this regard shall be final.

### 15. OPENING OF BIDS.

- a) e-Technical Bids will be opened as mentioned in bid notice.
- b) The Financial bids of the Technical qualified bidders only will be considered. Only the successful Bidders in Technical bids are eligible to participate in further proceedings.
- c) Rate offered by the qualified Technical Bidders will be taken into consideration to arrive at lowest rate offered by the Bidders viz. L1, L2 and so on.
- d) If the date fixed for opening of Bids happens to be Govt. holiday, the bids filled online will be opened on the next working day at the same time specified above.
- e) **Managing Director, RTDC Ltd., Jaipur** reserves the right to award the bids in full or in part to one or several parties if the lowest bidder fails to perform the work as desired by the management. The decision of the **Managing Director, RTDC Ltd., Jaipur** is final and binding on the Bidders.
- f) **Managing Director, RTDC Ltd., Jaipur** reserves the right to reject any or all the bids without assigning any reasons whatsoever and the decision of the **Managing Director, RTDC Ltd., Jaipur** in this regard is final and Binding on the Bidder and cannot be called into question.

### 16. TERMINATION OF CONTRACT ON BREACH OF CONDITION:

- a. In case the bidder fails or neglects or refuses to faithfully perform any of the Covenants on his part herein contained, it shall be lawful for the Managing Director **RTDC Ltd., Jaipur** to forfeit the amount deposited by the bidder as Performance Security and cancel the Contract.
- b. The **Managing Director, RTDC Ltd., Jaipur** reserves the right to terminate without assigning any reasons therefore the Contract/Agreement either wholly or in part without any notice to the bidder. The bidder will not be entitled for any compensation whatsoever in respect of such termination of the Contract/Agreement by the Managing Director RTDC Ltd., Jaipur.

## 17. Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall-

- (a) not offer any bribe, reward or gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process;
- (b) not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- (c) not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement process;
- (g) disclose conflict of interest, if any; and
- (h) disclose any previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

### **Conflict of Interest:-**

The Bidder participating in a bidding process must not have a Conflict of Interest.

A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:
  - a. Have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - c. have the same legal representative for purposes of the Bid; or
  - d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
  - e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the



- Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
  - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

#### **18. Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is Principal Secretary, Tourism, Govt. of Rajasthan, Govt. Secretariat, Jaipur.

The designation and address of the Second Appellate Authority is Finance Department, Govt. of Rajasthan, Govt. Secretariat, Jaipur.

##### **(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before he opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority , as the case may be.
- (4) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;

- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

#### 19. **AGREEMENT:**

The successful Bidder should execute agreement **within 3 days** by furnishing the Performance security as prescribed **within 3 days** of issue of work order as per the terms & conditions on **Rs. 500/-** non judicial stamp paper. In the event of failure to execute the agreement, the performance security OR bid security as the case may be stand forfeited apart from cancellation of work order besides debarring the bidder and the Managing Director **RTDC Ltd., Jaipur** is entitled to collect liquidated damages if any from the bidder for his failure to comply with the terms and conditions of the bid.

#### 20. **DEBARRING AND RECOVERY OF LOSSES**

In the event of failure by the Bidder at any stage of bid process the Bid Security or Performance Security or Bills of services will be forfeited apart from cancellation of award of contract and blacklisting / debarring of the firm/Bidder & recovery of losses on account of this act of bidder.

#### 21. **PAYMENT PROVISIONS**

The supplier payment shall be paid after completion of work after certification of bill & satisfactory services by the Competent Authority and after a period of 15-20 days. The supplier shall have to submit the required certificates as notified vide circular no. F.2 (1) Finance /SPFC/2017 dated 30.04.2018 by the Finance (G&T) Department.

#### 22. **SUBLETTING**

The supply Contract awarded should be executed by the successful bidder only. The subletting of supplies from any other firm, Company is not permitted.

#### 23. **SAVING CLAUSE**

No suit, prosecution or any legal proceedings shall lie against Bid Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of Bid.

