

# कार्यालय नगर निगम, उदयपुर (राज.)

क्रमांक:- लेखा/2024-25/जा. / ५०

दिनांक:- ०८-०८-२५

## बोली के लिए आमंत्रण सूचना

नगर निगम उदयपुर द्वारा Selection of Chartered Accountant (C.A.) firm for providing Accounting, Taxation and other services to Municipal Corporation Udaipur For Two year के कार्य हेतु E procurement के माध्यम से online e Bid आमंत्रित की जाती है। दो वर्ष हेतु कार्य की अनुमानित लागत रु. 23.40 लाख है। निविदा प्रारम्भ तिथि ०८-०८-२०२५ एवं निविदा खुलने की तिथि २३-०८-२५ होगी। विस्तृत विवरण <http://www.sppp.rajasthan.gov.in> एवं <http://www.eroc.rajasthan.gov.in> पर उपलब्ध है। *Last Date of Bid Submission - 22/8/24 6.55 PM*

आयुक्त  
नगर निगम उदयपुर

प्रतिलिपि:-

1. प्रबंध निदेशक राजस्थान संवाद जयपुर का प्रेषित कर लख है कि निम्नानुसार नया निविदा का प्रकाशन एक क्षेत्रीय दैनिक समाचार पत्र एवं एक राज्य स्तरीय दैनिक समाचार पत्र में कराकर कार्यालय की प्रति EMaild acmcudr777@ gmail. com व पर प्रेषित कराने का श्रम करावे।
2. नोटिस बोर्ड कार्यालय हाजा पर चस्पा किया जाए।

आयुक्त  
नगर निगम उदयपुर

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RajKaj Ref  
9640338



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Designation : Commissioner  
Date: 2024.08.07 21:25:33 IST  
Reason: Approved

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## 1. BID/BID INVITING NOTICE

- 1.1 Municipal Corporation Udaipur (M.C.UDAIPUR) ("Authority") invites bid from eligible Firms for selection of Chartered Accountant (CA) Firms for providing Accounting, Taxation and other Services to M.C.UDAIPUR. Please refer the BID document for details.
- 1.2 M.C.UDAIPUR shall receive Bids pursuant to this BID document, in accordance with the terms set forth herein as modified, altered, amended and clarified from time to time by M.C.UDAIPUR. Bidders shall submit bids in accordance with such terms and conditions on or before the date specified in this document. Bidders are advised to go through the BID/Bid Documents thoroughly and familiarize themselves with various arrangements required and all activities necessary for successful completion of the work.
- 1.3 The details of the work are given under the scope of work in this BID document.
- 1.4 The bidder may submit the Bids both Technical and Financial on or before prescribed date and time mentioned in the BID Schedule. The Technical Bids shall first be opened as per the schedule.

## 1.5 DUE DILIGENCE BY BIDDERS

Submission of bid by the Bidder shall be deemed to have been done after careful study and examination of the BID document with full understanding of its implications. The response to this BID should be full and complete in all respects. Failure to furnish all information required by the BID documents not substantially responsive to the BID documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

## 1.6 DOWNLOADING BID DOCUMENTS

BID document can be downloaded from the website of <https://eproc.rajasthan.gov.in> upto the scheduled date and time.

## 1.7 EARNEST MONEY DEPOSIT(EMD) , TENDER FEES AND MDRISL FEE

- 1.7.1 An EMD of Rs. 46804/- (Rs. Fourty six thousand eight hundred four only) and Tender fee of Rs 2360/- (Rs Two Thousand three hundred sixty only) to be deposited through demand draft in the favor of Commissioner Municipal Corporation Udaipur. MDRISL fee of Rs 500 to be deposited through demand draft in the favor of M.D.R.I.S.L Jaipur. Failing to deposit EMD, Tender fee and MDRISL fee on or before the last date of submission of bids (BID Due Date) shall lead to non-consideration of bid and its automatic rejection. **EMD, Tender Fee and MDRISL fee can be deposited online by going to E-Tender option on the Municipal Corporation Udaipur website- [www.udaipurmc.org](http://www.udaipurmc.org) till the stipulated date and time. The acknowledgment receipt has to be attached with the documents to be submitted on the e-proc portal.**

- 1.7.2 The EMD (bid security) of the unsuccessful bidders shall be returned to them after is to the successful bidder without any interest. M.C.UDAIPUR will not be responsible for loss or depreciation that may happen there to while in its possession or before to pay any fine there on upon the EMD.

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- 1.7.3** The EMD will be forfeited at the discretion of M.C.UDAIPUR on account of one or more of the following reasons:
- a. The Bidder with draw sits Proposal/bid during the period of proposal validity.
  - b. Bidder does not respond to requests for clarification of its proposal.
  - c. In case of a successful Bidder, the said Bidder fails-to sign the Agreement in time.
  - d. In case of a successful Bidder, the said bidder does not submit performance Bank Guarantee.
  - e. In case it is found that, the bidder/s has furnished misleading/wrong or fraudulent information /documents or information furnished by them is not found to be true, the Earnest Money of the bidder/s will be forfeited.

## **1.8 PERFORMANCE SECURITY/GUARANTEE**

- 1.8.1** The Performance Security/ Bank Guarantee (BG) will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favor of the M.C.UDAIPUR.The BG shall be valid for a period of three months after the expiry of the contract period of 2 years from the date of signing of contract.
- 1.8.2** The Performance Security/ Guarantee shall be for an amount equal to 5% (Five percent) of the total value of the Contract
- 1.8.3** All charges whatsoever such as premium, commission, etc. with respect to the BG shall be borne by the bidder.
- 1.8.4** The BG shall be valid for a period of 3 months after the expiry of the contract and should be in the standard format prescribed by Reserve Bank of India. The BG shall bere leased subject to realization of liquidity damages if any.
- 1.8.5** The bidder will also be required to further extend the BG,in case the M.C.UDAIPUR extends the contract, to an extent that the BG is valid for a minimum of three months after the expiry of the Contract (The License Period).
- 1.8.6** The extended BG in all the above cases shall be submitted at least 3 months before the expiry of the previous BG,failing which, M.C.UDAIPUR reserves the rights to terminate the contract, and forfeit the BG.

