

राजस्थान-सरकार
राजस्थान ग्रामीण आजीविका विकास परिषद्
(ग्रामीण विकास विभाग)



File No. F.8(47)RD/RGAVP/2018/P-II / 9337-41

Date:- 04.09.25

NOTICE INVITING E-BID

Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP) intends to Hire a Chartered Accountant firm (called Financial Management Consultant or FMC) for preparing and maintaining the accounts etc. for RGAVP for FY 2025-26 & 2026-27 Single Stage - Two envelop online unconditional Bids are invited for the as follow:-

Name of Work	To Hire a Chartered Accountant firm (called Financial Management Consultant or FMC) for RGAVP	
Estimated cost	13,00,000/- for 2 years (Inclusive of all Taxes)(For Period 01-10-25 to 30-9-2027)	
Earnest Money	26,000	
Cost of Bid document	500/- (Non-refundable)	
Processing Fee	500/- (Non-refundable)	
Publish Date	4-9-2025	06:00 PM
Document download & Bid submission start date	4-9-2025	06:00 PM
Document download & Bid submission End date	15-9-2025	02:00 PM
Last date of submission of Demand draft (D.D.)	15-9-2025	02:30 PM
Date & Time for opening of Technical Bid	15-9-2025	03:00 PM
Date & Time for opening of Financial Bid	Subsequent to technical Bid opening (Date to be intimated later to the technically qualified bidders through e-procurement website)	
Websites for downloading tender document and subsequent clarification/ modification, if any	https://eproc.rajasthan.gov.in https://sppp.rajasthan.gov.in www.rajeevika.rajasthan.gov.in	
Website for online bid submission	https://eproc.rajasthan.gov.in	
Bid Validity	90 Days	

The Bid shall only be submitted through online bidding system of www.eproc.rajasthan.gov.in. The interested bidders shall have to be enrolled/ registered with portal of www.eproc.rajasthan.gov.in for participating in the bidding process.

Project Director (Admin)
RGAVP

Copy to:-

1. PA to State Mission Director, RGAVP.
2. PA to project Director, RGAVP.
3. FINANCIAL ADVISER, RGAVP, JAIPUR.
4. State Project Manager (Admin/Finance/Procurement), RGAVP.
5. Guard File.

Project Director (Admin)

RGAVP

Digitally signed by P. Singh
Designation: Project Director
Date: 2025.09.02 17:26:35 IST
Reason: Approved

RajKaj Ref No.:
17527128
eSign 1.0





RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD

(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

File No. F.8(47)RD/RGAVP/2018/P-II

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**Project Director (Admin)
RGAVP**



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INSTRUCTIONS TO BIDDERS

1. Bidders who wish to participate in this Bid will have to be registered on E-Procurement portal (<http://eproc.rajasthan.gov.in>).
2. Bidders shall submit their Bids online in electronic format both for Technical and Financial Bid. No physical/offline Bid shall be accepted. Conditional Bid and casual letters sent by the bidders will not be accepted.
3. The Bid Document cost Rs. 500/- (Non – refundable) should be in the form of D.D. in the name of “State Rural Livelihood Mission” payable at Jaipur and RISL processing fee Rs. 500/- (Non – refundable) should be in the form of D.D. in the name of Managing Director, RISL payable at Jaipur.
4. Demand Draft (D.D.)/Banker’s Cheque for Bid Security, Bid document fee and Processing fee should be submitted manually in the office of Rajasthan Grameen Aajeevika Vikas Parishad, 3rd Floor, RFC Block, Udyog Bhawan, Tilak Marg, Jaipur before scheduled date & time as mentioned in NIB. Scanned copy of DDs should be uploaded along with the online Bid.
5. Before electronically submitting the Bid, it should be ensured that all the Bid papers including conditions of contract are signed & page marking by the bidder.
6. Bidders shall have to enter the documents in the “cover” as per the following order:-
 - (A) **Technical Cover**
 - I. In the Fee Cover (in PDF format)
 - i. Scanned copy of DD for Bid Document fee and Bid Security in favour of “State Rural Livelihood Mission”, payable at Jaipur.
 - ii. Scanned copy of DD for RISL processing fee in favour of “MD RISL”, payable at Jaipur.
 - II. In the Technical Document Cover (in PDF format)
 - i. Copy of ICAI registration certificate
 - ii. Copy of GST registration certificate
 - iii. Copy of CAG registration certificate
 - iv. All Annexure (“I to XII”) and Appendix (“A to D”) duly signed and sealed
 - v. Blank Bid document duly signed and sealed on every page as a proof of acceptance by the firm.
 - (B) **Price Bid (BoQ) Cover – (.xls format) – in prescribed format only.**
 - i. Bidders shall enter name of the firm on BoQ only.
 - ii. Bidders financial rate is to be quoted **on per annum** in rupees inclusive all taxes and duty.