#### 24. **FORCE MAJEURE:**

Notwithstanding the provisions of Clauses No. 29 etc. the bidder shall not be liable for, forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event or Force Majeure

For purpose of this clause, "Force Majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but are not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

If a Force Majeure situation arises, the supplier shall promptly notify the purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall not seek all reasonable alternative means for performance not prevented by the Force Majeure event.

**25. INDEMNIFICATION:-**

The bidder shall indemnify the Managing Director RTDC Ltd., Jaipur against all claims which may arise in services of inferior quality not conforming to prescribed specifications and standards.

The bidder shall agree to indemnify Managing Director RTDC Ltd., Jaipur against, and to reimburse Managing Director RTDC Ltd., Jaipur for, and to our option, to defend Managing Director RTDC Ltd., Jaipur against, all damages for which it is held liable to in any proceeding arising out of use of Services, pursuant to and in compliance with this Bid/Agreement, and for all costs Managing Director RTDC Ltd., Jaipur reasonably incur in the defense of any such claim brought against Managing Director RTDC Ltd., Jaipur or in any such proceeding in which Managing Director RTDC Ltd., Jaipur is named as a party, including reasonable attorney's fees, provided that Managing Director RTDC Ltd., Jaipur has timely notified us of such claim or proceeding. The approved supplier will indemnify the Managing Director RTDC Ltd., Jaipur against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of Services or use.

**26. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its

Bid Securing Declaration shall be executed.

**27. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods.**

- (i) As a general rules all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

**28. CONFIDENTIALITY**

The bidder shall keep all information related to RTDC Ltd., Jaipur confidential & shall not share with any other person, office/ organization etc in whatever way (Verbally, in writing, physically or electronically or otherwise.) In case **the** bidder fails to maintain confidentiality of information related to the RTDC Ltd., Jaipur, he will be liable to strict legal action as per law besides is contract being terminated and any other action as per RTPP Act and Rules.

**29. ARBITRATION**

In case of any dispute arising between the bidders and the Bidding authority, the Principal Secretary cum Chairperson, RTDC will act as the arbitrator, and the decision of the arbitrator will be final and binding on all the parties concerned.

**30. JURISDICTION**

In the event of any dispute arising out of the Bid or orders such dispute would be subject to the jurisdiction of the Courts of Jaipur or Honorable High Court (Jaipur Bench only)

**N.B:-BIDDER SHOULD READ THESE TERMS & CONDITIONS CAREFULLY AND COMPLY them STRICTLY WHILE SUBMITTING THEIR BIDS. IF A BIDDER HAS ANY DOUBT REGARDING THE TERMS & CONDITIONS AND SCOPE OF WORK MENTIONED IN THE BID NOTICE HE SHOULD REFER THESE TO THE EXECUTIVE DIRECTOR (F), RTDC Ltd., JAIPUR BEFORE SUBMITTING BIDS AND OBTAIN CLARIFICATIONS. THE DECISION OF THE MENAGING DIRECTOR, RTDC Ltd., JAIPUR SHALL BE FINAL AND BINDING ON THE BIDDER.**

- 31.** Bid shall be submitted only in online mode.
- 32.** The Agencies/ Institutions will be selected on theLeast Cost Based Selection (LCS) Method.
- 33.** Bid Document Fee of Rs 1180/- shall be accepted through DD in favor of ED(Finance) RTDC Ltd.Bid received without Bid formcost, bid will be rejected straight way.
- 34.** Period of appointment for consultancy services will be for 2 financial years. (2019-20 &

2020-21)

