

**RAJASTHAN URBAN DRINKING WATER SEWERAGE & INFRASTRUCTURE CORPORATION  
LTD, (RUDSICO), JAIPUR**

Near Rajasthan Police Headquarter, Lal Kothi, Jaipur

Tel: 0141-2742240, Fax: 2740771

E-Mail: rudsico@rajasthan.nic.in, ruifdco@gmail.com

F1(2)RUDSICO/Estt./CA/2020/

Dated : 9/9/2020

**EOI No. 01/2020-21**

RUDSICO (A Govt. Co.) intends to hire a qualified CA Firm for its accounting works for one year, upto 17-09-2020 (1:00 PM).

1.	Name of work	:	Engagement of Chartered Accountant firm for Accounting of RUDSICO.
2.	Estimated Cost of Work	:	6.00 Lac
3.	Bid Security	:	12000/-
4.	Cost of tender documents	:	Rs. 200/-+ 36/- (GST)=236/-
5.	Last date & Time for sale of tender document	:	17/09/2020 - 11.00 AM
6.	Last date & Time for receipt of tender	:	17/09/2020 - 01.00 PM
7.	Date & time for opening Tender	:	17/09/2020 - 03.00 PM

**INSTRUCTION TO BIDDERS:-**

1. Tender shall be submitted in two sealed envelopes. First envelope containing "Technical Bid & Second envelope containing "Financial Bid".
2. Tender shall be submitted at the office of RUDSICO at address mentioned above.
3. Other terms & conditions shall be applicable as per enclosed tender document.

  
Executive Director  
RUDSICO, JAIPUR

7/c



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**Technical Evaluation Parameters**

1. Name of the Firm : .....
2. Registration number of ICAI : .....  
(attached copy)
3. Empanelment number of CAG : .....  
(attached copy)
4. RBI Unique Code number : .....  
(attached copy)
5. PAN number of Firm : .....  
(attached copy)
6. GST number of Firm : .....  
(attached copy)
7. Bankers Cheque  
(a) Tender Fee : Rs. 236/-  
(b) Bid Security : Rs. 12,000/-  
(Original DD / BC should be enclosed with technical BID.)
8. Intender firm will sign on each page of EOI document, otherwise Bid will be cancelled.

**Signature of Bidder**



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**EOI No. 01/2020-21**

**General condition as to notice Inviting Request for Proposals (RFP) & Scope of work from the firms working in the field of accounting of Government companies**

Rajasthan Urban Drinking Water Sewerage & Infrastructure Corporation Limited (RUDSICO), a Government of Rajasthan enterprise and registered under Companies Act, 1956, intends to appoint a firm of Chartered Accountants Firm for maintaining the accounts for RUDSICO on mercantile basis for one year. RUDSICO invites Request for Proposals (RFP) from the eligible firms of Chartered Accountant Firms for engagement as accountant for accounting work.

The CA firm shall provide the Qualified and competent one FCA for purpose of maintaining of books of Accounts, financials, Records, day to day Accounting work, Statutory compliances and all CA related work.

**1. Contract Period:**

The firm may be engaged on contract hiring of services only for one year or the date on which the plan, scheme/Central Govt. funding for project the normal date of closure for any reason whatsoever. Contract period may be extended on the basis of performance and mutual consent.

**2. Terms of Reference (TOR)/Scope of Work:**

The duties and responsibilities of firm to be engaged hiring of services only for accounting of RUDSICO may be enumerated as below:

**(I): Day to day activities:**

1. To prepare and maintain accounts on tally on accrual and mercantile basis, according to Companies act and make the project specific & subsidiary Accounts.
2. To prepare & examine monthly bank reconciliation statement and correspond with bank & reconcile bank A/c.
3. To prepare & furnish the accounting information to the board/management and audit team.
4. To calculate periodically the advance tax and any other taxes on basis of statutory provision and deposit with the concerned authorities within the prescribed time limit.
5. To prepare returns and ensure timely filing of returns of statutory deductions including TDS, GST, annual returns and other return of the Company etc., as per provisions of the prevailing law.
6. To assist in monitoring the Periodical Investment of RUDSICO.
7. To provide the relevant records, accounts and information in getting the audit done from the statutory auditors and CAG auditors of the company.