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(Note: - Rate quoted in other format & in technical bid shall not be accepted and bid shall be rejected.)

7. The RGAVP reserves right to cancel any one or all Bids without assigning any reason to the Bidders or anyone else.
8. Technical Bid must contain details of experience, eligibility qualification and relevant forms etc. as per bid documents.
9. The Bidder, who has been selected as a successful bidder shall execute necessary agreement for the services on depositing the required amount of performance security and on execution of the agreement, such bidder is eligible for award of contract.
10. Performance security will be 5% of the total amount of contract value. It will be Adjustable from Bid Security.

11. **Penalty clause:**

Failure to work as per the contract agreement

The Agency shall provide the services as per the Terms of Reference (ToR). Delay in performance, non-performance or unsatisfactory performance of any service enlisted in terms and conditions of this tender to it will be termed as default on the part of the agency.

I. Liquidated Damages:

In case of any default of Agency, viz. not providing services as per the agreed time lines. RGAVP shall have the right to impose penalties as Liquidated Damages @ Rs.200 per day/subject to a maximum of 5% of contract amount, which may be in addition to penalty as defined at (II) below.

II. Penalty for significant deficiencies in services:

In case of significant deficiencies in services causing adverse effect on the work or on the reputation of the RGAVP, whole or part of the performance security deposit will be confiscated, in addition to Liquidated Damages as defined in (I) above. Other penal action including debarring for a specified period/black listing may also be taken. RGAVP also reserves the right to raise justifiable claims in the event of breach of contract or deficiency in service by the RGAVP.

12. **Minimum eligibility criteria is as under:-**

- a. The firm must be empanelled with Comptroller and Auditor General of India for major audits.
- b. Firm should have at least Ten (10) years of experience in Public Financial Management and Accounting.



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- c. The firm should have experience of working in similar externally aided/Public Sector Undertakings/Government of India Funded project/projects.
 - a. The average financial turnover of the firm should be Rs. **Fifty (50.00)** Lacs during the last Three (3) years.
13. **Preliminary examination:** The bids will be evaluated by a duly constituted committee on above three criteria along with as mentioned in RTPP –
 - (a) bid is signed, as per the requirements listed in the bidding documents;
 - (b) bid has been sealed as per instructions provided in the bidding documents;
 - (c) bid is valid for the period, specified in the bidding documents;
 - (d) bid is accompanied by bid security or bid securing declaration;
 - (e) bid is unconditional and the bidder has agreed to give the required performance security; andBids not satisfying the minimum eligibility criteria (Point no. 13) will be rejected.
14. **Technical Evaluation:** Who else qualify as per above point no. 13. The evaluation of technical bid will follow the procedure given in Annexure–XI The minimum qualifying marks in technical bid is 70.
15. **Financial Evaluation:**
 - (i) The Financial Bid will be opened only those qualified bidders, who scored 70 & above marks in technical evaluation.
 - (ii) Lowest rate/amount bidder (L1) will be selected.
16. **Duration of Assignment:** The services of the Consultant would be initially required for a period of Two year for FY 2025-26 & FY 2026-27 and may be extended after assessing the pace of implementation, the project's needs and performance of the consultant for further two years on same terms.
17. Other terms & conditions shall applicable as per enclosed bid document.

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TERMS OF REFERENCE (TOR)

Section A: Background

Rajasthan Grameen Aajeevika Vikash Parishad (RGVAP) is an autonomous society formed by the Government of Rajasthan under the administrative control of Department of Rural development. The society is registered under Society Registration Act, 1958 and mandated to implement all rural livelihoods programs associated with SHG based institutional architecture. The Society aims at creating financially sustainable and effective institutional platforms of the rural poor, enabling them to increase household income through sustainable livelihood enhancements and improved access to financial and selected public services and to build their capacities to deal with the rapidly changing external socio-economic and political world. Presently, the society is implementing the National Rural Livelihood Mission (NRLM), National Rural Economic Transformation project (NRETP), Mahila Kisan Sashaktikaran Pariyojana (MKSP) & Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY), RSETI, SVEP And Others assisted by MoRD, Government of India.

The projects mentioned above also follows similar approach of rural poverty alleviation i.e. through building institutions of the poor viz. SHGs (Self Help Groups), CDOs (Cluster Development Organization) and Area Federations. The mission would cover the entire State of Rajasthan.