35. Bidders are advised to study the bid document carefully. Submission of the bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and conditions in the bid document with full understanding of its implications. Bids not complying with all the given clauses in this bid document are liable to be rejected.
36. If the documents submitted by the firm are found to be incorrect or have some discrepancies which disqualifies the firm then RTDC may take the following action:
  - a. Forfeit the entire amount of performance security submitted by the firm,
  - b. Debar the Firm for minimum 3 years to participate in RTDC Bid.
39. In case of any default on the part of Consultant leading to imposition of penalty by regulatory authorities, the same shall be deducted by giving one month notice without assigning any reason thereof.
40. Failure to furnish all/complete information required in the bid document or submission of a bid not substantially responsive to the Bid document in all respects will be at the bidder's risk and may result in the rejection of the bid.
41. In case, the last day of bid submission is declared holiday by Government of India/Rajasthan, the next working day will be treated as the last day for submission of bids. There will be no change in the timings.
42. All pages of the bid documents being submitted must be signed & stamped and sequentially numbered by the bidder irrespective of the nature of content of the documents. Unsigned and unstamped bid shall not be accepted
43. Bid will be valid for a period of 90 days from the last date of submission of the bid as indicated.
44. The offers submitted by telegram / fax / e-mail shall not be considered. No correspondence will be entertained on this matter.
45. Conditional bid shall not be accepted on any ground and shall be rejected straightway.
46. No deviation from the bid specification and terms and conditions will be accepted.
47. Any bid received after the prescribed deadline for submission of bids will be summarily rejected.
48. Bidder's Firm must not be prohibited by any regulatory authority in offering such services and also should not have been blacklisted / debarred or got its work order cancelled/terminated by any PSU, Central or State Government Undertaking in the past. A self-declaration in this regard to be submitted by all bidders.
49. The financial bids of only those applicants will be opened who are found technically eligible on evaluation of Technical bids.
50. Declaration of Bid Security is to be submitted as per circular of F.D./ G&T Dated 23-12-2020 on stamp paper of Rs. 50/- with 30% surcharge.

**Signature of Bidder with Seal**

**Name .....**

**Address .....**

## **Special Conditions of Contract**

### **Work Deliverables& Payment terms**

1. The selected Bidder should complete accounting and consolidation of Annual accounts of F.Y. 2019-20 with in 1.5 months of the date of work order, and completion of work of 2020-21 with in 3 months of the work order date.
2. RTDC may give some relaxation time after the expire of time allotted to the consultant if any exigency occur which would not be in the control of the selected Bidder and RTDC.
3. In case of delay of above deliverables, then RTDC may be impose the LD, penalty or terminate the contract, as per the RTPP Act/rules and the decision of the MD, RTDC will be final in all respects.
4. In case of any dispute, decision of the Managing Director, RTDCshall be final and binding on thebidder.
5. All legal proceedings are subject to jurisdiction at Jaipur (Rajasthan) only.
6. Appointed CA Firm will be paid in the manner described below;
  - (i) 50 percent of the contracted amount after handover the accounts to the statutory audit
  - (ii) 25 percent of the contracted amount after completion of the Statutory audit, and
  - (iii) 25 percent of the contracted amount after completion of the AG supplementary audit. (i.e. Consultant handover the accounts of the F.Y. 2019-20 to the statutory auditor then raise the 50 percent invoice amount of the F.Y. 2019-20 and for FY 2020-21 respectively)

## **Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement process shall:

1. Not offer any bribe, reward of gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement process or to otherwise influence the procurement process.
2. Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
3. Not indulge in any collusion, Bid rigging or anti-competitive behavior to impair the transparency, fairness and progress of the procurement process.
4. Not misuse any information shared between the procuring Entity and the Bidders with intent to gain unfair advantage in the procurement process.
5. Not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process.
6. Disclose conflict of interest, if any; and
7. Disclose any previous transgressions with any entity in India or any other country during the last three years or any debarment by any other procuring entity.

**ANNEXURE-A**  
**Declaration by the Bidder regarding Qualifications**

**Declaration by the Bidder**

In relation to my/ our Bid submitted to ..... for procurement of in response to their Notice Inviting Bids No. .... Dated ..... I/ We hereby declare under Section 7 of Rajasthan Transparency in Public Procurement Act, 2012, that:

1. I/ We possess the necessary professional, technical , financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/ We have fulfilled my/ our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/We are not insolvent, in receivership, bankrupt or being wound up, not have my/ our affairs administered by a court or a judicial officer, not have my/ our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/We do not have, and our directors and officers not have been convicted of any criminal offence related to my/ our professional conduct or the making of false statements or misrepresentations as to my/ our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or no have been otherwise disqualified pursuant to debarment proceedings;
5. I/We do not have a conflict of interest as specified in the Act, Rules and the Bidding Document , which materially affects fair competition;

Date:

Signature of bidder

Name

Place:

Designation:

Address:



**ANNEXURE-B**  
**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is Principal Secretary , Tourism, Govt. of Rajasthan, Govt. Secretariat, Jaipur.

