



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

Head Office: 5th floor, Kisan Bhawan, LalKothi, Tonk Road, Jaipur-302015

Fax No. 0141-2741924, E-Mail: rsfcsc@gmail.com

CIN: U63023RJ2010SGC033489

## Index of Bid Documents

S.No.	Particular	Page No.
1	E-bid Notice	2-3
2	Instruction to bidder for online submission of e-bid	4-5
3	Check List (Document to be uploaded in Technical Cover)	6-7
4	e-bid form (Technical)	8-11
5	General Terms and Condition of bid and contract	12-22
6	Annexure A (Compliance with the Code of Integrity and No Conflict of Interest)	23
8	Annexure B (Declaration by Bidder regarding Qualifications)	24
9	Annexure C (Additional conditions of contract)	25
10	Annexure D(Affidavit regarding compliance to terms & conditions of bid)	26
11	Annexure E(Regarding Pre Stamps Receipts)	27
12	Annexure F ( Scope of work)-A+B+C	28-31
13	Annexure G(Affidavit regarding not blacklisted )	32
14	Annexure H(Agreement Form)	33-34
15	Annexure I (Financial Bid format)	35-36

  



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Head Office: 5th floor, Kisan Bhawan, LalKothi, Tonk Road, Jaipur-302015

Fax No. 0141-2741924, E-Mail: rafcsc@gmail.com

CIN: U63023RJ2010SGC033489

No.F16(39)RSFCSC/Acc./Bid Doc/2019-20

Date:

## e-Bid Notice: 1/2019-20

**Single Stage, Two-envelopes unconditional Bids are invited from eligible bidders (Chartered Accountants firms/companies) for the following works:-**

S. No.	Name of the work	Approximate cost	Bid cost	Bid Processing fees	Bid security	Last date and Time for bid submission
1	2	3	4	5	6	7
(1)	Preparation of accounts of the Head Office (All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts, preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors AND Consultancy and the work of Service tax and/ or GST work for the remaining financial year 2019-20, (from the date of agreement) & full F.Y. 2020-21 (Refer:- Scope of work) AND Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related works for the remaining financial year 2019-20, (from the date of agreement) & full F.Y. 2020-21 (Refer:-Scope of work)	950000.00	1000.00	1000.00	19000.00	

The Bid shall only be submitted through online Bidding system of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). The interested eligible bidders shall have to be enrolled/registered with portal of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) for participating in the Bidding process.



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1	Publishing Date	4/10/19	5.30 PM
2	Bid Document Download Start Date	05/10/19	9.30 AM
3	Pre bid conference	09/10/2019	3.30 PM
4	Bid Submission Start Date	10/10/2019	9.30 AM
5	Document Download end Date	16/10/2019	6.00 AM
6	Bid Submission End Date	17/10/2019	6.00 PM
7	Submission of Demand Draft / B.C. of Bid Cost (including processing Fees) and Bid security in physical form if the amount not transferred through Electronic mode of payment	18/10/2019	11.00 AM
8	Technical Bid Opening Date	18/10/2019	3.00 PM

### Terms & Conditions:-

1. The Bid Document is not transferable under any circumstances.
2. Bid shall be submitted online and will be opened by the committee constituted for this purpose. The interested bidders shall have to be enrolled/registered with portal of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) for participating in the Bidding process.
3. No. physical/offline Bid shall be accepted.
4. The Bid Security (shall be in the form of Demand Draft/ Banker's Cheque of Scheduled Bank drawn in favor of "MD, Rajasthan State Food And Civil Supply Corporation Ltd.," payable at Jaipur), Processing fees (shall be in the form of Demand Draft/Banker's Cheque of Scheduled Bank drawn in favor of MD, RISL payable at Jaipur) and Bid Fee (should be in the form of DD/BC in favor of "MD, Rajasthan State Food And Civil Supply Corporation Ltd." payable at Jaipur) shall be submitted in the office of the Rajasthan State Food & Civil Supplies Corporation Ltd. up to scheduled date and time mentioned in the e-bid notice.
5. The Procurement Entity. reserves right to cancel the BID without assigning any reason to the Bidder or anyone else.
6. The GST & other taxes payable if any, under the contract shall be paid by the Bidder.
7. Conditional bids and casual letters sent by the Bidders will not be accepted.
8. Bidders are requested to read the instructions in the Technical document / Bid before submitting the Bid online.
9. The terms & conditions of the Bid may be seen on the website <http://eproc.rajasthan.gov.in>. along with the BID invitation Notice.

  
General Manager(F)



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## Instruction 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>. The Bid Document is not transferable under any circumstances.
2. Bid shall be submitted online only through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). **No physical/offline Bid shall be accepted.** The interested bidders shall have to be enrolled/registered with portal of [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) for participating in the Bidding process.
3. 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.
4. Bidder shall submit their offer on-line in electronic formats both for technical and financial proposals, DD/Banker Cheque for Bid cost, Processing Fees and Bid Security may be submitted manually in the office of Biding Authority (Rajasthan State food & Civil Supplies Corporation Ltd.) before scheduled date & time as mentioned in NIB. However scanned copy of DD/BC must be uploaded along with the online Bid or amounts may be deposited Electronically as narrated in condition No. 7
5. Before electronically submitting the bids it should be ensured that all the bid documents including conditions of contract are digitally signed by the Bidder.
6. Training for the bidders on the usage of e-Biding 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.
7. The cost of bid document and bid security shall be accepted through DD/BC in favor of RSFCSC, Jaipur/Electronic mode of Payment like RTGS/NEFT/Internal Bank Transfer through Cashless in favor of RSFCSC. The details of Bank Account for payments of Bid Security and amount of Bid documents through Electronic mode of payment are as under:
  - (A) For online payment of bid form cost and Bid Security:
    - (i) Beneficiary:- Rajasthan State Food & Civil Supplies Corporation Limited, Jaipur.
    - (ii) Account No. :-4064001800000157
    - (iii) IFSC Code :-PUNB 0406400
    - (iv) Name of Bank & Branch:-Punjab National Bank, Nehru Place Tonk road Jaipur
  - (B) For bid processing fee:-
    - (i) The bid processing fee of Rs. 1000.00 shall be deposited in the form of D.D/ Banker cheque in favor of **M.D., RISL payable at Jaipur.**
8. The allotted work shall be completed as per the time lines given for that particular work.
9. Conditional bid and casual letters sent by the bidders (Chartered Accountants firms/companies) not be accepted.
10. The Corporation reserves right to cancel the BID without assigning any reason to the Bidder or anyone else.