8. To furnish weekly, monthly, quarterly and annual financial information as and when required by RUDSICO officials.
9. The CA Firm shall also provide opinion regarding applicable provisions of Companies Act, Income Tax Act, Goods and Service Tax, and other applicable taxes/laws on the activities of the Company from time to time.
10. To ensure issuance of Form 16 & 16 A to RUDSICO employees, GST & consultants as per provision of Income Tax Act to advise RUDSICO relating to various taxes applicable from time to time.
11. To ensure compliance of all statutory requirements as may be applicable.
12. To advise and assist in the whole process of fund management for Rajasthan Urban Development Fund (RUDF) including the following action:-
  - I. To examine the applications received for loan from ULBs/other agencies.
  - II. To provide information for preparing agenda for Fund Management Committee (FMC) for RUDF and meeting of FMC.
  - III. To assist in issuance of loan sanction letters to the applicants and execution of the tripartite loan agreements executed between the ULB, RUDSICO and DLB.
  - IV. To assist in issuance of loan disbursement letters.
  - V. To prepare & maintain ULB wise accounts of loan from RUDF.
  - VI. To assist in up keeping and maintaining all records of RUDF properly.
  - VII. To assist in issuance of receipts/reminders of loan installment to the ULB.
  - VIII. To assist in preparing weekly/monthly/quarterly/six monthly progress report for RUDF.
  - IX. To assist in getting loans from FIs/issuance of bonds and investment of surplus funds.
  - X. To prepare the accounts of RUDF on tally separately and all records including ledger, Bank Book, Journal and Subsidiary books as permanent records for audit and inspection.
13. Work relating to application for Certificate of registration to carry on business of a Non banking Financial Institution before RBI,
14. Other financial works assigned from time to time by the management
15. To prepare the accounts of all units of RAVIL on tally separately and all records including ledger, Bank Book, Journal and Subsidiary books and make their consolidation as book of Accounts of a company as a whole.

**3. Qualification of Firm :-** Minimum eligibility criteria is as under:

- a) The Proposer shall be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration (*Showcase documentary evidences in terms copies of registration documents etc*)
- b) The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG), (*Submit details of empanelment*)
- c) RBI Unique code number.
- d) The Proposer shall have fulltime staff of at least 5 persons. (*Showcase documentary evidences in terms name, qualification and contact details of the employees, notarised list of employees*).
- e) The Proposer shall have average annual turnover of at least Rs. 10 Lakh in last three financial years i.e 2017-18, 2018-19(Audited) and 2019-20 (Unaudited). (*Copy of Audited accounts and*

*certificate from other chartered accountant who is not a proposer for this RFP, shall be provided.)*

- f) The Proposer shall have minimum experience for completion of one assignment of preparation of Accounts with any State or Central Government PSU in India within last 5 Financial Years ending FY 2019-20. Experience of Auditing will not be considered for evaluation. *(Documentary evidences such as Completion Certificate/ Work Order etc to be submitted)*
- g) The Proposer firm should not be Black listed or barred from bidding by any state/Central Government department, Agency or PSUs *(Submit self attested notarised anti-black listing certificate.) (Annex "c")*
- h) The firm should have three FCA/ACA partners.
- i) The firm should its Head/Branch office at Jaipur. (enclosed latest certificate/letter issued by Institute of Chartered Accountants of India about the details indicating about address of office/personnel/partner etc.)

#### **4. Qualification of Chartered Accountant:-**

1. Having experience of minimum 05 years as CA and experience of 1 year in preparing and maintaining accounts of a Government company on tally on accrual and mercantile basis and make the project specific & subsidiary Accounts in last 5 financial year. FCA will sit at RUDSICO head office for full office time. And also on the Gazetted Holidays as and when desired by management. (refer Annex "A")
2. Eligibility will be decided on the basis of information/documents submitted by the intending firm.
3. On termination of contract, the firm will provide all relevant information and record to successor Chartered Accountant in Soft Copy.
4. The firm will provide following personnel for RUDSICO on full time basis.