RGAVP has procured Tally.ERP 9 Multi User Software for SPMU and all 41 DPMU to manage all funds flow from SPMU-DPMU's along with proper processes through Customization. Then we have installed tally.ERP 9 software and deployed customization at all locations (SPMU and DPMUs). In customization as per the NMMU/World Bank requirement and approval we are addressing following process –

1. Common Chart of Accounts (Including Expenditure ledger with Component and CBO details)
2. Funds Approval System
3. Fund Rejection System
4. Financial Accounting
5. IUFR Reporting (IUFR Summary, IUFR – 1, IUFR – 2)
6. File Tracing System
7. Claim Reimbursement
8. Printing Fund Sanction Order and Fund Transfer Order (In Hindi)
9. Payment Process (Three level work flows)



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10. For Consolidated report – when Accounting is done separately at DPMUs and SPMU level independently. All data backups once in every month shall send to SPMU by all DPMUs

In Customization we have already designed some reports for group reporting at SPMU level (like – IUFR Summary, IUFR - 1, IUFR – 2 and claim Reimbursement). For Other reports we will create a Group Company and include all DPMU and SPMU as a member for Trial Balance, Balance Sheet and group wise reporting.

Section B: Scope of Work

RGAVP intends to outsource the services from Chartered Accountant Firms (called Financial Management Consultant or FMC) for the following tasks for FY 2025-26 & FY 2026-27

Tasks / Brief details of work:

1. Preparation of Annual Financial Statements of the Society (RGAVP) (books of accounts to be prepared on basis of fund-based accounting system clearly identifying the NRLM/NRETP/MKSP/DDU-GKY, RSETI, SVEP And Others expenditure as given below), including selection and application of accounting policies;
 - Preparation & Finalization of Trial balance.

Balance Sheet, showing accumulated funds of the Project(s)/Mission, Bank Balance, other Assets of the Project(s)/Mission and Liabilities, if any, as at the close of the financial year 2025-26 & FY 2026-27

- Income and Expenditure Account containing summary of Income and Expenditure shown as per the project component/sub-component cumulative till 31/03/2025 & 31/03/2027 separately for NRLM/NRETP/MKSP/DDU-GKY, RSETI, SVEP And Others
- Receipts and Payments Account for FY 2025-26 & FY 2026-27 and other Statutory Accounts, if any, required under Societies Registration Act 1958.

Banking Reconciliation and preparing statement (BSR) for the period as indicated above up to the end of FY 2025-26 & FY 2026-27

- The non-reconciled entries may be brought out date-wise and missing entries identified.
- Checking whether the Interest is credited by the bank correctly and whether TDS deducted by the Bank, if any, is as per Income Tax



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provisions. The inconsistencies if any needs to be identified for rectification.

- Effecting entries of Interest etc. in the Books.

Support in Accounting process as per statutory requirements including Income Tax, TDS, Service tax, the concerned authorities/parties for FY 2025-26 & 2026-27

- ❖ The rate of TDS on various contractor/consultant/service provider/supplier as applied while releasing payment is to be checked and CA firm would suggest the correct rate, if required.

2. Ensure high standards of accounting and financial management system within RGAVP at all levels i.e. SPMU and DPMU.
3. Support in rolling out and effective functioning of TALLY accounting system at SPMU and 41 districts.
4. Filing TDS Return & GST Return of SPMU office according to rules.
5. Provide training and technical support related to financial management and accounting including Voucher preparation to the staff of SPMU and DPMUs.
6. Ensure proper financial management arrangements as per World Bank guidelines, legal agreements, Finance Manual and Communities Operations Manual and schemes framework and guidelines as well as Accounting standards applicable in India and in preparation of Accounting notes and policies.
7. Preparation of IUFs (Interim Un-audited Financial Reports) at SPMU after collating the IUFs submitted by all the DPMUs as per Finance Manual and facilitate synchronization of Accounts at SPMU level.
8. Support in preparing Annual Budget of SPMU and DPMUs and consolidation thereof at SPMU level.
9. Analysis of Budget Variance with actual expenditure on quarterly basis and its tracking on regular basis.
10. Support and ensure that proper maintenance of supporting documents, registers and records are in place.
11. Bank Reconciliation statement is prepared at all levels every month and reconcile with the fund released to Field units.
12. Support in verification of Assets and Stock on quarterly basis and its reconciliation at all levels.
13. Preparation of JV etc., if required, for consolidation, will have to be prepared and suggested by the firm.
14. Recive UC's of NRLM/NRETP & Other Scheme from DPMUs & SPMUas per SNA Bank Account.