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11. Bidders are requested to read the instructions in the Technical document / Bid before submitting the Bid online. Bidders are also advised to refer "Bidders manual" available under "Download" section for further details about the e-Bidding process.
12. For terms & conditions and further details visit our website [www.rsfsc.org/www.sppp.rajasthan.gov.in/www.eproc.gov.in](http://www.rsfsc.org/www.sppp.rajasthan.gov.in/www.eproc.gov.in) or contact Managing Director, Rajasthan State Food & Civil Supplies Corporation Ltd., Lalkothi Kisan Bhawan, Jaipur-302015 at the telephone number 0141-2744692/ 2744649/
13. 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 fee in favor of "Rajasthan State Food & Civil Supplies Corporation Ltd.", payable at Jaipur.
- b. Scanned copy of DD/Banker's Cheque/Bank Guarantee for Bid Security in favor of "Rajasthan State Food & Civil Supplies Corporation Ltd.", payable at Jaipur.
- c. Scanned copy of DD/Banker Cheque for 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 (Page No. -----) along with the supporting papers (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 scope of work:-

S. No.	Schedule No.	Description of Work
1	BoQ	

Bidders shall enter name of the firm 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 eligibility.

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

  
General Manager(F)



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## TECHNICAL BID-CHECK LIST e-bid notice NO.1/2019-20

CHECK LIST No.	Particulars	Enclosed (Yes/No)	Page No
1	Scanned copy of D.D./BC/NEFT/RTGS:- (a) Bid form cost (1000/-) (b) bid security (19000/- ) (c) Processing fees (1000/-) (The Above Scanned Copy must be uploaded in (A). technical cover (a) in the fee cover).		
2	E-Bid form along with General terms and conditions of bid & contract with signature and seal on each page. All Uploaded Documents must be signed by bidder on each page.		
3	Annexure A (Compliance with the Code of Integrity and No Conflict of Interest)		
4	Annexure B (Declaration by Bidder regarding Qualifications)		
5	Annexure C (Additional conditions of contract)		
6	Annexure D(Affidavit regarding compliance to terms & conditions of bid)		
7	Annexure E(Regarding Pre Stamps Receipts)		
8	Annexure F ( Scope of work)		
9	Annexure G(Affidavit regarding not blacklisted )		
10	Annexure H(Agreement Form)		
11	Detail of Authorized Person for Bidding Bid Document- with copy of Aadhar No.		
12	Authority letter		
13	Bidder should have at least Five years experience as on 01.04.2019 as practicing Chartered Accountants Firm (Relevant evidence)		
14	The bidder should have at least three years' experience as on 01.04.2019 for the work of Tally Accounting and Tax Consultancy and service tax of PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for at least one organization. The bidder should have at least one year experience of GST work in any PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for at least one organization. (Relevant evidence)		
15	Bidder Should Have Minimum Three Chartered Accountants including at least one FCA. (Relevant evidence)		
16	Detail of manpower working. (Relevant evidence)		
17	Last three Years ITR with Turnover. (Relevant evidence)		



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18	Copy of PAN.		
19	Copy of GST registration certificate.		
20	Attested copy of Registration Certificate issued by ICAI		
21	Sheet regarding Name of Partners (If applicable)		
22	Evidence regarding Major Activity of the Bidder		
23	List of PSUs where the bidder has worked or currently working		
24	Cancelled cheque regarding Bank details		
25	Copy of TAN (If applicable)		
26	Others		

**NOTE:-** Document from check list serial No. 2,5,7, 8, 10 to 25 should be self-Attested by the CA working in the firm with the name and seal of the bidder firm and documents from Sr. No. 3,4,6 & 9(Annexure A,B,D,G) on non- judicial stamp paper worth Rs. 100/- duly attested by notary public.

Signature of the Bidder with Seal

Name: .....

Designation .....

  



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## E-BID FORM FOR

Preparation of accounts of the Head Office(All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts , preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors(Refer:- Scope of work)

And

Consultancy and the work of Service tax and/ or GST work (Refer:- Scope of work)

And

Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related works (Refer:-Scope of work)

(Scanned copy to be uploaded)

e-Bid Notice No.1/2019-20

Bid Cost Rs. 1000.00 (Deposited vide DD/BC No-----Date-----Bank Name-----Branch-----)

RISL Processing Fee Rs. 1000.00 (Non Refundable) (Deposited vide DD/BC No-----Date-----Bank Name-----Branch-----)

Bid Security: Rs.19000.00

S.No	Particulars	Details
1.	Name of the Firm	
2.	Telephone No.	(Off.)
		(Res)
		(Fax.)
3.	Mobile No.	
	Email ID	
4.	Office Address of the Firm	
5	Constitution of the firm whether Proprietorship/ Partnership/Company	
6.	Date of registration	





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7	Name of the partners (If applicable)		
8	Experience after registration up to 01.04.2019 (In years)		
9	<u>Annual Turnover of the Practicing Chartered Accountants/ CA firms from IT/ITeS during last three financial year i.e 2016-17, 2017-18, 2018-19 (Rs. In Lacs)</u>	2016-17	
		2017-18	
		2018-19	
10	Details of man power working in the bidder firm (In No.):-		
	(a) FCA		
	(b) ACA		
	(c) Articles		
	(d) Retd. From AG office		
	(e) Others (please specify)		
11	Major Activities of the bidder ( Performed &/or performing)(In years)		
	1. Statutory audit		
	2. Tax audit		
	3. Internal audit		
	4. Income tax consultant		
	5. TDS/TCS work and consultancy		
	6. Service tax & consultancy		
	7. GST work & consultancy		
	8. Tall Accounting		
	9. Any other work (please specify)		



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12	Name of PSUs-central/state, Autonomous bodies, corporations where the bidder has worked or currently working in 2019-20	Name of Organization		Name of work	
13	<u>BANK DETAILS OF BIDDER</u>				
	Name of bank with Branch				
	Account No.				
	Account Type				
	IFS code				
14	PAN No. of the Bidder				
15	Aadhar No. (Of the authorized person signing the bid documents )				
16	TAN No of the bidder ( If applicable)				
17	G.S.T registration no of the bidder				
18		No.	Date	Bank	Amount
	Bid Cost DD/BC/ NEFT/RTGS No.				
	Bid Processing Fees DD/BC/ NEFT/RTGS No.				
	Bid Security DD/BC/ NEFT/RTGS No.				