The designation and address of the Second Appellate Authority is Finance Department, Govt. of Rajasthan, Govt. Secretariat, Jaipur.

1. Filling an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before he opening of the Financial Bids, an appeal related to the matter of Financial Bids may be tiled only by a Bidder whose Technical Bid is found to be acceptable.

2. The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it of within thirty days from the date of the appeal.

- c) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority , as the case may be.

- d) Appeal not to lie in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (f) determination of need of procurement;
- (g) provisions limiting participation of Bidders in the Bid process;
- (h) the decision of whether or not to enter into negotiations;
- (i) cancellation of a procurement process;
- (j) Applicability of the provisions of confidentiality.

e) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.

- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
  - (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.
- f) For fee filing appeal
- (a) Fee for first appeal shall be rupees one thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
  - (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.
- g) Procedure for disposal of appeal
- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
  - (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be shall,-
- (i) hear all the parties to appeal present before him: and
  - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
  - (d) The order passed under sub clause © above shall also be placed on the State Public Procurement Portal.

**FORM No. 1**

(See rule 83)

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

**Appeal No ..... of .....**

**Before the ..... (First/ Second Appellate Authority)**

1. Particulars of appellant:

- i. Name of the appellant:
- ii. Official address, if any:
- iii. Residential address:

2. Name and address of the respondent(s):

- (i)
- (ii)
- (iii)

3. Number and date of the order appealed against and name and designation of the officer/ authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Ground of appeal:

.....  
..... (Supported by an affidavit)

7. Prayer:

Place.....

Appellant's Signature:

Date .....

**Affidavit regarding compliance to Terms & Condition of Bid**

**Bidder Name:**-----

I/We confirm that I/We are authorized to submit Bid on behalf of the firm participating in the Bid and have perused the entire Bid/Bid document including all its amendments till date.

Having perused the subject Bid with all amendments (wherever applicable). I/We hereby confirm unconditional acceptance and compliance to abide by all its terms & conditions as mentioned in Bid document including technical particulars, Detailed technical specifications of the product, Special Terms & Conditions and General Terms & Conditions wherever indicated , offer validity , terms of delivery without any deviations whatsoever:

I/We also confirm acceptance of the all General Terms & Conditions of Bid document.

I/We certify that the prices quoted against the Bid are competitive and without adopting any unfair / unethical means in including cartelization.

I/We certify that Biding firm has not been banned by any Government Department of the State / PSU or any other government organization in the country from business dealings.

I/We also certify that the information given above is factually correct, true and nothing material has been concealed.

***Name of Bidder with Signature and Seal***

## **CERTIFICATE**

I/We have carefully read, understood and accepted all the above terms & conditions. No additional conditions will be imposed by us. No conditions of the Bid will be altered /changed.

Date:

Signature of the Bidder  
along with stamp of the Firm,  
Also address of the Local office  
with phone/Fax number

## APPENDIX-I

### **Form Tech - I: Technical Proposal Covering Letter FORM TECH I**

[Location, Date]

To

**The Executive Director,**

Rajasthan Tourism Development Corporation Limited

Dear Sir,

We, the undersigned, offer to provide the services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date]

We are submitting our Proposal in our own individual capacity without entering into any association / as a Joint Venture. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the RFP, we undertake to negotiate on the basis of the proposed personnel. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in the RFP (Please indicate date).

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

## **SELF-DECLARATION**

To,  
Executive Director  
(Finance)  
RTDC Limited,  
Paryatan Bhawan, Jaipur

In response to the Ref. No. \_\_\_\_\_ dated  
\_\_\_\_\_ for as an Owner/ Partner/ Director/ Auth. Sign. of  
\_\_\_\_\_, I/ We hereby declare that  
presently at the time of bidding:

- a) possess the necessary professional, financial and managerial resources and competence required by the Bid document.
- b) having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ Autonomous body.
- c) does not have any previous transgressions with any entity in India or any other country during the last three years
- d) does not have any debarment by any other department.
- e) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;

- f) does not have, and our directors and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- g) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- h) will comply with the code of integrity as specified in the bidding document.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken as per the provisions of the applicable Act and Rules thereto prescribed by GoR, my/ our security may be forfeited in full and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date: \_\_\_\_\_

Place:



### LIST OF ZONE HEAD QUARTERS

S. No.	Zone (Head Quarter)	No. of Units	Name of Hotels/Midways
1.	Hotel Khadim Ajmer	3+1	1. Khadim Ajmer& IMFL Shop Ajmer. 2. Sarovar Pushkar 3. Midway Barr (Pali)
2.	Hotel MeenalAlwar	4+2	1. Meenal Alwar& IMFL Shop Alwar. 2. Lake Palace Siliserh 3. Tiger Den Sariska 4. Motal Behror& IMFL Shop Behror.
3.	Hotel SarasBharatpur	3	1. Saras Bharatpur 2. Midway Mahuwa 3.Forest Lodge Bharatpur.
4.	Hotel Dholamaru Bikaner	2+3	1. Dholamaru Bikaner& IMFL Shop Bikaner. 2. Hotel Haveli, Fathepur 3. IMFL Shop, Jhunjunu 4. IMFL Shop, Sikar
5.	Hotel Ghoomar Jodhpur,	2+1	1. Ghoomer Jodhpur& IMFL Shop Jodhpur 2. PaniharinPali
6.	Hotel MoomalJaisalmer	2+1	1. Moomal Jaisalmer& IMFL Shop Jaisalmer. 2. Sam Dhani Jaisalmer
7.	Hotel Chambal Kota	4+2	1. Chambal Kota& IMFL Shop Kota. 2. Gavadi Talab Jhalawar& IMFL Shop Jhalawar. 3. Jhoomer Baori Sawai Madhopur 4. Vinayak Sawai Madhopur
8.	Hotel Kajri Udaipur	7+3	1. Kajri Udaipur 2. Gokul Nathdwara 3. Panna Chittorgarh & IMFL Shop Panna Chitorgarh. 4. IMFL Shop, Janta Awas 4. Shilpi Ranakpur 5. Shikhar Mount Abu 6. Light & Sound Kumbhalgarh 7. Motal Ratanpur & IMFL Shop Ratanpur.

9.	Hotel Gangaur Jaipur	6+2	1. Gangaur Jaipur& IMFL shop 2. Teej Jaipur 3. Swagatam Jaipur& IMFL shop 4. Durg Cafeteria Nahargarh 5. Jheel Ramgarh 6. Transport Unit Jaipur
10.	CRO New Delhi	4	Central Reservation Office Delhi 1. POW Train. 2. Package Tours Delhi 3. CRO, KolKatta 4. CRO, Ahemdabad
11.	Head Office, Jaipur	3	1. Head Office 2. Works Division 3. POW



Rajasthan Tourism Development Corporation Ltd., Jaipur  
(A Government of Rajasthan Undertaking)

ParyatanBhawan, 3<sup>rd</sup> Floor, Opp. VidhayakpuriThana, M.I.Road, Jaipur.  
Phone : 91-141-2361140, 2371141-42 ; Email: ed.rtdc@rajasthan.gov.in



**FINANCIAL BID Format (BOQ)**

1. Professional fee of the accounting work for the year 2019-20 Rs. ....  
In words :-

2. Professional fee of the accounting work for the year 2020-21 Rs. ....  
In words :-

नोट :- दरे EPROC फेस्टल पर  
BOQ फॉर्मेट में ही भरे।

Signature of bidder  
with seal