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15. Advice Program Managers in strengthening Internal controls for various program and livelihood funds.
16. Ensure that common chart of accounts is maintained.
17. The day to day accounting, writing book of accounts on Tally, maintenance of records/documents, approval of transactions etc shall be the responsibility of existing accounting staff of RGAVP at SPMU and DPMUs. FMC staff would need to input the accounts in Tally at least on weekly basis in SPMU. Additionally the FMC team would be required to address the issues faced by the DPMUs regarding entering of data in Tally and where needed to enter the data in Tally in order to ensure the time lines.
18. The firm should provide prepare documents like – IUFRR, Trial Balance, Quarterly reports etc. in soft format along with hard copy duly sealed & signed to the RGAVP.

Section C: Role of Consultant (FMC)

As it is clear from the scope of work that FMC will be an integral part of project implementation and work as support partners with the project. The role is to carry out the accounting and financial activities smoothly, implementation of proper system and recommendation among all the levels of project financial system including community. The FMC have to travel to blocks frequently.

Section D: Schedule for completion of tasks

S.N.	Work assigned/ Deliverables	Frequency / Period
(a)	Synchronization of the customized TALLY accounting system to the entire District as per need and suggest requirement of Computerized Accounting system for NRLM.	once within one month As per need
(b)	Provide training and support related to Financial Management and accounting to SPMU & DPMU.	Initial training of FM & Accounting at all levels as per requirements. Minimum 3 days for all first time and their after as per requirement.
(c)	Ensure maintenance of proper accounting practices as per the regulation of World Bank and project agreement as well as Accounting Standard applicable in India.	Regular



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(d)	Support in accounting process as per statutory requirement including Income tax, GST, TDS and filing of return on monthly basis with issuance of certificate to concerned authority/parties.	Monthly basis
(e)	Ensure proper accounting and record keeping of CPF and ESI as per its regulation and submission of reports, deposit on monthly basis	Monthly basis
(f)	Preparation of IUFRR at State level on quarterly basis.	Quarterly basis
(g)	Ensure submission of monthly IUFRR of DPMU and SPMU latest by 2 nd week of the next month.	Monthly basis
(h)	Ensure filling of Income Tax returns	Annual basis
(i)	Filling of TDS Return	Quarterly basis
(j)	Filling of GST Return	Monthly basis
(k)	Support in preparing Annual Budget of SPMU and DPMU and consolidation thereof.	Annual Budget once in a year and other reports as per need
(l)	Analysis of budget variance with actual expenditure of SPMU and DPMU on quarterly basis and its tracking on regular basis.	Quarterly basis
(m)	Ensuring preparation of Bank Reconciliation Statement at all levels every month and reconcile it as per fund released.	Monthly basis
(n)	Verification of Assets and Stock on quarterly basis and its reconciliation at all levels.	yearly
(o)	Support SPM(F)/FM/DPM in monitoring of Internal Audit work and submission of compliance at district level at quarterly basis. Ensure timely follow-up action is taken to address the issues identified in audit report. Provide suggestions on systemic issues identified by the internal auditors.	Support on regular basis and compilation on quarterly basis
(p)	Advise Program Managers on the potential risks and control measures for various program and livelihood funds as they develop during implementation.	As per requirement
(q)	Reconciliation of fund released at all levels.	Quarterly



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(s)	To submit a District wise summary of report on quarterly basis in simple four-five pages, highlighting the key findings and key actions recommended to the Financial Advisor at the state level. To submit an overall state level management letter addressed to the Financial Advisor (a) confirming that books of accounts are being maintained in tally at all districts, all statutory returns have been filed, IUFRRs are prepared etc; (b) Areas that require management attention such as problems being faced on tally, long pending external and internal audit paragraphs, internal control issues. (c) Provide recommendations for improvement in internal controls/processes and Manuals.	Quarterly basis
(t)	FMC will support & ensure that proper accounting for maintenance of supporting documents, registers and records maintenance are in place.	Regular
(u)	Any other work related to FMC as assigned by the project	As per the requirement