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19	Remarks/ other information if any
----	-----------------------------------

We agree to abide by all the terms and conditions mentioned in bid notice No-----date-----  
Issued by the General Manager (F) of the Corporation and further conditions of the bid document given  
in the attached sheets, all the pages of which have been signed by us in token of acceptance of the  
terms and conditions mentioned there in.

**Signature of the Bidder with Seal**

Name: -----

Designation -----

\*Attach separate sheet for details, where required.

\*In case of authorized representative signing this document enclose copy of the Authority letter



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## General terms & conditions of Bid & Contract:- (e-Bid No.1/2019-20)

**Important Instruction :-** The Law relating to procurement "The Rajasthan Transparency in Public Procurement Act, 2012"[hereinafter called the Act] and the "Rajasthan Transparency in Public Procurement Rules, 2013"[hereinafter called the Rules] under the said Act have come into force which are available on the website of State Public Procurement Portal <http://sppp.raj.nic.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process. If there is any discrepancy between the provisions of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail. All the other terms and conditions of the RPPP Act, 2012/Rules 2013 which are not included in this bid document shall be deemed as part of this document.

**Bids are invited from eligible bidders (chartered accounts firms/companies) for the work of: Preparation of accounts of the Head Office(All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts, preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors(Refer:- Scope of work)**

**And**

**Consultancy and the work of Service tax and/ or GST work for the remaining financial year 2019-20, ( from the date of agreement & full F.Y. 2020-21 (Refer:- Scope of work)**

**And**

**Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related work for the remaining financial year 2019-20, ( from the date of agreement & full F.Y. 2020-21 (Refer:-Scope of work)**

1. Bid shall be submitted through e-proc portal in prescribed Bid document.
  - (a) Bidders should file Bid duly furnishing the required information as per terms and conditions of Bid document.
  - (b) Bids should be strictly in conformity with prescribed terms and conditions. Bids should not contain any conditions other than the prescribed terms & conditions. Bids who deviate from these terms and conditions, are liable to be rejected.
  - (c) Before the last date for the receipt of bid,RSFCSC Ltd may amend any of the Bids conditions, as may be desired and if such an amendment is absolutely necessary and the same shall be communicated to the Bidders and that will be made available on the website [www.rsfsc.org/www.food.rajasthan.gov.in/http://sppp.raj.nic.in](http://www.rsfsc.org/www.food.rajasthan.gov.in/http://sppp.raj.nic.in).[www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)
  - (d) Minors are not eligible to file Bids
2. Bid Form is not transferable. Bidders should sign with seal on all pages of the bid documents.
3. The cost of bid document and bid security shall be accepted through DD/BC in favor of RSFCSC, Jaipur/Electronic mode of Payment like RTGS/NEFT/Internal Bank Transfer through Cashless in favor of RSFCSC. The details of Bank Account for payments of Bid security and amount of Bid documents through Electronic mode of payment are as under:
  - (A) For online payment of bid form cost and Bid Security:



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(i) Beneficiary:-Rajasthan State Food & Civil Supplies Corporation Limited, Jaipur.

(ii) Account No. :-4064001800000157

(iii) IFSC Code :-PUNB 0406400

(iv) Name of Bank & Branch :-Punjab National Bank, Nehru Place Tonk road Jaipur

(B) For bid processing fee:-

(i) The bid processing fee of Rs. 1000.00 shall be deposited in the form of D.D/ Banker cheque in favor of M.D., RISL payable at Jaipur.

4. All work shall be completed as per the time lines given in the bid document and/or by the management.
5. Conditional bid and casual letters sent by the bidders (Chartered Accountants firms/companies) will not be entertained at all.
6. Bidders are requested to read the instructions in the bid Documents carefully before submitting the Bid.
7. The bidder who is awarded work of internal audit of F.Y 2019-20 & 2020-21 of Head office will not be allotted this work of Corporation.
8. The above terms & conditions of the Bid may also be seen on RSFCSC web-www.rsfsc.org and on the State Public Procurement Portal /E proc portal along with NIB.
9. The successful bidders have to take up all the allotted work (Refer:- Scope of work) within next 7 days from the date of issue of work order. The approved firm shall perform all activities as per the provisions of relevant rules and regulations and as per the time line provided by the management from time to time at the Head Office Jaipur.
10. The CA has to attend office for sufficient working days for the completion of the allotted works.
11. "Time is essence" of the contract so prescribed time lines will be adhered for completion of the allotted work. Therefore, CA has to ensure the completion of allotted work in prescribed time lines only.
12. The successful bidders will submit the work report or return, status report and/or completion certificate in the requisite format covering all aspects under applicable taxation laws. All the related returns should be filed within in the permissible time limit under various applicable laws.
13. Selection Criteria:-
  - (a) Selection of eligible bidders (Chartered Accountants firms/companies) shall be based upon their eligibility criteria and selection criteria decided by the RSFCSC, which are as under:-
    - (i) Bidder should have at least five years' experience as on 01.04.2019 as a practicing Chartered Accountant.
    - (ii) The bidder should have **at least three years' experience** as on 01.04.2019 for the work of **Tally Accounting and Tax Consultancy and service tax** of PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for **at least one organization. The bidder should have at least one year experience of GST work in any PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for at least one organization.**
    - (iii) The bidder should have 3 Chartered accounts in the firm including at least one FCA  
The bidders should enclose all relevant papers in technical cover to establish their eligibility failing which bidder shall NOT be considered for financial bids. The RSFCSC has full right to select and reject any of the bid(s).
  - (b) Financial Bid duly filled as per (B) financial cover (.xls format) giving the rates for Quoted items/works must be submitted through portal <https://eproc.rajasthan.gov.in> only (Format (BOQ). It should not be disclosed in Technical bid. All received bids will be opened in the presence of bidders who choose to be present. Financial bid will be opened only for those bidders who satisfy the standard criteria laid down by the Corporation on the details furnished by the bidder in technical bid, in compliance of the terms & conditions of the bid.
14. Bidder should submit the following documents:-
  - i. Bid form along with bid terms and conditions with signature and seal on each page. All Uploaded Documents must be signed by bidder on each page.
  - ii. Annexure A (Compliance with the Code of Integrity and No Conflict of Interest)