## **1.9 VALIDITY OF THE BID**

The Bid shall be valid for a period of 120 days from the last date of bid submission. M.C.UDAIPUR reserves the right to reject the whole or any part of the offer made as per the Bid without assigning any reason.

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**1.10 BID SCHEDULE**

#	Information	Details
1.	Date of issue of the Bidding document	12/08/2024 03:00 PM TO 22/08/2024 06:55 PM <b>6:55PM</b>
2.	Last date (deadline) for submission of bid online (Bid Due date)	22/08/2024 06:55 PM
3.	Last date for submission of hard copy of D.D for EMD, Tender fees and MDRISL	23/08/2024 11:00 AM
4.	Date of Opening the Technical Bid	23/08/2024 03:00 PM
5.	Estimated BID value	Rs. 23,40,223 for Two Years

1.	Earnest Money Deposit	Rs 46,804 (2% of estimated cost of BID)
2.	Tender fee	Rs 2360
3.	Mdrisl fee	Rs 500
3.	Bid Validity period	120 days from the date of the bid
4.	Last date for furnishing Performance security to M.C.UDAIPUR	Within 15 days of award
5.	Performance security value(Performance Bank Guarantee)	5 % of the contract value to be submitted by the Successful bidder during the signing of contract agreement.
6.	Performance Bank Guarantee (PBG) validity period	3 months post expiry of the contract period
7.	Last date for signing contract	Within 15 days of award

Contact Person- A.O.Municipal Corporation Udaipur E-mail - [acmcudr777@gmail.com](mailto:acmcudr777@gmail.com)

**1.10 BID SCHEDULE**

#	Information	Details
1.	Date of issue of the Bidding document	/08/2024 03:00 PM TO /08/2024 03:00 PM
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7.	Last date for signing contract	Within 15 days of award

Contact Person- A.O.Municipal Corporation [Udaipur E-mail - acmcudr777@gmail.com](mailto:acmcudr777@gmail.com)

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- 1.11 M.C.UDAIPUR will not be responsible for delay in online submission due to any reason. For this, bidders are to upload the complete bid well in advance in time so as to avoid last hour issues like slow speed; choking of website due to heavy load or any other unforeseen problems.
- 1.12 The M.C.UDAIPUR reserves the complete right to cancel the bid process and reject any or all of the Bids with out assigning any reason whatsoever.
- 1.13 No contractual obligation whatsoever shall arise from the bidding document /bidding process unless and until a formal contract is signed and executed between the M.C.UDAIPUR and the successful bidder.
- 1.14 M.C.UDAIPUR disclaims any factual/or other errors in the bidding document (the onus is purely on the individual bidders to verify such information) and the information provided therein.

### 1.15 BRIEF DESCRIPTION OF BIDDING PROCESS

The M.C. UDAIPUR has adopted two staged of bidding process Lowest & Cost based Selection Referred to as the “Bidding Process”) for selection of the Bidder forward of the work. The Bidder will be selected under the method described in clause 5.1 and 5.2 of this BID.

- 1.16 Under this process, the eligible Bidders shall submit the Bid in two parts i.e. Technical Bid and a Financial Bid
- 1.17 The Financial bid of only those who are eligible in technical bid will be opened. Work order will be awarded to tenderer who offers the lowest financial bid but not lower than minimum wages. in case of same lowest financial bid in such case the work order will be awarded to the bidder who has more experience of working under any one work order as per clause no 5.2 iii in any Raj. Govt. body/Raj. Govt L.S.G./ State PSU during the last 3 years from 01/08/2021 to 31/07/2024. Even after that, if more than one firm is selected, the successful bidder will be selected on the basis of the amount of the work order.
- 1.18 Minimum one charter accountant and four account person required to complete the work. The minimum wages for one Charter accountant will be 25000 Rs per month pf and esi extra and the minimum wages for one account person will be 9334 Rs per month pf and esi extra. For the above reason the financial bid of the bidder who submits financial bid lower than Rs 85509 Rs per month will not be considered due to comply minimum wages rules of labour department Rajasthan and clause nio 6.22
- 1.19 The documents and any addendum issued subsequent to this BID document, will form part of the Bidding Document.

### 2. DEFINITIONS

Following terms used in the document will carry the meaning and interpretations as described below:

“Applicable Law” mean the laws of Center Gov. and Raj. Gov.

Authority shall mean Municipal Corporation Udaipur (M.C.UDAIPUR)

“Authorized Signatory” shall mean the employee of the Bidding company who has been authorized through board resolution and/or Power of attorney (if required) to sign and submit the bid as per the bidding document and is fully authorized to take decisions including signing and submission of Agreements and when any requirement is raised by M.C.UDAIPUR during execution of Contract.

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“**Bid**” shall mean the Technical and Financial Bid submitted by the Bidding Company/ Shortlisted Bidder along with all documents / credentials / attachments, formats, etc., in response to this BID Document /Bid Document, in accordance with the terms and conditions hereof;

“**Bidder/ Shortlisted bidder** means any firm offering the solution(s), service(s) and/ or materials required in the BID. The word Bidder when used in the pre award period shall be synonymous with bidder and when used afterward of the contract shall mean the successful bidder with whom M.C.UDAIPUR signs the contract for rendering of services.

“**Bidding Document/BID Document**” shall mean the bidding document issued by M.C.UDAIPUR including all Formats & Annexures / Forms etc. and also including all amendments/clarifications thereof;

“**Bidder’s Representative**” means the duly authorized representative of the Service Provider, approved by the Procurement entity and responsible for the Service provider’s performance under the contract.

“**Procurement entity/M.C. UDAIPUR**” shall mean MUNICIPAL CORPORATION UDAIPUR

“**Company**” shall mean a body incorporated in India under the Companies Act, 1956 or the Companies Act, 2013, as applicable;

“**Commencement/Operational Date**” means the date on which the firm deploys the trained and experienced man-power which is **within 07 days** from the date of Execution/Signing of the Contract and such date shall be the date of Commencement of the Contract Period of the Agreement;

“**Contract Period**” means 02 (two) years starting on and from the Commencement date.

“**Contract**” means the agreement entered into between the M.C.UDAIPUR and the Service Provider (Successful Bidder), as recorded in the Contract signed by the parties including all attachments and appendices thereto and all documents incorporated by reference therein.

“**Contract/Bid Price**” means the price payable to the Service Provider under the Contract for the full and proper performance of all its contractual obligations.

“**Cure Period**” means the period specified in the Agreement/BID for curing any breach or default of any Provision of the Contract by the Party responsible for such breach or default and shall:

- a. Commence from the date on which a notice is delivered by one Party to the other Party asking the latter to cure the breach or default as specified in such notice; and
- b. Not relieve any Party from liability to pay Damages or compensation under the provisions of the

Agreement. “**Day**” means calendar day;

“**Financial Bid/ Price Bid**” shall mean the part of offer that provides prices for the

“**GOI**” or “**Government**” means the Government of India;

“**LoA**” means Letter of Award;

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**“M.C. UDAIPUR Representative”** means such person or persons as may be authorized in writing by the M.C.UDAIPUR to act on its behalf under the Contract and shall include any person or persons authorized by M.C.UDAIPUR to exercise any rights or perform and fulfill any obligations of the M.C.UDAIPUR under the Contract;

**“OnlineBid/Bid”** means formal offer made in pursuance of this BID in electronic format.

**“BID due date/ Last Date of Bid Submission”** shall mean the last date and time for submission of technical and Financial Bid in response to this Bid as specified in BID Schedule including all amendments/Clarifications thereto;

**“Rs. or “Rupees” or “INR”** means the lawful currency of the Republic of India;

**“Selected Bidder or Successful Bidder”** shall mean the shortlisted Bidder whom Letter of Award is issued by M.C.UDAIPUR as per the term and conditions of Bid document;

**“Services”** mean the service(s), in the context of this BID and specifications.

**“Service Levels”** shall have the meaning as set for this BID document.

**“Service Provider”** means the firm with whom Contract has been entered for providing the services under this contract as named in BID/Technical specifications/scope of work.

**“State”** means the State of Rajasthan and **“State Government”** means the government of that State of Rajasthan;

**“The Deliverable”** means all the services, which the Selected bidder/Service Provider is required to supply and provide to the M.C.UDAIPUR under the Contract;

**“The Government”** means the Government of India and Government of Rajasthan.

**“Technical Bid”** means that part of the offer that provides information to facilitate assessment, by M.C.UDAIPUR, professional, technical and financial standing of the bidder, conformity to specifications etc.

**“Taxes”** means any Indian taxes including Income tax, GST, local taxes, cess and any impost or surcharge of like nature (whether Central, State or local) on the goods, materials, equipment and services incorporated in and forming part of the Project charged, levied or imposed by any Government Instrumentality, but excluding any interest, penalties and other sums in relation thereto imposed on any account whatsoever;

**“Termination”** means the expiry or termination of this Agreement and the Contract hereunder;

**“Termination Notice”** means the written communication issued by one Party to the other Party terminating the Agreement;

### 3. BACKGROUND INFORMATION

#### Project Objective

Procurement of Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to M.C.UDAIPUR for a period of two years extendable upto one year by mutually discussed

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terms between the successful Bidder and M.C.UDAIPUR.

#### 4. SCOPE OF WORK AND TERMS OF REFERENCE

##### Scope of Services/ Terms of Reference

An indicative list of services which would be expected to be offered by the selected Chartered Accountant (CA) Firm for providing Accounting, Tax and other services to M.C.UDAIPUR are as follows:

- i. Accounting of all type of vouchers and its posting in concerned ledgers, preparation of Cash Book, Bank Book, Journal Book, Purchase Book, Ledger and Books of accounts in tally on daily basis.
- ii. Preparation of Trial Balance, maintenance of Ledger, preparation of final balance sheet, I&E account and schedules thereto in the standard formats as required in accounting.
- iii. Punching vouchers in Tally Software as per proper accounting head in consultation with Accounts Department of UMC will be onus of CA Firm.
- iv. Preparation of TDS quarterly return in form 24Q and 26Q as per required format and generation and printing of Form 16 and 16A, correction statement/amended return and other related issues relating to TDS in the past For attending to the notices/queries received from Income Tax Office, in the financial years.
- v. Execute the work relating to GST TDS deducted from the bills of Municipal Corporation contractors and suppliers.
- vi. Preparation of report and challan regarding GST-TDS deducted from contractors and submit to Accounts department for deposit of Tax. Also Issuance of GST-TDS Certificate to related contractors .
- vii. Filing of GST Returns on timely basis and also Execution of work by informing to staff and department of notification issued by the government related to Taxation.
- viii. To work in relation to EPF department.
- ix. Review and verification of all payments and receipts of M.C.UDAIPUR.
- x. Review and verification of all accounting entries/records/vouchers/ledgers including subsidiary ledgers and other necessary documents/reports.
- xi. Preparation and finalization of Books of Accounts.
- xii. Preparation of Annual Financial statements in accordance with all applicable Acts and Rules.
- xiii. Assisting in preparation of monthly,quarterly and annual budget.
- xiv. Preparation of bank reconciliation statement.
- xv. Preparation of fixed deposit register.
- xvi. Preparation of voucher.
- xvii. Preparation of daily expenditure statement.
- xviii. Assisting in preparation of utilization certificate.
- xix. Preparation of the Cash Book and Bank book on fortnightly basis.

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- xx. Preparation of monthly and quarterly receipt and payment statement.
  - xxi. Preparation of the Details, Verification of accuracy of TDS deduction, payments and returns filed in prescribed forms with tax authorities, Return Filing of TDS/TCS. assistance in formulation and maintaining appropriate internal control system for financial matters in M.C.UDAIPUR operations.
  - xxii. Filling of Income Tax returns of M.C.UDAIPUR.
  - xxiii. Preparation of all day to day financial transactions.
  - xxiv. Assistance in formulation and maintaining appropriate internal control system for financial matters in M.C.UDAIPUR.
  - xxv. Suggestion/advice for the deposit of Advance Tax to avoid penalty.
  - xxvi. Assisting in Statutory Compliances like GST, EPF, TDS, TCS etc. All Government fees w.r.t statutory compliance will be borne by M.C.UDAIPUR.
  - xxvii. Provide necessary suggestions for efficient income tax planning.
  - xxviii. Review, verification, opinion and necessary support to the respective sections/designated person/ designated agencies for compliance of queries from various statutory bodies.
  - xxix. Necessary support services in providing clarifications to statutory auditors, government auditors including CAG auditors, LFAD auditors and investigator, as appointed by any government authority.
  - xxx. If required, Digital Signature certificate services should be provided, the fees for the same will be borne by M.C.UDAIPUR at actuals.
  - xxxi. Accounting Tally software, stationery , computer system and Printer to be provided by the M.C. Udaipur.
  - xxxii. Providing opinion/advice on various statutory matters and compliances w.r.t GST,TDS,TCS,EPF, Income tax,etc. as and when required by M.C.UDAIPUR.
  - xxxiii. At least four personnel, with Bachelors in Commerce degree, well conversant with the Tally Process and one Chartered Accountant be posted on full time basis to do day-to-day working of the M.C.UDAIPUR. One working partner of the C.A. Firm shall supervise the work at least once in a week. Seating space to be provided by M.C.UDAIPUR.
  - xxxiv. Any other work related to accounting and taxation directed by M.C. Udaipur.

#### 4.1 CONTRACT PERIOD

The Contract to the Chartered Accountant (CA) Firms for providing Accounting, Taxation and other services to M.C.UDAIPUR shall be awarded for a period of two (02) years, which may be extended depending on the performance of the successful bidder and requirement of M.C.UDAIPUR at the sole discretion of M.C.UDAIPUR. However, if the performance of the CA firm is not found to be satisfactory by M.C.UDAIPUR, the contract may be terminated earlier by giving termination notice of 30 days to the firm. The firm shall provide all services specified in scope of work and in the bid in accordance with the highest standards of professional competence and integrity. M.C.UDAIPUR reserves the right to require the replacement of any staff assigned to work on the site by a suitably qualified staff, in the event the staff concerned is determined to be incompetent by M.C.UDAIPUR.

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## 5. INSTRUCTIONS TO BIDDER & ELIGIBILITY CRITERIA

### 5.1 ONLINE BID SUBMISSION

The bidders are advised to go through the e-procurement guidelines and instructions, as provided on the e-procurement website [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) and in case of any difficulty related to e-procurement process, may contact the helpline as provided on the website.

#### 5.1.1 The mode of BID is online through [eproc.rajasthan.gov.in](http://eproc.rajasthan.gov.in) and shall be two bid/stage system *Technical bid and Financial Bid*

The bidder has to technically qualify in terms of the basic minimum eligibility criteria for which the documents asked are required to be uploaded and to be produced if demanded.

The Financial bid of only those who are eligible in technical bid will be opened. Work order will be awarded to tenderer who offers the lowest financial bid but not lower than minimum wages. In case of same lowest financial bid in such case the work order will be awarded to the bidder who has more experience of working under any one work order as per clause no 5.2 iii in any Raj. Govt. body/Raj. Govt L.S.G./ State PSU during the last 3 years from 01/08/2021 to 31/07/2024. Even after that, if more than one firm is selected, the successful bidder will be selected on the basis of the amount of the work order.

Minimum one chartered accountant and four account person required to complete the work. The minimum wages for one Chartered accountant will be 25000 Rs per month pf and esi extra and the minimum wages for one account person will be 9334 Rs per month pf and esi extra. For the above reason the financial bid of the bidder who submits financial bid lower than Rs 85509 Rs per month will not be considered due to comply minimum wages rules of labour department Rajasthan and clause no 6.22

5.1.2 **The Bidder shall submit the proposals online as described below:** The Pre-qualification and Technical Bid/ Proposal is to be stamped and signed by the authorized signatory on each page &, with file name clearly mentioning, "PQ and Tech bid for appointing Chartered Accountant firm for providing Accounting, Tax and Other services".

#### 5.1.3 Financial/Price bid—*sub mitonlineonly*

The Bidder shall submit its Technical and Financial bids in the form and manner specified in this BID document online.

5.1.4 **Upon selection, the bidder shall be required to enter into an agreement with M.C.UDAIPUR .The proposals submitted should have all pages numbered. It should also have an index giving page wise information of documents. Proposals that are incomplete or not in prescribed format may be summarily rejected.**

5.1.5 Prices should not be indicated in the Pre-Qualification and Technical Bid. All the columns of the quotation form shall be duly, properly and exhaustively filled in.

5.1.6 The Bidder is allowed to submit only one proposal against this BID. The bidder has to submit the complete proposal not in part or for particular quantum of work, such proposal will automatically be disqualified without any intimation to bidder. Documents in support of eligibility must be enclosed with the BID. Offers without satisfying eligibility conditions will be outrightly rejected and no

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correspondence in this regard will be entertained.

- 5.1.7 Bidders are advised that the selection of successful bidder shall be on the basis of an evaluation by M.C.UDAIPUR through the Selection Process specified in this BID document. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that M.C.UDAIPUR's decisions are final without any right of appeal whatsoever.
- 5.1.8 The provision of Rajasthan Transparency in Public Procurement Act 2012 and Rajasthan Transparency in Public Procurement Rules 2013 will be applicable if it is not specified explicitly in the bid document.

## 5.2 ELIGIBILITY CONDITIONS FOR FIRMS

Firms fulfilling the eligibility criteria as listed below should apply. Any form of Joint Venture/Consortium of Firms will not be allowed for participation in the selection process. The eligibility criteria are as follows:

- i. No Consortium/Joint venture is allowed.
- ii. Have at least 3 full time partners. (Provide Member status card for each member)
- iii. It will be necessary for the bidder to attach the following completion certificate of work done of Accounting work regarding preparation of daily cash book, daily bank book, bank reconciliation statement and taxation work in any Raj.Govt. body/Raj.govt L.S.G./State PSU during last 3 year from 01/08/2021 to 31/07/2024  
  
One work in which completion certificate equal to 80 % of the estimated cost of bid will have to be attached .  
  
Or  
  
Two works in which completion certificate equal to 50% of the estimated cost of each work will have to be attached.  
  
Or  
  
Three works in which completion certificate equal to 40% of the estimated cost of each work will have to be attached.
- iv. Have Head/ Branch Office in Udaipur, Rajasthan. (Copy of Firm certificate issued by ICAI must be attached)
- v. Have a valid GST Registration if applicable.
- vi. The Firm or any partner of the firm should not have any disciplinary matters pending with ICAI/ RBI/ CBI or any form and they should not have suffered any disqualification.(A self-declaration to be submitted on the letter head of the firm).
- vii. Should have never been issued notice for failure to submit deliverables and cancellation of work order/ forfeiture of EMD etc by any Government/ Semi Government/Autonomous entities.(A self-declaration to be submitted on the letter head of the bidder)
- viii. Should not have been barred from appointment by any government and/or any government entities.(A self-declaration to be submitted on the letter head of the bidder or organization)

**Note: To confirm that the Bidder fulfills the prescribed eligibility criteria on technical parameters the scanned documents in support of above are to be up-loaded with the technical bid**

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### 5.3 RIGHT TO REJECT ANY BID

- i. Notwithstanding any thing contained in this BID document, M.C.UDAIPUR reserves the right to accept or reject any BID and to annul the Selection Process and reject all BIDs, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Without prejudice to the generality of the clause, M.C.UDAIPUR reserves the right to reject any BID if- at any time, a material misrepresentation is made or discovered, or the bidder does not provide within the time specified by M.C.UDAIPUR, the supplementary information sought by M.C.UDAIPUR for evaluation of the BID.
- ii. Misrepresentation/improper response by the Bidder may lead to the disqualification.

### 5.4 AMENDMENT TO BID DOCUMENT

At any time prior to the deadline for submission of BID, M.C.UDAIPUR may, for any reason, whether at its own initiative modify the BID document by the issuance of Addendum/Amendment and publish it e-tendering website <https://eproc.rajasthan.gov.in> M.C.UDAIPUR may give the Bidders a reasonable time for taking an amendment into account, or for any other reason, in its sole discretion, may extend the last date of bid submission.

### 5.5 NON-TRANSFERABLE BID

Neither the contract nor any rights granted under the contract may be sold, leased/sublet, assigned, or otherwise transferred, in whole or in part, by the bidder, and any such attempted sale, lease, assignment or otherwise transfer shall be void and of no effect. The successful bidder shall not sub contract or permit any one other than its personnel to perform any of the work, service or other performance required under the contract.

### 5.6 DEVIATIONS

The bidder should clearly read and understand all the terms and conditions, specifications, etc. mentioned in the BID documents. Bidders are advised not to make any corrections, additions or alterations in the BID documents. If this condition is not complied with, BID is liable to be rejected.

### 5.7 LAST DATE OF SUBMISSION OF BID

The bid duly filled must be submitted not later than the date and time mentioned in the BID Schedule. Bid received later than the deadline prescribed for submission of BID by M.C.UDAIPUR will be rejected.

### 5.8 WITHDRAWAL OF BID

No bid can be withdrawn after submission and during bid validity period. Submission of a bidder implies that the bidder has read all the BID document and is aware of the scope of work to be executed and other factors having bearing on the Work.

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## 5.9 CANVASSING

No bidder is permitted to canvass to M.C.UDAIPUR on any matter relating to this BID. Any bidder found doing so may be disqualified and his bid may be rejected.

## 5.10 PROCESS OF SUBMISSION OF BID DOCUMENTS

- i. Bidders shall submit the technical bid and financial bid online at <https://eproc.rajasthan.gov.in> on or before BID due date/last date of bid submission.
- ii. The Technical bid shall not include any financial information relating to the Financial BID. In case financial bid is given with technical bid documents it shall be summarily rejected.
- iii. The Bidder shall provide all the information sought under this BID document, M.C.UDAIPUR would evaluate only those BIDs that are received in the specified forms/formats/annexures/appendices and complete in all respects and within the submission date and time. The BID shall be submitted online only.
- iv. The format/documents shall be signed by the authorized signatory of the bidder and then uploaded online. All the alterations, omissions, additions, or any other amendments made to the bid shall be initialed by the person(s) signing the bid. The bid documents must be signed by the authorized signatory.
- v. Bidders should note the BID due date (last date of submission of the bid), as specified in the BID schedule, for submission of BIDs. Except as specifically provided in this BID, no supplementary material will be entertained by M.C.UDAIPUR, and that evaluation will be carried out only on the basis of documents submitted online by the closing time of BID due date. Bidders may be asked to provide additional material information or documents or technical presentations subsequent to the date of submission, and unsolicited material if submitted will be summarily rejected.

## 5.11 While submitting the bid, it may be noted that:

- i. In case, the day of bid submission is declared Holiday by Government of Rajasthan, the next working day will be treated as day for submission of bids.
- ii. Ambiguous bids will be outrightly rejected.
- iii. M.C.UDAIPUR will NOT be responsible for any delay on the part of the bidder in submission of the bids.
- iv. The offer submitted by telegram/ fax/ E mail etc. shall NOT be considered. No correspondence will be entertained on this matter.
- v. Conditional bids shall NOT be accepted on any ground and shall be rejected.
- vi. When deemed necessary, M.C.UDAIPUR may seek clarification or clarification on any aspect of the bid from the bidder. However, that would not entitle the bidder to change or amend or change in the substance of the bid submitted or price quoted. This would be considered only if the clarification has been accepted.

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- vii. No enquiry shall be made by the bidder during the course of evaluation of the BID, after opening of bid, till final decision is conveyed to the successful bidder. However, the Committee/ its authorized Representative and office of M.C.UDAIPUR can make any enquiry/seek clarification from the bidders, which the bidders must furnish within the stipulated time else bid of such defaulting bidders will be rejected.

#### 5.12 BID EVALUATION PROCESS

M.C.UDAIPUR shall evaluate the Technical bid of only such bidders who meet the Eligibility criteria referred to in clause 5.2. The Technical bids shall be opened first. After the technical evaluation, M.C.UDAIPUR shall open the financial bids of only the technically qualified bidders.

Work order will be awarded to tenderer who offers the lowest financial bid but not lower than minimum wages. In case of same lowest financial bid in such case the work order will be awarded to the bidder who has more experience of working under any one work order as per clause no 5.2 iii in any Raj. Govt. body/Raj. Govt L.S.G./ State PSU during the last 3 years. Even after that, if more than one firm is selected, the successful bidder will be selected on the basis of the amount of the work order.

Minimum one chartered accountant and four account person required to complete the work. The minimum wages for one Charter accountant will be 25000 Rs per month pf and esi extra and the minimum wages for one account person will be 9334 Rs per month pf and esi extra. For the above reason the financial bid of the bidder who submits financial bid lower than Rs 85509 Rs per month will not be considered due to comply minimum wages rules of labour department Rajasthan and clause no 6.22

#### 5.13 BID EVALUATION COMMITTEE

The Bid Evaluation Committee constituted by M.C.UDAIPUR shall evaluate the bids. The decision of the bid evaluation committee in the evaluation of the Technical and Commercial bids shall be final.

#### 5.14 CONTRACT FINALIZATION AND AWARD CRITERIA

- i. M.C.UDAIPUR shall notify the successful bidder, through a Letter of Award (LoA), that its bid has been accepted. The letter of award will be accompanied by the proforma for contract, incorporating all agreements between the parties.
- ii. Within 15 (fifteen) days of issue (LoA) of the Letter of Award, the successful Bidder shall sign the contract and deploy the man-power and supervision/system administrator within 07 (seven) days of signing the agreement, failing which the LoA/Work order will be liable for cancellation.

#### 5.15 CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Bidders shall not be disclosed to any person who is not officially involved in the process or is not a retained professional adviser of M.C.UDAIPUR in relation to the process arising out of, or concerning the Selection Process. M.C.UDAIPUR shall treat all information received from the BID, in confidence and shall require all those who have access to such information to do so in confidence. M.C.UDAIPUR may not divulge any such information to any person, including any statutory entity that has the power under law to require its disclosure or to whom it asserts any right or privilege of the statutory entity and/or M.C.UDAIPUR or as may be required by law or in

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connection with any legal process.

**5.16 VALIDITY OF THE RESPONSE TO BID DOCUMENT**

The Bidder shall submit the response to BID Document which shall remain valid up to 120 days from the last date of submission of response to Bid Document. M.C.UDAIPUR reserves the right to reject any response to BID Document which does not meet the mentioned validity requirement. M.C.UDAIPUR may solicit the bidders' consent to an extension of the validity period of the bid. The request and the response shall be made in writing.

**5.17 RIGHT OF M.C. UDAIPUR TO REJECT A BID**

M.C.UDAIPUR reserves the right to reject any or all of the responses to BID Document or cancel the BID Document without assigning any reasons whatsoever and without any liability.

**5.18** The bidder should upload the copies of documents/information, annexures duly indexed and numbered for easy reference.

**5.19** All annexures duly filled in from II & III to be uploaded with the technical bid. (Price bid to be uploaded separately and not with technical bid document)

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## 6. GENERAL TERMS AND CONDITION OF THE AGREEMENT

### 6.1 AWARD OF WORK AND EXECUTION OF AGREEMENT

After selection of the bidder, a Letter of Award (the “LOA”) for appointment of CA firms for providing Accounting, Tax and other services for a period of two (02) years shall be issued, in duplicate, by M.C.UDAIPUR to the Selected Bidder and the Selected Bidder within 15 (fifteen) days of the receipt of the LOA, shall execute an Agreement as prescribed in this BID after furnishing the Performance Security in the form of Bank Guarantee as per the format prescribed in this BID. Failure to execute the contract is may result therejectionoftheLOA.

### 6.2 DEPLOYMENT OF MAN-POWER

The selected firm would be solely responsible for deploying sufficient personnel for smooth execution of the Assignment in time bound manner. The manpower deployment at the designated location of the M.C.UDAIPUR would be the sole responsibility of the selected firm.

The selected firm would be solely accountable for correctness of their deliverables and timely completion of the assignment.

**It is further stated that Atleast Four personnel, with Bachelors in Commerce degree,well conversant With the TallyProcess and one Chartered Accountant be posted on full time basis to do day-to-day Working of the M.C.UDAIPUR. Municipal Corporation Udaipur will monitor the daily attendance of The personnel and one working partner of C.A. Firm shall supervise the work atleast once in a week in case of any failure on the part of the deployment of manpower, liquidated damage shall be recovered as per clause 6.3 of this BID.**

### 6.3 MANPOWERD EMPLOYMENT

In case the deployment of manpower mentioned in the BID document mentioned is not successfully deployed within seven (07) days of the execution of the agreement, then an extension of 15 days may be granted subject to recovery of liquidated damage @ 0.5% of the total contract price for two years perweek. The failure on part of bidder to deploy successfully the man- power described in the BID even after the expiry of the 15 days extension, shall lead to cancellation of the work order, contract agreement and forfeiture of performance security.

### 6.4 LIQUIDATED DAMAGES

If the Service Provider fails to deliver any or all the services or perform the services within the time period specified in the contract or leaves the job incomplete or refuses to complete the work or takes more time than the schedule fixed as per the mutual agreement between M.C.UDAIPUR and the CA firm, the M.C.UDAIPUR shall extend the timeline by 15days. However, even after such extension, the CA firm fails to deliver ,then without prejudice to its other remedies under the contract, M.C.UDAIPUR shall deduct from the contract price, as liquidated damages, (not by way of penalty) a sum equivalent to 0.5% (half) percent of the price of the delayed for the deployment of man-power or unperformed service for each and every week (part of a week being treated as a full week) of delay until actual deployment of man-power, upto a maximum deduction of 10% (Ten percent) of the contract price for Two years. After 10% breach, contract may be terminated.

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## 6.5 USE OF CONTRACT DOCUMENT AND INFORMATION

The Bidder/Service Provider shall not, without the M.C.UDAIPUR prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the M.C.UDAIPUR in connection therewith, to any person other than a person employed by the Bidder in the Performance of the Contract.