The firm cannot change the personnel without the consent of RUDSICO.

**5. Financial Bid:** Rates should be given in sealed separate envelop as per Annexure "C"

#### **6. Other conditions:**

1. Offer shall be valid as per provisions of RTPP Rules 2013.
2. Payment shall be made monthly basis and taxes will be deducted as per prevailing rules and laws.
3. The proposal firm should sign each page of the tender document in acceptance of terms & conditions.
4. Sub-letting of assigned work shall not be permitted.
5. Successful firm will have to execute an agreement within 10 days firm the date of acceptance of work order and shall be executed on non judicial stamp of Rs. 500/- in the format prescribed in GF&AR.
6. The intender firm should declare information regarding any confecting activities and declaration thereof as per Annexure B

7. Breach of code of integrity by the bidder :- Without prejudice to the provisions of Chapter IV of the Act, in case of any provision of the code of integrity by the bidder or prospective bidder, as the case may be, the procuring entity may take appropriate action in accordance with the provisions of subsection (3) of section 11 and section 46.
8. Intender firm may go to appeal to Appellate Authority as per appeal manners as per RTPP rules, 2013, as per appendix "A" to Bid.
  - (a) Director & Special Secretary to Government of Local Bodies, first Appellate Authority.
  - (b) Chairman RUDSICO & Secretary, LSGD, Second Appellate Authority.

**6. Procedure of evaluation:**

Selection of the CA will be done after taking interview amongst those participant firms who will technically qualified by the Selection Board of the intending FCAs on the basis of information submitted by the firm.

7. **Opening of Financial Bid:** Financial Bid will be opened of those firms, who will technically qualify. Selection of the firm will be decided by Committee.

**Signature of Bidder**

**CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF**

1. Proposed Position:

[For each position of key professional separate form Tech-6 will be prepared]:

2. Name of Firm:

[Insert name of firm proposing the staff]:

3. Name of Staff:

[Insert full name]:

4. Date of Birth:

5. Nationality:

6. Education:

[Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

7. Membership number of Professional Associations:

8. Other Training:

9. Countries of Work Experience:

[List countries where staff has worked in the last ten years]:

10. Languages [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]:

11. Employment Record:

[Starting with present position, list in reverse order every employment held by staff

member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]:

To [Year]:

Employer:

Positions held:

12. Detailed Tasks Assigned

[List all tasks to be performed under this Assignment/job]

13. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned [Among the Assignment/jobs in which the staff has been involved, indicate the following information for those Assignment/jobs that best illustrate staff capability to handle the tasks listed under point 12.]

Name of Assignment/job or project:

Year:

Location:

Employer:

Activities performed:

14. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Date:

Place:

[Signature of staff member or authorized representative of the staff] [Full name of authorized representative]:

**ANNEXURE – B**

**INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION  
THEREOF**

Are there any activities carried out by your firm or group company which are of conflicting nature as mentioned in para 5 of section 2. If yes, please furnish details of any such activities.

If no, please certify,

We hereby declare that our firm, our associate / group firm are not indulged in any such activities which can be termed as the conflicting activities under para 5 of the section 2. We also acknowledge that in case of misrepresentation of the information, our proposals / contract shall be rejected / terminated by the Employer which shall be binding on us.

Authorized Signature [In full and

initials]:

Name and Title of Signatory:

Name of Firm: Address:

[Bid document]

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**Financial Bid**

(Envelop No. 1)

S.No.	Designation	Amount per month	GST (If applicable)	Total
1.	FCA	Rs.....		

In words Rs. ....

Signature of Bidder



**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. Grounds of appeal :

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

7. Prayer :

.....

Place :

Date :

**Appellant's Signature.**