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- iii. Annexure B (Declaration by Bidder regarding Qualifications)
  - iv. Annexure C (Additional conditions of contract)
  - v. Annexure D (Affidavit regarding compliance to terms & conditions of bid)
  - vi. Annexure E (Regarding Pre Stamps Receipts)
  - vii. Annexure F ( Scope of work)
  - viii. Annexure G (Affidavit regarding not blacklisted )
  - ix. Annexure H (Agreement Form)
  - x. Detail of Authorized Person for Bidding Document- with copy of Aadhar No.
  - xi. Authority letter
  - xii. Bidder should have at least Five years experience as on 01.04.2019 as practicing Chartered Accountants Firm (Relevant evidence)
  - xiii. The bidder should have at least three years' experience as on 01.04.2019 for the work of Tally Accounting and Tax Consultancy and service tax of PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for at least one organization. The bidder should have at least one year experience of GST work in any PSU's-central government/ State government, Corporations, (central government/ State government, and commercial organizations) for at least one organization. (Relevant evidence)
  - xiv. Bidder Should Have Minimum Three Chartered Accountants including at least one FCA. (Relevant evidence)
  - xv. Detail of manpower working. (Relevant evidence)
  - xvi. Last three Years ITR with Turnover (Relevant evidence)
  - xvii. Copy of PAN
  - xviii. Copy of GST registration certificate.
  - xix. Attested copy of Registration Certificate issued by ICAI
  - xx. Evidence regarding Major Activity of the Bidder
  - xxi. Sheet regarding Name of Partners (If applicable)
  - xxii. List of PSUs where the bidder has worked or currently working
  - xxiii. Cancelled cheque regarding Bank details
  - xxiv. Copy of TAN (If applicable)
15. No Bid will be accepted after due date & time fixed for receiving of the bid.
  16. 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 fixed for any purpose whatsoever.
  17. The Rajasthan State Food & Civil Supplies Corporation Ltd. reserves the right to reject any or all the Bids without assigning any reason thereof.
  18. Validity of bid offer is **3 months (Three months)** from the date of opening of the bid. (Technical Bid cover).
  19. E-bid shall be submitted upto the date & time given in e-bid notice for the work.
  20. The Bidder should submit along with the bids the following amounts for the Bids:-
    - (i) The cost of bid form (Rs. 1000.00) downloaded from the website shall be submitted in the form of D.D./Banker cheque in favor of M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED payable at Jaipur or shall be transferred electronically through RTGS/NEFT/ Internal Bank transfer.
    - (ii) The bidders are also required to deposit processing fee of Rs. 1000.00 in the form of D.D./Banker cheque in favor of M.D., RISL payable at Jaipur.
    - (iii) The Bid Security amount shall be submitted in the form of D.D./Banker cheque in favor of M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED payable at Jaipur or shall be transferred electronically through RTGS/NEFT/ Internet Bank transfer in the bank a/c mentioned above at S.No. 3



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

Head Office: 5th floor, Kisan Bhawan, LalKothi, Tonk Road, Jaipur-302015

Fax No. 0141-2741924, E-Mail: [rsfcsc@gmail.com](mailto:rsfcsc@gmail.com)

CIN: U63023RJ2010SGC033489

- (iv) The D.D./ Banker cheque shall be deposited physically at the office of M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, Jaipur upto scheduled date and time of submission in case of amount not transferred through Electronic mode of payment
21. Any change in the Constitution of the Firm/Company shall be notified forthwith by the bidder in writing to the M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, 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 by the contractor in respect of the contract unless he/they agree to abide by all its terms and conditions and submit to the M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, Kisan Bhawan, Lalkothi, Jaipur, a written agreement to this effect. The bidders 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.  
**No physical papers shall be submitted to RSFCSC. All paper must be uploaded only through e-proc portal.**
22. 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**
23. **WITHDRAWAL, SUBSTITUTION AND MODIFICATION OF BIDS**
- 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.
  - 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)
24. **BID SECURITY**
- Every Bid should be accompanied by Bid security (**@2% of the Approx. Cost of the work for which bid is being submitted**) in favor of Rajasthan State Food and Civil Supplies Corporation Ltd. Jaipur, the bid security may be given in the form of a banker's cheque or demand draft or bank guarantee in specified format, of a scheduled bank or deposit through eGRAS. The bid security must remain valid upto **Three months** from the last date of submission of bid. In case of unsuccessful bidder bid security will be returned after the successful bidder executes the agreement.
  - In case of the successful bidder, the amount of bid security may be adjusted in arriving at the amount of the performance security, or refunded if the successful bidder furnishes the full amount of performance security.
  - The bid security of unsuccessful Bidder shall be refunded soon after finalization of the bids. Bidder has to produce a pre stamp receipt as per **Annexure 'E'** with the bid document.
  - The bid security deposit lying with the Corporation in respect of other bids awaiting approval or rejected or on account of contracts being completed will not be adjusted towards bid security for the fresh bids. The bid security may, however, be taken into consideration in case bids are re-invited for the same item.
  - No interest will be paid on Bid Security by the Corporation.
25. **Refund of bid security:**
- The bid security of unsuccessful bidders shall be refunded soon after the final acceptance of successful bid & signing of agreement and submitting Performance Security of the bid.



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CIN: U63023RJ2010SGC033489

- (ii) The bid security shall be refunded without any interest in case of successful bidders (Chartered Accountants firms/companies) after completion of satisfactory work and completion of the statutory audit for the year 2020-21.