## 6.6 AMENDMENTS

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

## 6.7 PAYMENT TERMS

The payment structure is on Monthly basis & fees shall be paid upon the invoice raised by the selected firm. The Firms are required to quote the monthly fee for First year for professional service. The rates quoted will be inclusive of all taxes. The payment of the monthly fee for second year will be increased by 10% on first year monthly price. After two years if contract is extended then the payment of monthly fee for third year will be increased by 10% on second year monthly price.

## 6.8 PERFORMANCE SECURITY DEPOSIT

Performance Security/ Performance Bank Guarantee (PBG) towards Security: The Performance Security/ Guarantee will be in the form of an unconditional, irrevocable and on-demand bank guarantee issued in favour of the M.C.UDAIPUR.

- i. The Performance Security/ Guarantee shall be for an amount equal to 5% (Five per cent) of the total value of the Contract (Bid amount) and shall be released after three (03) months of successful completion of the project subject to realization of liquidity damages if any by the M.C.UDAIPUR.
- ii. All charges whatsoever such as premium, commission, etc. with respect to the BG shall be borne by the bidder. The BG shall be valid for a period of 27 months from the date of signing of agreement and should be in the standard format prescribed in this BID. Also, the same shall be extended to the extent that it remains valid for at least 3 months after the expiry of the contract.
- iii. The bidder will also be required to further extend the BG, in case the M.C.UDAIPUR extends the contract, to an extent that the BG is valid for a minimum of 3 months after the expiry of the Contract.
- iv. The extended BG in all the above cases shall be submitted at least 3 months before the expiry of the previous BG, failing which, M.C.UDAIPUR reserves the rights to terminate the contract, and forfeit the BG.

## 6.9 APPLICABLE LAW

This Contract shall be governed by and construed in accordance with the laws of India and the Udaipur Courts shall have exclusive jurisdiction of dispute, if any, arising of the present contract.

## 6.10 TERMINATION FOR DEFAULT

The M.C.UDAIPUR reserves the right to cancel the contract of the selected bidder and recover expenditure incurred by the M.C.UDAIPUR on the following circumstances:

- i. The selected bidder commits a breach of any of the terms and conditions of the bid/contract.
- ii. The bidder goes into liquidation voluntarily or otherwise.

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- iii. The progress regarding execution of the contract, made by the selected bidder is found to be unsatisfactory.
- iv. If deductions on account of liquidated Damages exceeds more than 10% of the total contract price.
- v. If the service provider/firm, in either of the above circumstances, does not remedy his failure within a period of 15 days-**Cure Period** (or such longer period as the M.C.UDAIPUR may authorize in writing) from the date of issue of default notice from the M.C.UDAIPUR.
- vi. If the Bidder, in the judgment of the tendering Authority has engaged in corrupt or fraudulent practices in competing for or in executing the Contract. For the purpose of this clause:

*“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.*

*“Fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the M.C.UDAIPUR and includes collusive practice among BIDDERS (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and deprive the M.C.UDAIPUR of the benefits of free and open competition.*

- vii. After the award of the contract, if the selected bidder does not perform satisfactorily or delays execution of the contract—even after grant of extension, the M.C.UDAIPUR reserves the right to get the balance contract executed by another party of its choice by giving one month’s notice for same. In this event, the selected bidder is bound to make good the additional expenditure, which the M.C.UDAIPUR may have to incur to carry out bidding process for the execution of the balance of the contract. This clause is applicable, if for any reason, the contract is cancelled.
- viii. M.C.UDAIPUR reserves the right to recover any dues payable by the selected bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking Bank Guarantee, if any, under this contract or any other contract/order.

## 6.11 CONSEQUENCES OF TERMINATION

In Circumstances mentioned above the tendering Authority may forfeit the security deposit/Guarantee.

## 6.12 NOTICES ON DEFAULT

Any notice given by one party to the other pursuant to this contract shall be sent to the other party in writing or by email and confirmed in writing to the other party’s last recorded address. A notice shall be effective when delivered or tendered to other party whichever is earlier.

## 6.13 FORCE MAJEURE

- 6.13.1 Notwithstanding the provisions of BID, the Successful Bidder shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it’s delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

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- 6.13.2** For purpose of this clause, "Force majeure" means an event beyond the control of the Successful Bidder and not involving the Successful Bidder's fault or negligence and not foreseeable, either in its sovereign contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by M.C.UDAIPUR and its decision shall be final and binding on the Successful Bidder and all other concerned.
- 6.13.3** In the event that the Successful Bidder is not able to perform his obligations under this contract on account of force majeure, he will be relieved of his obligation force majeure period. In the event that such force majeure extends beyond six months, M.C.UDAIPUR has the right to terminate the contract in which case, the PBG shall be refunded to him.
- 6.13.4** If a force majeure situation arises, the Successful Bidder shall notify M.C.UDAIPUR in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify M.C.UDAIPUR not later than 3 days of cessation of force majeure conditions. After examining the cases, M.C.UDAIPUR shall decide and grant suitable additional time for the completion of the Work, if required during the force majeure period. In the event that such force majeure extends beyond six months, M.C.UDAIPUR has the right to terminate the contract in which case, the PBG shall be refunded to him.
- 6.13.5** If a force majeure situation arises, the Successful Bidder shall notify M.C.UDAIPUR in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify M.C.UDAIPUR not later than 3 days of cessation of force majeure conditions. After examining the cases, M.C.UDAIPUR shall decide and grant suitable additional time for the completion of the Work, if required.

#### **6.14 DISPUTE RESOLUTION AND ARBITRATION**

- 6.14.1** Any dispute and or difference arising out of or relating to this contract will be resolved through joint discussion of the representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by legal advisor of both parties whose decision shall be final and binding on both the parties to this contract.
- 6.14.2** The award of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time to time.
- 6.14.3** The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspend the work/service to which the dispute relates on account of the arbitration and payment to the Architectural Consultant shall continue to be made in terms of the contract. Arbitration proceedings will be held at Udaipur only.