Section E: Period of assignment

The services of the Consultant would be initially required for a period of two year for FY 2025-26 & FY 2026-27 and may be extended after assessing the pace of implementation, the project's needs and performance of the consultant for further One years on same terms. वर्तमान में कार्यरत संस्था द्वारा वित्तीय लेखा-विवरणों को अंतिम रूप दिये जाने एवं संबंधित वर्ष की बाह्य अंकेक्षण पूर्ण होने पर ऑडिटेड प्रतिवेदन सितम्बर माह तक दिये जाने के कारण, नई सफल बिडदाता द्वारा 01 अक्टुबर से कार्य शुरू करना होगा और इस अप्रैल से सितम्बर तक की अवधि के लेखे संधारण संबंधी कार्य वर्तमान कार्यरत संस्था द्वारा की संपादित किया जायेगा एवं उक्त अवधि का भुगतान भी नियत दर के हिसाब से वर्तमान कार्यरत संस्था को ही किया जायेगा। उसी प्रकार अनुबन्ध समाप्ति वर्ष के संबंधित वित्तीय लेखा-विवरणों को अंतिम रूप दिये जाने एवं संबंधित वर्ष की बाह्य अंकेक्षण पूर्ण होने पर ऑडिटेड प्रतिवेदन अंतिम होने पर, सितम्बर माह तक का कार्य सफल बिडदाता द्वारा किया जायेगा एवं पूर्वानुसार माह अप्रैल से माह सितम्बर तक की अवधि के कार्य के पेटे भुगतान भी उसे ही किया जायेगा।

Section F: Services and facilities provided by the RGAVP

- 1) All data will be provided as per the needs and requirement.
- 2) Proper seating and filing arrangement.
- 3) One desktop computer will be provided.
- 4) Travel and logistic arrangement and other expenses as approved in advance by the Client's coordinator.

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- 5) Team leader and two assistant's expenses will be reimbursed or incurred as per RGAVP Norms.
 - 6) Regularly maintain an attendance sheet register.
- One Casual Leave will be allowed per month to every member of FMC.

Section G: Reporting Requirement

Requirement will be as per scope of works and Schedule for completion of tasks. The agency would be required to submit a District wise report on quarterly basis in simple four-five pages covering the deliverables as indicated in the TOR and contract with highlighting the key findings and key actions recommended to **Financial Advisor (FA)** at the state level.

Section H: Term of Payments

Payment to the agency will be made as under;

	Activity as described above	Payment percentage*
1	(a) Preparation and finalization of Annual Financial Statements (b) Other annual deliverables as per Section D above.	20%(foreach year)*
2	(a) Preparation of IUFRRs and acceptance by Funding Agency; (b) Other quarterly deliverables as per Section D above.	20% (5%for each uarter)*
3	(a) Preparation and closing of monthly accounts including BRS. (b) Other monthly deliverables as per Section D above.	60% (5% for each month)*
	Total	100%

*Percentage of total contract amount.

- Travelling Cost and Logistic Cost of FMC and assistant will be borne by RGAVP, as per the Travelling Rules of RGAVP. For TA/DA FMC will deemed As PM(Finance) and assistant as Accountant.



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Section I: Monitoring and Review

The Financial Advisor /CAO will monitor and review the work of FMC on quarterly basis. The FMC shall work under supervision of FA/CAO and in close coordination with SPM (Finance).

Section J: List of key positions, whose CV and experience would be evaluated.

S. N.	Key position	Area of Specific Expertise Desired	Minimum Qualification and professional Experience desired.
1	Financial Management Consultant (One) Based at SPMU, Jaipur.	Finance, Taxation, & procurement in similar externally aided projects and govt. agencies. Good knowledge of TALLY accounting systems	1) Chartered accountant having at least 5 years of post qualification experience in respective fields (or equivalent). Specific experience in similar externally aided project is required and with proven track record in anchoring/conducting financial management and technical support consultancy. 2) Expert knowledge of Tally accounting packages. 3) Regular travel to project areas is required. 4) He has to attend office regularly.
2	Two assistant to financial management consultant.	Finance and taxation	1) CA (Inter) 2) Knowledge of Tally accounting packages. 3) He has to attend office regularly 4) Regular travel to project areas is required.

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ANNEXURE – I

Name of the Firm -

Address of the Firm -

To,
State Mission Director
Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)
3rd Floor, RFC Block, Udyog Bhawan,
Jaipur – 302005

Subject:- Submission of Bid for Financial Management Services for
FY 2025-26 & 2026-27

Ref:- NIB No..... Dated

Dear Sir,

1. We, the undersigned Applicant, have read and examined in detail your solicitation of EOI for the purpose of appointment of agency for Selection of HR agency;
2. Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of the period;
3. If our Bid is accepted, we commit to submit a Performance Security @ 5% of the total Contract Value for Two year, however if GOR further amend it shall be acceptable accordingly.
4. We are not participating, as Bidder in more than one Bid for the subject matter in this bid;
5. Our firm, its affiliates or subsidiaries, for any part of the Contract have not been debarred by the State Government/Central Government or the Procuring Entity or a regulatory authority under any applicable laws;
6. We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity Conflict of Interest as specified for Bidders in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding document during the procurement process and execution of the order/contract till completion of all our obligations under the contract;
7. We are submitting the bid along with the supporting documents as mentioned in Annexure- XII.