**26. 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 (Chartered Accountants firms/companies) would not accept the allotted work within 7 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 7 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.

## **27. PERFORMANCE SECURITY (P.S.)**

a) Successful Bidder should submit Performance Security @5% of work order amount within seven days from the date of acceptance of Bid in the form of :-

- (i) Demand Draft in favor of Rajasthan State Food & Civil Supplies Corporation Limited, Jaipur payable at Jaipur from any Scheduled Bank.

Or

- (ii) Bank guarantee/s of a scheduled bank. It shall be got verified from the issuing bank. Other conditions regarding bank guarantee shall be same as mentioned in the rule 42 of the RTPP rules 2013 for bid security.

Or

- (iii) (Fixed deposit receipt (FDR) of a scheduled bank. It shall be in the name of RSFCSC on account of "the approved supplier", and discharged by the "the approved supplier", in advance. RSFCSC shall ensure before accepting the Fixed Deposit Receipt that "the approved supplier", furnishes an undertaking from the bank to make payment/premature payment of the fixed deposit receipt on demand to the RSFCSC without requirement of consent of "the approved supplier", concerned. In the event of forfeiture of the performance security, the fixed deposit shall be forfeited along with interest earned on such fixed deposit. as Security for the due performance of the aforesaid agreement which has been formally transferred to the RSFCSC.

b) Performance security furnished in the form specified in clause (ii) & (iii) above shall remain valid for a period of 180 (One Hundred Eighty) days beyond the date of completion of all contractual obligations.

c) Bid Security deposited earlier will be adjustable towards Performance Security as per norms.

d) If the successful Bidder fails to furnish the Performance security within the time specified, the Bid Security shall stand forfeited besides recovery of consequential losses, if any, sustained by the Corporation **apart from cancellation of award of supply contract and debarring of the Bidder.**





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- e) The Performance Security shall be refunded to the bidder upon successful completion of the agreement and completion of the Statutory audit for the F.Y. 2020-21. No interest will be paid on the performance security by the corporation.

## 28. 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, RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, in this regard shall be final.

## 29. 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) Corporation 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 is final and binding on the Bidders.  
f) Corporation reserves the right to reject any or all the bids without assigning any reasons whatsoever and the decision of the Managing Director in this regard is final and Binding on the Bidder and cannot be called into question.

## 30. 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 corporation to forfeit the amount deposited by the bidder as Performance Security and cancel the Contract.  
b) The corporation 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 corporation

## 31. AGREEMENT:

The successful Bidder should execute agreement as per **ANNEXURE 'H'** immediately by furnishing the Performance security as prescribed **within 7 days** of issue of work order as per the terms & conditions on **Rs. 500.00** 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 corporation is entitled to collect liquidated damages if any from the bidder for his failure to comply with the terms and conditions of the bid.

## 32. LIQUIDATED DAMAGE:

Liquidated damages can be imposed as per following rates if the work assigned is not performed completely or partially for any default on the part of Practicing Chartered Accountants / CA firms.



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1	Delay up to one fourth period of the prescribed delivery period	2.5%
2	Delay exceeding one fourth but not exceeding half of the prescribed delivery period	5%
3	Delay exceeding half but not exceeding three fourth of the prescribed delivery period	7.5%
4	Delay exceeding three fourth of the prescribed delivery period	10%

### 33. BLACKLISTING 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.

### 34. SCHEDULE OF PAYMENT:

The successful bidders (Chartered Accountants firms/companies) shall be paid after certification of satisfactory completion of the such work by the competent authority as under:-

- (a) For Preparation of accounts of the Head Office(All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts , preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors(Refer:- Scope of work):-  
The successful bidders (Chartered Accountants firms/companies) shall be paid proportionately on per month basis for the work of Preparation of accounts of the Head Office(All sections) on tally software. And for the work of reconciliation, Consolidation of Branch Accounts with Head Office Accounts , preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors after completion of such work on per year basis.
- (b) Consultancy and the work of Service tax and/ or GST work (Refer:- Scope of work):-  
The successful bidders (Chartered Accountants firms/companies) shall be paid proportionately on per month basis after certification of satisfactory completion of the such work by the competent authority.
- (c) Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related works (Refer:-Scope of work):-
- (i) Retainer ship fee for the work of Income Tax/ TDS/TCS consultancy work- proportionately on per month basis.
- (ii) Tax audit- after completion of work filing of income tax return
- (iii) Appeal fee-50% after filing the appeal  
-50% after the decision of the appeal
- (iv) Assessment of Income tax- after issue of assessment order

**NOTE:- No separate fee shall be payable for filing of GST/TDS on GST/Income tax return, TDS/TCS work.**



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

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Fax No. 0141-2741924, E-Mail: rscsc@gmail.com

CIN: U63023RJ2010SGC033489

## 35. GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS:

The Designation and address of the First Appellate Authority is **Additional Food Commissioner**, Food and Civil Supplies Department, Government of Rajasthan.

The designation and address of the Second Appellate Authority is **Additional Chief Secretary/Principal Secretary/Secretary** Food, Civil Supplies and Consumer Affairs Department, Rajasthan Jaipur.

### i. 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 prescribed format in RPPP Rules 2013 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 the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

ii. The Officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall Endeavour to dispose it off within thirty days from the date of the appeal.

iii. If the officer designated under Para(i) fails to dispose off the appeal filed within the period specified in Para(ii), 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(ii) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

### iv. 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 in to negotiations;
- (d) Cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.

### v. Form of Appeal

- (a) An appeal under Para(i) or (iii) above shall be in the annexed Format 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.





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(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.

vi. Fee for filling appeal

(a) Fee for first appeal shall be rupees two 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.

vii. 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 free of cost.

(d) The order passed under sub-clause (c) above shall be placed on the State Public procurement Portal.

## 36. 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 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 any-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 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 part 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.



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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

## 37. 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.

A Bidder may be considered to be in Conflict of interest with one or more parties in 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.

## 38. 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.

## 39. FORCE MAJEURE:

Notwithstanding the provisions of Clauses No.26,27,28,30,32,33, 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, war 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





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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

practical, and shall not seek all reasonable alternative means for performance not prevented by the Force Majeure event.