#### **6.15 JURISDICTION OF COURT**

The courts at Udaipur shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

#### **6.16 SUCCESSFUL BIDDER LIABILITY**

Successful Bidder hereby accepts full responsibility and indemnifies M.C.UDAIPUR and shall hold M.C.UDAIPUR harmless from all acts of omissions and commissions of the Successful Bidder, his agents, and employees in execution of the work. The Successful Bidder agrees to defend and hereby undertakes to indemnify M.C.UDAIPUR and also hold him harmless from any and all claims arising out of or in connection with the performance of the work under the L.

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**6.17 RESPONSIBILITY & LIABILITY FOR THE MAINTENANCE AND OPERATIONS**

The service provider/firm shall assume full responsibility and liability for the deployment of CA firms and facilities and shall indemnify and hold M.C.UDAIPUR harmless from all liability and expense on account of any and all damages, claims.

The Successful Bidder will abide by the statutory norms/Govt. rules prevalent in India and will free M.C.UDAIPUR from all demands or responsibilities the cause of which is the Successful Bidder's negligence. The Successful Bidder will pay all indemnities arising from such incidents and will not hold M.C.UDAIPUR responsible or obligated.

**6.18 CONFIDENTIALITY OF M.C. UDAIPUR DATA**

The Successful Bidder will treat as confidential all data and information about M.C.UDAIPUR, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of M.C.UDAIPUR.

**6.19 LIMITATION OF LIABILITY**

The aggregate liability of the Successful Bidder to M.C.UDAIPUR, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price/Value provided, however, that this limitation shall not apply to any liability for damages arising from: Willful misconduct, or Indemnification against third party claims; or Gross Negligence.

Neither party shall be liable to the other for any special, indirect, incidental, consequential (including loss of profit or revenue), exemplary or punitive damages whether in contract, tort or other theories of law, even if such party has been advised of the possibility of such damages.

**6.20 SEVERABILITY**

It is stated that each paragraph, clause, sub-clause, schedule or annexure of this contract shall be deemed severable & in the event of the unenforceability of any paragraph, clause sub-clause, schedule or the remaining part of the paragraph, clause, sub-clause, schedule annexure & rest of the contract shall continue to be in full force & effect.

**6.21 RIGHTS & REMEDIES UNDER THE CONTRACT ONLY FOR THE PARTIES**

This contract is not intended & shall not be construed to confer on any person other than M.C.UDAIPUR & Successful Bidder hereto, any rights and/or remedies herein.

**6.22 COMPLIANCE WITH LABOUR LAWS**

The Concessionaire shall abide by and comply with all the applicable labour laws and statutory requirements, including ESI, Minimum Wages Act 1948, Payment of Wages Act 1936, Contract Labour (Regulation & Abolition) Act 1970, Employees' Provident Funds and Miscellaneous Provisions Act 1952 etc. That the Contractor/Service Provider/Firm shall pay wages (and other benefits on wages) to its employees through ECS within the time stipulated under the provisions of Minimum Wages Act, Govt. of Rajasthan.

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**6.23 TAXEX & DUTIES**

Financial Bid is inclusive of the GST and all other taxes.

**6.24 INTERPRETATION OF THE CLAUSES**

In case of any ambiguity in the interpretation of any of the clauses in BID Document or the Contract Document, the Authority's interpretation of the clauses shall be final and binding on all parties.

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**ANNEXURE-I: Format for Financial Bid**

**FINANCIAL/PRICEBIDSCHEDULE**

Financial/Price Bid Format to be submitted online through –tender Portal only

<b>Item (1)</b>	<b>Amount (In INR) per month inclusive of all taxes.</b>
Lumpsum Per month rate for first year for selection of Chartered Accountant (CA) firm for providing accounting,tax and other services to M.C.UDAIPUR.	

*Note: The format provided in this Annexure is for reference purpose only. The Format provided in the e-tendering portal shall be adhered to and the financial/price bid should be provided in the format available on the e-tendering portal.*

**Authorized Signature**

**Name and Designation of Signatory:**

**Name of Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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**ANNEXURE-II: Format for Bidder's Experience (Technical Bid referred to clause no 5.2.iii)**

<b>Bidder's Experience of accounting and taxation work</b>	
1.	Projects Name
2.	Procurement entity Name and Address with Contact details
3.	Location
4.	Financial year for which service provided
5.	Description of Actual Services Provided by your staff
6.	Page no on which copy of Workorder, agreement and tender document attached

(Signature of Authorized Person with Seal)

Date:

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**9640496**

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**ANNEXURE-III:CHECK LIST**

Sr.No	Particulars	YES / NO	Mention page no where document is attached
1	EMD FEE,TENDER FEE,MDRISL FEE DEPOSITED		Copy of demand draft attached on page..... Bid security declaration attached on page...
2	Have at least 3 full time partners		
3	Have Head/Branch Office in Udaipur,Rajasthan.		
4	Should The Firm or any partner of the firm s not have any disciplinary matters pending with ICAI/RBI/CBI or any form and they should not have suffered any disqualification.		Self declaration certificate attached on page.....
5	Should have never been issued notice for failure to submit deliverables and cancellation of work order/forfeiture of EMD etc by any Government/semi Government/Autonomous entities.		Self declaration certificate attached on page.....
6	Should not have been barred from appointment by any government and/or semi government entities.		Self declaration certificate attached on page.....
7	completion certificate of work done of Accounting work regarding preparation of daily cash book, daily bank book, bank reconciliation statement and taxation work in any Raj.Govt. body/Raj.govt L.S.G./State PSU during last 3 year from 01/08/2021 to 31/07/2024 (as per clause 5.2 iii)  A completion certificate equal to 80 % of the estimated cost of bid will have to be attached .  Or  Two works in which completion certificate equal to 50% of the estimated cost of each work will have to be attached.  Or  Three works in which completion certificate equal to 40% of the estimated cost of each work will have to be attached.		
8	GST registration if applicable		

**NOTE- Please fill above given check list. Bid of the firm who do not fill this check list may be rejected.**

(Signature of Authorized Person with Seal)

Date:

**RajKaj Ref  
9640496**

**Signature Not Verified**

Digitally signed by Ram Prakash  
Designation : Commissioner  
Date: 2024.08.07 21:25:02 IST  
Reason: Approved