Signature of Bidder with Seal



RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD
(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

ANNEXURE – II

Bidder information form

1. General Particulars of Agency

Name of the firm	
Registered Address	
Phone No:	
Email id:	
Name of the Contact Person for this Bid	
Phone no. of the Contact Person for this Bid	
Email id of the Contact person for this Bid	
Office/ Branch offices if any in Jaipur	
Office/ Branch in Other Districts in Rajasthan if any	

2. Particulars of Agency

Date of Firm's establishment	
Registration No. with ICAI	
Registration No. with CAG	
Is the Firm empanelled on the CAG major list of auditors	Yes/No
Registration No. with RBI (if any)	
Registration/Empanelment with other accounting & auditing bodies	

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RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD

(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

Number of full time Partners Fellow Associate	
Number of full time qualified staff	
Number of other staff who are semi qualified/unqualified	
PAN No.	
GST No.	

Signature of Bidder with Seal

(Name:-

(Designation:-

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

Handwritten initials in blue ink.



RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD

(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

ANNEXURE – III

EXPERIENCE OF THE AGENCY/ORGANIZATION

A. Sector specific experience – Last three years Ended up to 31/03/2025 ***

Name of Deptt/ Project / Agency	(1) Funded by Multilateral/ Bilateral funding agency; (2) Agencies implementing government projects (other than above); or (3) Public sector undertakings in the same sector (Rural Development). Please specify 1, 2, 3	Client Name	Nature of Assignment	Year of Work Done	Value of Assignment	Place of work done

*** Detail citation of work can be provided separately. Please also attach self-attested copies of the work order/Award of Contract, along with completion certificate for the above-mentioned assignments. (The assignment will not be considered as completion of project without completion certificate or successful refund of SD/PG order copy.)

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RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD
(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

ANNEXURE – IV

FINANCIAL CAPACITY OF THE AGENCY/FIRM

S. No.	Financial Year	Total Annual Turnover (INR)	Turnover from the similar assignments, applied for
1.	2022-23		
2.	2023-24		
3.	2024-25		

Supporting documents:-

1. Self attested copy certified by a Chartered Accountant firm with compliance to the Balance Sheet and Audit report.
2. Self attested copy of audited balance sheet, P&L/R&P.

Signature of Bidder with Seal



ANNEXURE- V

Comments and suggestions on the terms of reference and on counterpart staff and facilities to be provided by the client

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Client according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

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ANNEXURE- VI

TEAM COMPOSITION AND TASK ASSIGNMENTS

<i>Professional Staff</i>				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

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RAJASTHAN GRAMEEN AAJEEVIKA VIKAS PARISHAD
(Third Floor, B- Block, Udyog Bhawan, Tilak Marg, Jaipur, Phone No. 2227723, 2227416)

ANNEXURE- VII

Presently Professional Staffs with the Agency*

Name of Staff/ M. No.	Age	Years of experience	Qualification	Number of years associated with the Agency	Specialization and brief nature of work done (assignment done where the staff has worked with year)

*Including Interns (Excluding the office support staff).

Handwritten initials in blue ink, possibly 'R' and 'Y'.



ANNEXURE – VIII

**DESCRIPTION OF APPROACH, METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT/JOB**

(For small or very simple assignments the Client should omit the following text in Italic)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal divided into the following three chapters:

- a) *Technical Approach and Methodology,*
- b) *Work Plan, and*
- c) *Organization and Staffing,*

a) **Technical Approach and Methodology** *In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.*

b) **Work Plan** *In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule.*

c) **Organization and Staffing** *In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]*

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ANNEXURE – IX

CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____
2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

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

10. **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: _____



<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. 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.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____



Declaration

ANNEXURE – X

Date:.....

To whom so ever it may be concern

I/We hereby solemnly take oath that I/We am/are authorized signatory in the firms/ Agency/ Institute/ Company and hereby declare that "Our firms/ Agency/ Institute/ Company do not face any sanction or any pending disciplinary action from any authority against our firms/ Agency/ Institute/ Company or partners." Further, it is also certified that our firm has not been blacklisted by any government or CAG or any other donor/partner organization in past and our firm does not face any sanction or any pending disciplinary action from PCAOB or ICAI against our firms or partners

In case of any further changes which affect of this declaration at a later date; we would inform the project accordingly.

Authorized Signatory

(With seal)



ANNEXURE – XI

Criteria for short listing of agency

S. No.	Criteria	Maximum Marks
1	Age of the Agency	10
2	Financial Turnover of the agency for the last 3 FY	15
3	Experience of having successfully completed similar Services during last 7 years.	20
4	Description of Approach (Max. 5-Marks), Methodology (Max. 5-Marks) and Work Plan (Max. 5-Marks) for Performing the Assignment	15
5	Qualified and experienced team available with the agency	20
6	CVs of proposed Human resources to be provided in a given format (One CA and Two interns)	15
7	Presence in the state	5
	TOTAL	100

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Description of Sub-Criteria for Technical Bid evaluation

S. No.	Criteria	Yardstick	Max. Marks*	Reference/source
1	Age of the Agency	1.0 Point for every year of existence (when above minimum 10 yrs.)	10	Date of registration of the agency
2	Financial Turnover of the agency for the last 3 Financial Year	(a) 5.0 Points for average turnover between 50.00 lacs – 74.99 lacs in last three FY; (b) 10.0 Points for average turnover between 75.00 lacs – 99.99 lacs in last three FY; (c) 15.0 Points for average turnover above Rs. 1.00 crore	15	Audited Balance Sheet and information provided in application
3	Experience of having successfully completed similar Services during last 7 years.	(a) Three similar completed works/services costing not less than the amount equal to 40% of the estimated cost; or (b) Two similar completed works/services costing not less than the amount equal to 50% of the estimated cost; or (c) One similar completed work/services costing not less than the amount equal to 80% of the estimated cost.	20	Work completion certificate or successful refund of SD/PG order copy
4	Description of Approach, Methodology and Work Plan for Performing the Assignment	a) Max. 05 points for Approach; b) Max. 05 points for Methodology c) Max. 05 points for work plan for performing the Assignment	15	Information as provided in application
5	Qualified and experienced team available with the agency	a. 2 points for each FCA & 1 points for each CA (Max. 10 points) b. 0.5 points for each CA(inter) (Max.- 10 points)	20	List of team with qualification in number of years provided by the agency
6	Proposed Human resources to be provided at RGAVP (One CA – Financial Management Consultant and Two interns)	(a) Max. 7 Points for CA when found eligibility; (b) Max. 4 points for per interns.	15	Details a provided In the application
7	Presence in the State (Local participation)	(a) 5 Points if the agency has its office in Jaipur (b) 3 points if the agency has its office in any other location in Rajasthan	5	Details a provided In the application
	TOTAL		100	

*Minimum qualifying marks is 70.

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ANNEXURE – XII

Format of Agreement

This AGREEMENT (hereinafter called the “Contract”) is made the _____ [day] day of the month of _____ [month], _____ [year], between, on the one hand, **Rajasthan Grameen Aajeevika Vikas Parishad, Jaipur** (hereinafter called the “Client”) and, on the other hand, _____ (hereinafter called the “Consultant”).

WHEREAS

- a) The Client has requires the Consultant to provide Financial Management Services as defined in this Contract (hereinafter called the “Services”);
- b) the Consultant, having represented to the Client that it has the required professional skills, and personnel and technical resources, has agreed to provide the Services on the terms and conditions set forth in this Contract;
- c) the Client has received a credit from the Government of India/International Development Association (hereinafter called the “Association”) towards the cost of the Services and intends to apply a portion of the proceeds of this credit to eligible payments under this Contract, it being understood (i) that payments by the Association will be made only at the request of the Client and upon approval by the Association, (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the credit, and (iii) that no party other than the Client shall derive any rights from the agreement providing for the credit or have any claim to the credit proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:
 - (i) The NIB document no. F.8(47)RD/RGAVP/2018/P-II/_____, Dated 09/09/2019 in its entirety along with all its Annexure, Appendices, etc.
 - (ii) Addendum and/or Corrigendum to the NIB document.
 - (iii) The letter of Award issued by the Client in favour of the Consultant.
 - (iv) General Conditions of the Contract (GCC)
 - (v) The bid submitted by the Consultant pursuant to this NIB.
 - (vi) The General Conditions of Contract;



2. Duration of Contract:

The services of the Consultant would be initially required for a period of Two year for FY FY 2025-26 & 2026-27 and may be extended after assessing the pace of implementation, the project's needs and performance of the consultant for further one years on same terms.

3. The mutual rights and obligations of the Client and the Consultant shall be as set forth in the above documents, and in particular:

- a) The Consultant shall provide the services as per the Scope of Work as specified in the NIB document and shall fulfil its obligations towards the Client specified therein conformity with the time schedule stated therein. Further, the Consultant shall perform the services and carry out its obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment and methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful Contractor to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Third Parties; and
- b) The Client will make payments to the Consultant in accordance with the letter of Award.

4. Penalty clause:

Failure to work as per the contract

The Consultant shall provide the services as per the Terms of Reference (ToR). Delay in performance, non-performance or unsatisfactory performance of any service enlisted in terms and conditions of this tender to it will be termed as default on the part of the agency.

a) Liquidated Damages:

- i. In case of any default of Agency, viz. not providing services as per the agreed time lines. Client shall have the right to impose penalties as Liquidated Damages @ Rs.200 per day/subject to a maximum of 5% of contract amount, which may be in addition to penalty as defined at (II) below.

b) Penalty for significant deficiencies in services:

- i. In case of significant deficiencies in services causing adverse effect on the work or on the reputation of the Client, whole or part of the performance security deposit will be confiscated, in addition to Liquidated Damages as defined in (I) above. Other penal action including debarring for a specified period/black listing may also be taken. Client also reserves the right to raise justifiable claims in the event of breach of contract or deficiency in service by the Client.



IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *Rajasthan Grameen Aajeevika Vikas Parishad (RGAVP)*

Financial Advisor, RGAVP
[Authorized Representative]

For and on behalf of *[name of Consultant]*

[Authorized Representative]

[Note: *If the Consultant consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

Witness:

3. Name and Address
4. Name and Address

Note: This agreement should be executed on non-judicial stamped paper, stamped in accordance with the Stamps Act.



ANNEXURE – XIII

Check list of attached documents with Technical Bid

Sr. N	Documents	Attached Yes/No	Page No.
1	Copy of D.D. for Bid Document Fee		
2	Copy of D.D. for RISL Processing Fee		
3	Copy of DD for Bid Security		
4	Copy of Firm's registration		
5	Copy of GST registration		
6	Copy of PAN registration		
7	Copy of registration with ICAI		
8	Copy of registration with RBI		
9	Copy of registration with CAG		
10	Copy of registration/empanelment with other accounting & auditing bodies		
11	Annexure – I		
12	Annexure – II (Bid information form)		
13	Annexure - III (Experience of Agency/organization)		
14	Annexure - IV (Financial capacity of the Agency)		
15	Annexure - V (Comments & Suggestion on the ToR and counterpart staff & facility to be provided)		
16	Annexure - VI (Team Composition & Task assignment)		
17	Annexure - VII (Presently professional staff with the agency)		
18	Annexure - VIII (Description of Approach, Methodology & Work Plan)		
19	Annexure - IX (CVs of proposed professional staff)		
20	Annexure-X Declaration		



Annexure A : Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement process shall -

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

Conflict of Interest:-

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

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

i. A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited to:

- a. have controlling partners/ shareholders in common; or
- b. receive or have received any direct or indirect subsidy from any of them; or
- c. have the same legal representative for purposes of the Bid; or
- d. have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the Bid of another Bidder, or influence the decisions of the Procuring Entity regarding the bidding process; or
- e. the Bidder participates in more than one Bid in a bidding process. Participation by a Bidder in more than one Bid will result in the disqualification of all Bids in which the Bidder is involved. However, this does not limit the inclusion of the same subcontractor, not otherwise participating as a Bidder, in more than one Bid; or
- f. the Bidder or any of its affiliates participated as a consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
- g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/ consultant for the contract.

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Annexure B : Declaration by the Bidder regarding Qualifications

Declaration by the Bidder

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

1. I/we possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
2. I/we have fulfilled my/our obligation to pay such of the taxes payable to the Union and the State Government or any local authority as specified in the Bidding Document;
3. I/we are not insolvent, in receivership, bankrupt or being wound up, not have my/our affairs administered by a court or a judicial officer, not have my/our business activities suspended and not the subject of legal proceedings for any of the foregoing reasons;
4. I/we do not have, and our directors and officers not have, been convicted of any criminal offence related to my/our professional conduct or the making of false statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process, or 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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Annexure C : Grievance Redressal during Procurement Process

The designation and address of the First Appellate Authority is _____

The designation and address of the Second Appellate Authority is _____

(1) Filing an appeal

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

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

Provided further that in case a Procuring Entity evaluates the Technical Bids before 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.

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

(4) Appeal not to lie in certain cases

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

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

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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 authorised representative.

(6) Fee for filing 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.

(7) 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,-
- hear all the parties to appeal present before him; and
 - peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

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FORM No. 1
[See rule 83]

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

Appeal Noof

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

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Annexure D : 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 (i) and (ii) above.

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

2. Procuring Entity's Right to Vary Quantities

(i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.

(ii) 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 Conditions of Contract.

(iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

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

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

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