#### 40. INDEMNIFICATION:-

The bidder shall indemnify the corporation against all claims which may arise in services of inferior quality not conforming to prescribed specifications and standards.

The bidder shall agree to indemnify corporation against, and to reimburse corporation for, and to our option, to defend corporation 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 corporation reasonably incur in the defense of any such claim brought against corporation or in any such proceeding in which corporation is named as a party, including reasonable attorney's fees, provided that corporation has timely notified us of such claim or proceeding. The approved supplier will indemnify the RSFCSC 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.

#### 41. CONFIDENTIALITY

The bidder shall keep all information related to corporation 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 corporation, he will be liable to strict legal action as per law besides is contract being terminated and any other action as per RTTP Act and Rules.

#### 42. ARBITRATION

In case of any dispute arising between the bidders and the corporation, the **Additional Food Commissioner**, Food and Civil Supplies Department, Government of Rajasthan will act as the arbitrator, and the decision of the arbitrator shall be final and binding on all the parties concerned.

#### 43. 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 M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, JAIPUR BEFORE SUBMITTING BIDS AND OBTAIN CLARIFICATIONS. THE DECISION OF THE M.D., RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LIMITED, JAIPUR SHALL BE FINAL AND BINDING ON THE BIDDER.**



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CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure 'A':

(On Rs.100/- non judicial stamp paper duly attested by Notary public)

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

Any person participating in a procurement process shall -

- i. 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;
- ii. not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation;
- iii. not indulge in any collusion, Bid rigging or anti-competitive behaviour to impair the transparency, fairness and progress of the procurement process;
- iv. not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- v. 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;
- vi. not obstruct any investigation or audit of a procurement process;
- vii. disclose conflict of interest, if any; and
- viii. 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.

Signature of Bidder with Seal



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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure 'B'

## Declaration by the Bidder regarding Qualifications

(On Rs.100/- non judicial stamp paper duly attested by Notary public)

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 not 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:

Place:

Signature of bidder

Name

Designation:

Address:





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CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure 'C'

## Additional Conditions of Contract

### **1. 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 (1) 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.

### **2. Procuring Entity's Right to Vary Quantities**

If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the bidding documents.

Signature of Bidder with Seal

5 C ✓



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

Head Office: 5th floor, Kisan Bhawan, LalKothi, Tonk Road, Jaipur-302015

Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 ANNEXURE 'D'

**Affidavit regarding compliance to Terms & Condition of Bid  
(On Rs.100/- non judicial stamp paper duly attested by Notary public)**

**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**

  



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e-Bid Notice No. 1/2019-20 ANNEXURE 'E'

## PRE- STAMP RECEIPT

We received an amount of Rs..... from The Managing Director, Rajasthan State Food and Civil Supplies Corporation Ltd, Jaipur, through DD/BC No. ....dated.....or RTGS etc. as details for payment is given below:

1. Name of bidder.....
2. Name & address of Firm.....
3. Name of bank & branch.....
4. Bank a/c type : Saving/Current/Over Draft/.....
5. Bank a/c number.....
6. Bank branch MICR Code.....
7. RTGS/IFSC Code.....
8. NEFT/IFSC Code.....
9. PAN NO. ....
10. GST No.....
11. Bank contact person's name & Mobile no. & E-mail address: .....

This amount is received against refund of bid security of bid no. ....dated ..... and sanction No. .... Dated .....

**Signature of Bidder with Seal**



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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure 'F'

**(A) Scope of work: Preparation of accounts of the Head Office(All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts , preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors**

The bidder (CA firm) is required to work on the preparation of accounts on the tally software on day to day basis. All the books of accounts mandated under the provisions of The Companies Act 2013 and other rules and regulations applicable to the corporation looking to the nature of work, activities, turn over, segment reporting are to be prepared on the tally software. The firm is required to do the following works, besides other related works required to perform the following activities:-

1. Day to day Accounting (Cash Book, Bank Book, Journal and Ledger) on Tally software.
2. Passing of necessary entries in the books of accounts for the credits received from FPS dealers & KVSS for sugar, wheat etc, Annapurna scheme, raj brands supplier & other clients.
3. Preparation of Bank Reconciliation Statements of all the bank accounts maintained by the head office in different banks & completion of all bank reconciliation related work.
4. Preparation of Trial Balance, P&L Account & Balance Sheet of Financial year 2019-20 & 2020-21 and for the full year during the currency of agreement period.
5. Preparation of quarterly and/or half yearly/yearly cash flow statement.
6. Checking of Liquidated damages & correction of same if required.
7. Preparation of Fixed Assets Register.
8. Calculation of depreciation & preparation of depreciation chart.
9. Validation of opening & closing balances.
10. Preparation of Statements of statutory liabilities and & compliance thereof.
11. Preparation of Debtors & Creditors list, reconciliation and recoveries from debtors.
12. Taxation Accounting and Calculation.
13. Accounts shall be prepared scheme wise/segment wise & agency wise as decided by the management & as suggested by the internal auditors, statutory auditors & AG auditors.
14. Issue of sale bill of sugar section to KVSS/Parties etc.
15. Preparation of purchase and sale register of sugar section.
16. Preparation of debtors/ creditors ledger along with subsidiary ledgers of sugar section.
17. Preparation of sugar claims for the KVSS, FPS and inter transfer entries of sugar transferred from one agency to another agency.
18. Preparation of claims sheet of sugar and/or transportation of all KVSS/ wholesalers and preparation of register in Excel.
19. Preparation of bills and issuance thereof for the sugar transferred to KVSS/ wholesaler/ FPS.
20. The bidder is required to reconcile the credit entries received from various FPS shops, KVSS, Parties, Contractors, Transporters etc and pass necessary journal entries in the books of accounts.
21. Reconciliation of sugar accounts (physical quantities as well as financial amounts with KVSS, Bhandars and other institutions) including pending reconciliation work if any.

Handwritten marks in blue ink, including a large '6' and several checkmarks.



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

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22. Reconciliation of Decentralized procurement accounts with all stake holders including pending reconciliation work if any.
23. Consolidation of DCP accounts, Sugar accounts & accounts of MCS offices i.e. district accounts in the books of H.O. for the F.Y 2019-20 and 2020-21.
24. Preparation of annual accounts 2019-20 and 2020-21.:- For the Preparation of annual accounts 2019-20 & 2020-21, the firm have to check and carry out the work of Preparation of annual accounts of the corporation i.e preparation of balance sheet, profit & loss account, cash flow statement & all the schedules in accordance with functions of corporation and as prescribed under the companies act, 2013 and other applicable standards for the Preparation of annual accounts of the corporation for the year 2019-20 &2020-21,
25. Coordination and assistance during statutory audit, supplementary audit of annual accounts by AG office, Regular audit by AG and for the work of related to the Annual General Meeting and all other related and ancillary works.
26. All other accounts related works as directed by the GM (F) & management of the corporation
27. This list is illustrative only and the firm has to do all the works related to the maintenance of accounts and accounts books along with all subsidiary ledgers i.e of FPS, KVSS, parties, schemes, persons, contractors, suppliers etc.
28. C.A. himself or his eligible representative will be available in RSFCSC head office for minimum two days in a week.

## NOTE:-

1. The CA firm performing above work shall be responsible for doing all required activities as per the provisions of The Companies Act 2013 & other related rules which need to be complied with on regular basis following the prescribed TIME LINES of the same.
2. The rates must be inclusive of all taxes, TA/DA & other incidental charges. NO extra amount will be paid on any account.
3. The tax rates shall be shown separately in the BoQ & also for tax matters.
4. The bidder is required to keep regular trained and qualified CA & supporting staff in the office of the Corporation for performing all this activities.
5. The Bidder shall complete all the works related to the annual Accounts of the Corporation for the F.Y. 2019-20 and 2020-21 irrespective of the completion of the agreement period from the date of issue of work order.

Signature of Bidder with Seal



# RAJASTHAN STATE FOOD & CIVIL SUPPLIES CORPORATION LTD.

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CIN: U63023RJ2010SGC033489

## **(B) Scope of work: consultancy and the work of Service tax and/ or GST work**

1. Day to Day consultancy on service tax matter including works related to HSN and S.A.C Code & all other such matters.
2. A Person from your office will visit our corporation in the first week of month &/or whenever called to prepare, compute & review the service tax/GST liability on monthly basis.
3. To review agreements and books of accounts for the exposure relating to service tax/GST on a monthly basis.
4. To prepare and file GST return. The tax consultant shall collect the information timely from Head Office & District Offices and shall also provide details of district office to corporation head office.
5. To provide opinion on the files in the matter of service tax, preparation of replies, represent the Corporation before the service tax authorities for the matters of past and/or present.
6. Assistance at the time of audit by service tax department and AG office.
7. Preliminary reply of letters issued by service tax department and AG office.
8. Providing opinion in the matters of G.S.T., preparation of replies, represent the Corporation before the GST authorities for the matters of past and/or present.
9. Filing of all returns related to the GST i.e monthly, bi-monthly, Quarterly, half yearly, yearly and revision of returns if needed on the centralized basis.
10. Helping during the inspection/ assessment by the departmental authorities of service tax and/or GST department.
11. Clarification of queries raised by corporation/ departmental officials.
12. Preparation of formats required under GST regime.
13. All the ancillary works related to the service tax and GST.
14. Any other work related to service tax/GST directed by the Corporation.

(Note:- All works related to service tax/ GST will have to be performed in RSFSC & represent the Corporation in the offices/ Courts of service tax/ GST.)

**Signature of Bidder with Seal**



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CIN: U63023RJ2010SGC033489

**(C) Scope of work: Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related works (Refer:-Scope of work)**

1. The tax consultant has to provide the consultancy services on the Income tax related matters of the past and present on the file marked to them.
2. He will conduct the tax audit of the corporation for the financial year 2019-20 & 2020-21.
3. He will file the annual return of the income tax for the financial year 2019-20 & 2020-21
4. He will provide the tax consultancy for TDS matters. The tax consultant shall collect the information timely from Head Office & District Offices and shall also provide details of district office to corporation head office.
5. The tax consultant shall prepare & submit the quarterly E TDS return (24Q & 26Q) and shall provide the related professional services to the Corporation and all district offices (He need not to visit any district. His services will be availed at Jaipur H.Q only).
6. He shall prepare and issue Form No. 16 & 16A as per rule for the financial year 2019-20 & 2020-21.
7. The tax consultant shall provide all the other advisory services in the income tax as and when required by the corporation during the currency of agreement period.
8. The Tax consultant shall file the monthly, quarterly, half yearly & yearly returns as mandated under the Income tax act and other applicable laws from time to time.
9. The tax consultant shall represent the Corporation before the assessing officer, in the appeals before assessing officer. CIT & ITAT in the matter/ cases referred to him during the year and/or till the final decision of the appeal.
10. The fee for representing Corporation before the assessing officer for limited scrutiny, appeal before A.O, appeal before CIT and appeals before ITAT will be paid separately on per case basis & it will be the responsibility of the Tax consultant to pursue the case in appropriate court / authority till the final decision irrespective of the end of contract period.
11. He will do all other related and ancillary works related to the income tax.

Signature of Bidder with Seal

  



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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure 'G'

## Declarations and Undertakings

(On Non judicial Stamp Paper worth Rs. 100.00 duly attested by notary public)

1. We.....(Name of firm) do hereby undertake that:-

(a) Our firm/ company has not been blacklisted/banned by any Govt. (Government of India/ State Government) and their subordinate departments for participation / submission of bids.

Or

That our firm/company has been blacklisted/ banned by .....

(Name of Govt /Dept .)& required information is as below:-

(i) Cause of blacklisting/banning/ debarring.

(ii) For which work.

(iii) Period of blacklisting/banning/ debarring.

(iv) Latest Status of blacklisting/banning/ debarring.

2. If this declaration is found to be incorrect, then without prejudice to any other action that may be taken against us, the bid if and to the extent accepted may be cancelled and the amount of bid security / performance security may be forfeited.

**Signature of bidder with Seal**

**Name:**

**Designation:**





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Fax No. 0141-2741924, E-Mail: rsfsc@gmail.com

CIN: U63023RJ2010SGC033489

e-Bid Notice No. 1/2019-20 Annexure'H'

## AGREEMENT

An agreement made this.....day of .....Between ..... (Herein after called "Approved Firm", which expression shall, where that context so admits, be deemed to include his heirs, successors, executors and administrators) of the one part and the RSFCSC Ltd, (which expression shall, where the Context so admits be deemed to include his successors in office and assigns) of the other part.

1. Whereas the approved Chartered Accountants firm M/S.....has agreed with the RSFCSC to Provide the services of the work of Preparation of accounts of the Head Office(All sections) on tally software, reconciliation, Consolidation of Branch Accounts with Head Office Accounts , preparation of annual accounts of financial year 2019-20 & 2020-21 along with schedules and coordination with all auditors(Refer:- Scope of work) And Consultancy and the work of Service tax and/ or GST work (Refer:- Scope of work) And Consultancy for Income tax, TDS/TCS work, assessment of tax, appeals with income tax department and tax audit and all related works (Refer:-Scope of work)of the RSFCSC Ltd at the Head office all those services set forth in the schedule appended hereto in the manner set forth in the conditions of the bid and contract appended herewith and at the rates set forth in column No.....of the said schedule.
2. And whereas the approved firm has deposited performance security as per detail given below Rs.....
  - (a) Cash/Demand draft/Bankers cheque No.....Date.....
3. Now these Presents witness:
  - (a) In consideration of the payments of be made by RSFCSC Ltd through its Head office and at the rates set forth in the schedule hereto appended the approved firm will duly provide the services and do the work allotted vide order No.....Dated.....in the manner set forth in the conditions of the bid and contract.
  - (b) The conditions of the bid and contract for open bid enclosed to the bid notice No. e-bid notice No.1/2019-20and also appended to this agreement will be deemed to be taken as part of this agreement and are binding on the parties executing this agreement.
  - (c) Letter dated..... received from bidder and office order No .....Dated.....issued by the RSFCSC Ltd Jaipur and appended to this agreement shall also form part of the agreement.
4. (a) The RSFCSC Ltd do hereby agree that if the approved firm shall provide the service and do the complete work in the manner aforesaid observe and keep the said terms and conditions, the RSFCSC Ltd will through General Manager (Finance) RSFCSC Ltd.....pay or cause to be paid to the approved firm at the time and the manner set forth in the said conditions, the amount payable for the services/work.
  - (b) The mode of payment will be as specified below:-
    - (i) Through cheque or.
    - (ii) Through direct transfer in the bank a/c of the approved firm.
5. The services shall be provided and work shall be completed within the time limit applicable under the various applicable Acts/laws and/or the time lines given by the management of the corporation through its officers.



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6. (1) In case of extension in the delivery period with liquidated damages, the recovery shall be made on the basis of following percentages of value of services which the bid has failed to supply:-

- (a) Delay up to one fourth period of the prescribed delivery Period. 2.50 %
- (b) Delay exceeding one fourth but not exceeding half of the Prescribed delivery period. 5 %
- (c) Delay exceeding half but not exceeding three fourth of the prescribed delivery period. 7.50 %
- (d) Delay exceeding three fourth of the prescribed delivery Period. 10 %

(2) Delivery/time line period may be extended with or without liquidated damages if the delay in the supply of services is on account of hindrances beyond the control of the bidder.

7. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided by the RSFCSC Ltd and the decision of the RSFCSC Ltd shall be final.

In witness whereof ..... on the.....day of.....2019.

Signature of GM (Finance) with seal

Signature of the approved firm

( )

Name & Designation seal of firm

Date:

Witness:

1- .....

.....

.....

.....

2- .....

.....

.....

.....

Date:

Witness:

1. ....

.....

.....

.....

2. ....

.....

.....

.....



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e-Bid Notice No. 1/2019-20 Annexure'I'

PART – B (Financial cover)

Bid No. 1/2019-20

Name of Bidder:.....

## PRICE - BID

S. No	Name of work	Unit	Rates quoted (Rs.)						
			Fee		Taxes		Total		
			In Fig.	In word	In Fig.	In word	In Fig.	In word	
1	Preparation of accounts of the head office on tally software for financial year 2019-20 & 2020-21.	Two Year							
2	Reconciliation, Consolidation of Branch Accounts with Head Office Accounts, preparation of annual accounts along with schedules and coordination with the auditors for the financial year 2019-20.	One work							
3	Reconciliation, Consolidation of Branch Accounts with Head Office Accounts, preparation of annual accounts along with schedules and coordination with the auditors for the financial year 2020-21.	One work							
4	Reconciliation of sugar accounts (physical quantities as well as financial amounts with KVSS, Bhandars and other institutions ) for the financial year 2019-20.	One work							
5	Reconciliation of sugar accounts (physical quantities as well as financial amounts with KVSS, Bhandars and other institutions ) for the financial year 2020-21.	One work							
6	Reconciliation of Decentralized procurement accounts with all stake holders up to the F.Y. 2020-21 including pending works if any.	One Work							



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7	Consultancy and the work of Service tax and/ or GST work.	Remaining financial year 2019-20, & full F.Y. 2020-21							
8	Income tax consultancy, TDS/TCS work, annual return, tax audit and consultancy and representing the corporation in the matter of scrutiny, assessment and appeals with income tax department. i. Retainership remaining financial year 2019-20, & full F.Y. 2020-21.	Remaining financial year 2019-20, & full F.Y. 2020-21							
	ii. Tax audit fee for the financial year 2019-20.	Yearly							
	iii. Tax audit fee for the financial year 2020-21.	Yearly							
	iv. Appeal to the assessment officer.	per case basis							
	v. Appeal to the CIT (Appeals).	per case basis							
	vi Appeal to the income tax appellate tribunal.	per case basis							
	<b>Total</b>								

Note:-

1. The lowest bidder shall be arrived at based on the sum total of all the rates quoted above.
2. Financial bid should not be disclosed in technical cover (A). It should be submitted only in (B) Financial cover(.xls format).

Signature of bidder with Seal

Name:

Designation: