

Rajasthan Knowledge Corporation Limited

Request for Proposal

Hiring of Professional Services for Quarterly Internal Audit of Rajasthan Knowledge Corporation Limited




7-A, Jhalana Institutional
Area, Behind RTO, Jaipur-
302004
Ph: 0141-5159700
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1. INVITATION FOR BID (IFB) & NOTICE INVITING BID (NIB)

 <p>Rajasthan Knowledge Corporation Limited <small>IT shapes future</small> <small>(A Public Limited Company Promoted by Govt. of Rajasthan)</small></p>	<p>RAJASTHAN KNOWLEDGE CORPORATION LIMITED 7-A, Jhalana Institutional Area, Behind RTO, Telephone: 0141- 5159700</p>
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BID REFERENCE: RKCL/26-27/28
Unique Bid No.: RKCL/IA/26-27/01

Dated: 6 April, 2026

M/s M Jhamb & Co.
Chartered Accountants
3/127 MALVIYA NAGAR,
JAIPUR, RAJASTHAN, 302017

Request for Proposal

RKCL Invites proposal from M/s M Jhamb & Co, Chartered Accountants for hiring services of Internal Audit work for the F Y 2026-27 from single source procurement method

Name & Address of the Procuring Entity	<ul style="list-style-type: none">Name: Rajasthan Knowledge Corporation Limited (RKCL)Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan)
Name & Address of the Project Officer In-charge (POIC)	<ul style="list-style-type: none">Name: Mr. Vinod Jaiswal ,Designation: Manager (F&A)Address: 7-A Jhalana Institutional Area, Behind RTO, Jaipur (Rajasthan)
Subject Matter of Procurement	<ul style="list-style-type: none">Hiring of Professional Services for Internal Auditor of RKCL for the Financial Year 2026-27 (Frequency of Report- Quarterly) under single source procurement Method as per RTTP Act and Rules
Bid Procedure	<ul style="list-style-type: none">Single stage two envelope Single Source Bidding Process
Minimum Annual Fees	<ul style="list-style-type: none">Rs.150000/-- (Rs One Lakhs Fifty Thousand Only) excluding GST
Bid Evaluation Criteria (Selection Method)	<ul style="list-style-type: none">On the basis of Proposal submitted by bidder
Bidding document fee and mode	<p>Option-1</p> <ul style="list-style-type: none">Bidding document fee: Rs. 1000 (Rupees One Thousand only including GST- Non-Refundable) in Cash/ Demand Draft in favour of "RKCL" payable at "Jaipur" or <p>Option -2</p> <p>Online in following Bank Account Name: Rajasthan Knowledge Corporation Limited Bank Name: Axis Bank Ltd. Account No: 031010200028468 IFSC: UTIB0000031 Branch: Tilak Nagar, Jaipur</p> <p>In case of Option-2, The bidder needs to submit necessary details in sealed envelope consisting technical qualification documents indicating Amount, UTR / Transaction Reference Number and proof of online Transfer / Payment along with Technical document envelope</p>

Period of Sale of Bidding Document (Start/ End Date)	The prospective bidder may download/print the bid document from: <ul style="list-style-type: none"> • Start Date: 6th April 2026 • End Date: 13th April, 2026 (1 PM)
Manner, Start/ End Date for the submission of Bids	<ul style="list-style-type: none"> • Manner: Offline (Manual) at RKCL Office, Jaipur • Start Date: 6th April, 2026 • End Date: 13th April, 2026 (1 PM)
Date/ Time/ Place of Technical Bid Opening	<ul style="list-style-type: none"> • Date/Time: 13th April, 2026(3:00 PM) • Place: RKCL Conference Room, 7-A Jhalana Institutional Area, Behind RTO Jaipur (Rajasthan)
Date/ Time/ Place of Financial Bid Opening	13 th April, 2026 3.30 PM
Bid Validity	90 days from the bid submission deadline
<p>Note:</p> <ol style="list-style-type: none"> 1) Bidder (authorized signatory) shall submit their offer offline in prescribed format. 2) RKCL will not be responsible for delay in bid submission due to any reason. For this, bidders are requested to submit complete bid well advance in time so as to avoid issues or any other unforeseen problems. 3) The procuring entity reserves the complete right to cancel the bid process and reject any or all of the Bids. In case of more than one bidder will technically and financially qualify, RKCL will call for further negotiations to all L1 bidders however RKCL reserves the right to allot the work to any successful bidder based on negotiations. 4) No contractual obligation whatsoever shall arise from the bidding document/ bidding process unless and until a formal contract is signed and executed between the procuring entity and the successful bidder. 5) Procurement entity 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 are intended only to help the bidders to prepare a logical bid-proposal. 6) The provisions of RTPPA Act 2012 and Rules, 2013 and subsequent amendments thereto shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document with the RTPP Act 2012 and Rules, 2013 thereto, the later shall prevail. 	
<p>Sd/- Managing Director RKCL</p>	

01.ABOUT RAJASTHAN KNOWLEDGE CORPORATION LIMITED (RKCL)

Rajasthan Government incorporated Rajasthan Knowledge Corporation Limited (RKCL) on April 25, 2008 under the Indian Companies Act, 1956 as a public limited company to promote and enhance digital literacy in the state.

The main mission of RKCL is to create new paradigms in education, governance, and empowerment of people at large in the context of emerging knowledge-based society and knowledge-based economy. The major challenge before it is to offer education, governance and empowerment solutions and services to large and diverse population with class quality, at very affordable cost, with widest accessibility from City to rural and tribal areas and in a just-in-time manner with deeper mass-personalized service experience.

RKCL is dedicated to the cause of bridging the Digital Divide through universalization and integration of Information Technology in all walks of life. It, therefore, designs, develops and deploys state-of-the-art eLearning, IT Education, training and knowledge solutions and services at affordable costs to the masses. All the services are comparable to best options in global context in terms of architecture, performance and customer satisfaction. With its range of products and services in the field of eLearning, IT education and training RKCL has emerged as a Fast-track IT Enabler of the governments as well as of the community organizations

RKCL has achieved a significant milestone by crossing 80 lakh trained digitally literate learners across the State, thereby playing its part to inspire youth on IT, bridging the digital divide, making citizens smart users of IT and gradually spreading digital revolution across Rajasthan

The paperless management of this State's largest network of IT learning centers is facilitated by web-based software framework-. This framework seamlessly facilitates a complex management of learner life-cycles, center life-cycles, channel partner life-cycles and course/ business activity life-cycles including the management of financial transactions through 6900+ net banking accounts

2. MAJOR SCOPE OF WORK, DELIVERABLES & TIMELINES

a) Scope of Work

The details of the work are as follows:

S. No.	Description of Work
1.	To ensure that the organization is maintaining proper books/records, viz., Ledger, Journal, Cash Book, Bank Book, Subsidiary books, Stock and Consumption Register, Fixed Assets Register, etc.
2.	To ensure that the organization is preparing monthly bank reconciliation and carrying out Proper periodical reconciliation of subsidiary books.
3.	To ensure that the instruction regarding Deposits and regarding operation of Cash/ Bank Accounts are being followed properly. To ensure proper fund management by the organization.

4.	To ensure that the correct submission of data in various returns and remittances of TDS/TCS, GST, Advance Tax etc and other statutory liabilities like PF, ESI, Leave Encashment, Insurance, Gratuity, etc. to the respective departments are timely and correct.
5.	To ensure that all vouchers of payments receipts and journal for expenditure including Establishment payments, i.e., Pay, T.A./D.A., , etc. are with proper supporting documents and as per Company Policy, authenticity and have been signed by the Authorized Signatory and recorded in the respective books properly. Completing checking of CSR Expenditure as per Company Law provisions
6.	To ensure that the recovery of dues is being monitored by the Management.
7.	To ensure that the rules and regulations, delegation of power in all the matters having Financial implication based on Board/ Committee decision and other circular/ instruction issued from time to time have been adhered /followed by the Organization.
8.	To ensure that the finalization of tenders for various Goods/Services & works is as per the terms of Tender documents & laid down principles, and delegations and proper justification and the reasons for the rates accepted. Also ensure that organization is following procurement policy/Rules & Regulations as applicable. Further to ensure proper deposition of Earnest Money & Security Deposits etc against order and proper deduction of LD/ Penalty and statutory liabilities like TDS, GST etc have been recorded. To ensure that payments are in order with relation to terms of RFP/Contract
9.	To ensure that all the expenditures are in accordance to Budget approved and if any deviation then report it
10	Checking all procurement bills related to goods and services with reference to GST aspect as well as TDS deduction aspect, also check RCM liability under GST on expenses.
11	To ensure that the quotations, Sanctions, purchase orders, etc. in respect of all purchases are as per delegation of powers. To ensure that the payments are in order with relation to its actual work.
12.	To ensure proper maintenance of personal records, like attendance register, leave records, employees' personal files, employees' strength as per the norms/ requirement, preparation of proper remuneration sheet on the basis of attendance, to ensure whether the increments are being allowed properly. Also need to check these aspects in respect of Contractual Employees also including checking of Vendor bills as per terms of RFP & Contract.
13.	To ensure that the cases of unnecessary/ unproductive or excessive expenditure which may come to notice during the course of audit, if any, have been mentioned in the report.
14	To give suggestions for improvement in overall functioning of the Organization and Smoothing of operations which come to notice during the course of audit, if any, have been mentioned in the report.
15	To review the Quarterly Financial Statement (if any) before presenting to the Board
16	Complete Revenue and corresponding expenditure (in related with Revenue) reconciliation
17	To review and report on non-utilization of surplus funds to the management from time to time and also advise their maximum fruitful utilization from time to time,
18	To assist in various replies to be filed before any tax authorities
19	Check all the data before filling of GST Returns, TDS Returns, PF & ESI Returns as submitted and report any variations therein
20	Any other financial aspect which need to be cover by Internal auditor in consultation with Management or desired by the Management of Company

b) Deliverables- Date of submission of quarterly Internal Audit Report

S. No	Description of work	Deliverables	Time Period
1.	For the Quarter 1	Audit Report	Within 30 days end of quarter 1
2.	For the Quarter 2	Audit Report	Within 30 days end of quarter 2
3.	For the Quarter 3	Audit Report	Within 30 days end of quarter 3
4.	For the Quarter 4	Audit Report	Within 45 days from the close of F.Y.

c) Service Level Agreement (SLA)

The selected Auditors shall be liable for following SLA

S. No	Condition	% of deduction of Total Annual Fee
a.	Delay in submission of Report up to 7 days of the prescribed period	2.5 %
b.	Delay in submission of Report up to 15 days of the prescribed period	5.0 %
c.	Delay in submission of Report up to 21 days of the prescribed period	7.5 %
d.	Delay in submission of Report up to 30 days of the prescribed period	10.0 %

3 Eligibility

01. Bidder must have its registered office in Jaipur
02. Bidder must have at least 3 working partners as on date of opening of bid
03. Bidder firm must have past experience of more than 3 years in tax consultancy and Statutory/Internal audit work including Experience of Rajasthan State Government Department/ Companies/Corporations

The Single Stage Two Envelope two-part techno-financial bid shall consist of the following documents: -

S. No.	Documents Type	Document Format
1.	Covering Letter	On bidder's letter head duly signed by authorized signatory
2.	Bidder's Authorisation Certificate	As per Annexure-1
3.	Self-Declaration	As per Annexure-2
4.	Technical Qualification documents	As mentioned above in Eligibility at Point NO 3 above
5.	Tender document fee	Original DD/ Cash fee receipt or Online payment evidence
6.	Financial Bid Cover letter	As per format available in Annexure-3
7.	Financial Bid	As per format available in Annexure-4

The bidder should ensure that all the required documents, as mentioned in this bidding document, are physically submitted along with the Bid and in the prescribed format only. Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejections of the Bid submitted by the bidder.

Bidder shall submit two separate envelope one for Technical Qualification documents as mentioned at Point No 1,2,3 4 & 5 and second for Financial bid consisting Point No 6 & 7 and then both the Envelope shall be packed in a single large envelope by mentioning Tender/Bid documents for Internal Audit for F Y 2026-27

4 INSTRUCTIONS TO BIDDER

1) Extension of submission date

Normally, the date of submission and opening of Bid would not be extended. In exceptional circumstances or when the bidding document are required to be substantially modified as a result of discussions or otherwise and the time with the bidder for preparation of Bid appears insufficient, the date may be extended by the procuring entity. In such case the publicity of extended time and date shall be given and shall also be placed on the State Public Procurement Portal, If, in the office of the Bid receiving and opening authority, the last date of submission or opening of Bid is a non-working day, the Bid shall be received or opened on the next working day.

2) Opening of Bid

- a) The Bid shall be opened by the bid opening & evaluation committee on the date and time mentioned in the NIB/ bidding document in the presence of the bidder or his authorised representatives who choose to be present.
- b) The committee may co-opt experienced persons in the committee to conduct the process of Bid opening.
- c) The committee shall conduct a preliminary scrutiny of the opened Bid to assess the prima-facie responsiveness and ensure that the:-
 - bid is valid for the period, specified in the bidding document;
 - bid is unconditional and the bidder has agreed to give the required performance security (if required);
 - Other conditions, as specified in the bidding document are fulfilled.
- d) Any other information which the committee may consider appropriate.

3) Evaluation & Tabulation of Techno-Financial Bid

Subject to the provisions of "Acceptance of Successful Bid and Award of Contract" below, the procuring entity shall take following actions for evaluation of financial Bid:-

- a) The Techno-Financial Bid of the bidder will be opened as per the time specified in the NIB.
- b) Conditional Bid are liable to be rejected;
- c) the evaluation shall include all costs and all taxes and duties applicable to the bidder as per law of the Central/ State Government/ Local Authorities and the evaluation criteria specified in the bidding documents shall only be applied;
- d) It shall be ensured that the offer recommended for sanction is justifiable looking to the prevailing market rates of the goods, works or service required to be procured.
- e) The work shall be award to single sourced bidder only

4) Negotiations

- a) Negotiations may be undertaken when the rates are considered to be much higher than the prevailing market rates or estimated rates of procuring entity or if more than one bidder is technically and financial qualify.
- b) The bid evaluation committee shall have full powers to undertake negotiations.
- c) Detailed reasons and results of negotiations shall be recorded in the proceedings.
- d) The bidder shall be informed in writing either through messenger or by registered letter and e-mail (if available). A minimum time of seven days shall be given for calling negotiations. In case of urgency the bid evaluation committee, after recording reasons, may reduce the time, provided the lowest or most advantageous bidder has received the intimation and consented to regarding holding of negotiations.
- e) Negotiations shall not make the original offer made by the bidder inoperative. The bid evaluation committee shall have option to consider the original offer in case the bidder decides to increase rates originally quoted or imposes any new terms or conditions.
- f) In case of non-satisfactory achievement of rates from the bidder, the committee may decide to reject and re-invite Bid.
- g) In case the rates even after the negotiations are considered very high, fresh Bid shall be invited.
- h) Every decision of a procuring entity to exclude a Bid shall be for reasons to be recorded in writing and shall be: -
 - a. communicated to the concerned bidder in writing;
 - b. Published on the State Public Procurement Portal, if applicable.

5) Procuring entity's right to accept or reject Bid

- a) The Procuring entity reserves the right to accept or reject any Bid, and to annul (cancel) the bidding process and reject the Bid at any time prior to award of contract, without thereby incurring any liability to the bidder.

6) Execution of agreement

- a) A procurement contract shall come into force from the date on which the letter of acceptance or letter of intent is dispatched to the bidder.
- b) The successful bidder shall sign the procurement contract within 7 days from the date of the work order or letter of intent is dispatched to the successful bidder.
- c) If the bidder, whose Bid has been accepted, fails to sign a written procurement contract or fails to furnish the required performance security (if require to be submitted) within specified period, the procuring entity shall take action against the successful bidder as per the provisions of the bidding document and Act. The procuring entity may, in such case, cancel the procurement process or may award the contract to next successful bidder or may cancel the bid.
- d) The bidder will be required to execute the agreement on a non-judicial stamp of specified value at its cost and to be purchase from anywhere in Rajasthan only.

5 SPECIAL TERMS AND CONDITIONS OF TENDER & CONTRACT

The following shall be the special terms and conditions: -

- a) The work(s) shall be taken up whenever it becomes due in accordance to the prevailing law and assignment will be subject to Confirmation of Board of Directors in upcoming Board Meeting.
- b) Original documents and reports shall be provided (where applicable) immediately after completion of each work.
- c) If any discrepancy occurs, it shall be rectified at your level without any additional charges.
- d) The Audit Team of selected CA firm preferably visit the RKCL office for internal audit work at least once in a month and complete the audit of previous month however the Audit Report has to submit on quarterly basis.
- e) The Audit Assignment can not be left before completion of agreement validity period unless procuring entity itself wants to discontinue the audit firm

f) Payment Terms and Schedule

- a. Consolidated fees including local conveyance expenses etc. but excluding GST shall be payable for the above work. GST shall be paid on actual payment on prevailing rates. Bidder must ensure to file the GST Return timely by incorporating RKCL invoice therein.
- b. Payment shall be released on satisfactory completion of the work and on receipt of deliverables and submission of bill(s) on quarterly basis
- c. The selected bidder's request for payment shall be made in writing, accompanied by invoices describing, as appropriate, the services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- d. The payments shall be made promptly by the RKCL, generally within thirty (30) days after submission of Reports along with an invoice or request for payment by the CA Firm and the purchaser has accepted it.
- e. The currency or currencies in which payments shall be made to the selected bidder under this Contract shall be Indian Rupees (INR) only.
- f. All remittance charges will be borne by the CA Firm.
- g. In case of dispute, the disputed amount shall be withheld and the balance payment may be paid and the disputed amount will be paid only after the settlement of dispute.
- h. The Payments to the CA Firm will be made on the basis services provided and on satisfactory work verification by C.F.O.
- i. All payments to CA Firm will be made subject to deduction of TDS (Tax deduction at Source) as per the income- Tax Act, 1961,

- g) Duration of Contract:** Initially the Contract shall be only for one F Y i.e. 2026-27 , however if services of CA Firm is satisfactory then it may further be extendable for one more year on same terms and conditions

ANNEXURE-1: BIDDER'S AUTHORIZATION CERTIFICATE

{To be filled by the bidder}

To,
{Procuring entity},

I/ We {Name/ Designation} hereby declare/ certify that {Name/ Designation} is hereby authorized to sign relevant documents on behalf of the company/ firm in dealing with NIB reference No. dated _____. He/ She is also authorized to attend meetings & submit requisite information/ clarifications as may be required by you in the course of processing the Bid. For the purpose of validation, his/ her verified signatures are as under.

Thanking you,

Name of the Bidder: -

Verified Signature:

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE-2: SELF-DECLARATION

(On Non Judicial Stamp Paper of RS 100/- duly Attested by Notary Public)

To,

{Procuring entity},

In response to the NIB Ref. No. _____ dated _____ for

Professional & Consultancy Services, as an Owner/ Partner/ Director/ Auth. Sign. of _____, I/ We hereby declare that presently our Company/ firm, at the time of bidding, -

- a) possess the necessary professional, technical, financial and managerial resources and competence required by the Bidding Document issued by the Procuring Entity;
- b) 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;
- c) is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU/ UT.
- d) does not have any previous transgressions with any entity in India or any other country during the last three years
- e) does not blacklisted/debarred/banned by any other procuring entity
- f) is not insolvent in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and is not the subject of legal proceedings for any of the foregoing reasons;
- g) does not have, and our Partners and officers not have been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- h) does not have a conflict of interest as mentioned in the bidding document which materially affects the fair competition.
- i) will comply with the code of integrity as specified in the bidding document.

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

Thanking you,

Name of the Bidder: -

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:

ANNEXURE-3: FINANCIAL BID COVER LETTER & FORMAT

COVER LETTER (To be submitted by the bidder on his Letter Head)

To,
{Procuring Entity},

Reference: NIB No. :

Dated:

Dear Sir,

We, the undersigned bidder, Having read & examined in detail, the Bidding Document, the receipt of which is hereby duly acknowledged, I/ we, the undersigned, offer to supply/ work as mentioned in the Scope of the work, Professional Consultancy, any other services as desired, Service Level Standards & in conformity with the said bidding document for the same.

I / We undertake that the prices are in conformity with the specifications prescribed. The quote/ price are inclusive of all cost likely to be incurred for executing this work. The prices are inclusive of all type of govt. taxes/duties.

I / We undertake, if our bid is accepted, to provide the consultancy & professional services in accordance with the schedule specified in the schedule of Requirements.

I / We agree to abide by this bid for a period of days after the last date fixed for bid submission and it shall remain binding upon us and may be accepted at any time before the expiry of that period.

Until a formal contract is prepared and executed, this bid, together with your written acceptance thereof and your notification of award shall constitute a binding Contract between us.

I/ We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.

We understand that you are not bound to accept the lowest or any bid you may receive.

We agree to all the terms & conditions as mentioned in the bidding document and submit that we have not submitted any deviations in this regard.

Date:

Authorized Signatory

Name:

Designation:

ANNEXURE-4: FINANCIAL BID FORMAT

(To be submitted in a separate Envelope duly seal and signed by authorized signatory of the firm)

S. No.	Item Description	Annual Fee in figures (INR) inclusive of all but excluding GST	Total Annual Fee in words (INR) inclusive of all but excluding GST
1.	Professional Services of Internal Audit work for the Financial Year 2026-27		

- Note-
01. Payment shall be made on Quarterly basis (25% of Annual Fee for each quarter) after receiving the Audit Report
 02. GST Shall be paid separately as per Applicable Rates at the time of billing
 03. TDS Shall be deducted as per Norms
 04. No separate TA/DA/Conveyance and other out of pocket expenses shall be payable
 05. **To maintain the quality of audit the bids quoted less then minimum fee as given in tender document shall be liable for Rejection**
 06. **In case services are taken for lesser period , proportionate fee shall be paid**

ANNEXURE-5: DRAFT AGREEMENT FORMAT

{To be mutually signed by selected bidder and procuring entity on a Stamp paper }

This Contract is made and entered into on this _____ day of _____ by and between Rajasthan Knowledge Corporation Limited (RKCL), having its registered office at 7-A, Jhalana Institutional Area, Behind R.T.O. Jaipur -302004, Rajasthan (herein after referred to as Purchaser) which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on ONE PART

And

_____ (enter your firm's name & address), a registered firm no. _____, office at _____ (herein after referred as the "Successful Bidder") which term or expression, unless excluded by or repugnant to the subject or context, shall include his successors in office and assignees on the OTHER PART.

Whereas,

RKCL intends to Hiring of Professional Services for Internal Audit of this Company for the Financial Year 2021-22 involving the complete scope of work described in the RFQ document having NIB No-Dated.....

And whereas

Successful Bidder represents that it has the necessary experience for carrying out the overall work as referred to herein and has submitted a bid and subsequent clarifications for providing Professional & Consultancy Services against RFQ document issued in this regard having NIB No-Dated..... in accordance with the terms and conditions set forth herein and any other reasonable requirements of the Purchaser from time to time.

And whereas

The purchaser has accepted the bid of the Successful Bidder and has placed the Work Order to the Successful Bidder vide RKCL Letter No. _____ dated: _____, on which the Successful Bidder has

given their acceptance vide their Letter _____ dated _____.
No.

Now it is hereby agreed to by and between both the parties as under:

1. The NIB Ref. No.and RFQ i.e. Final RFQ document issued by RKCL along with its enclosures/ Annexures, wherever applicable, are deemed to be taken as part of this contract and are binding on both the parties executing this contract.
2. In consideration of the payment to be made by the RKCL to the Successful Bidder at the rates set forth in the Work Order No. _____ dated _____, the Successful Bidder will

the related services in the manner set forth in the RFQ, along with its enclosures/ annexures along with subsequent clarifications submitted by the Successful Bidder.

3. The purchaser do hereby agree that if the Successful Bidder shall duly provide related services in the manner aforesaid observe and keep the said terms and conditions of the RFQ and Contract, the purchaser will pay or cause to be paid to the Successful Bidder, at the time and the manner set forth in the said conditions of the RFQ, the amount payable for each and every milestone & deliverable. The mode of Payment will be as specified in the RFQ document.
4. The timelines for the prescribed Scope of Work shall be effective from the date of Work Order and completed by the Successful Bidder within the period as specified in the RFQ document. Initially the Assignment is for one year however the same may further be extendable for one more year if services of bidder is found suitable and satisfactorily
5. In case of extension in the delivery of Reports period is granted with full liquidated damages, the recovery shall be made on the basis of following percentages of value of service which the selected bidder has failed to supply or complete

No.	Condition	LD % of total Fee
a.	Delay up to one fourth period of the prescribed delivery period & completion of work	2.5 %
b.	Delay exceeding one fourth but not exceeding half of the prescribed delivery period & completion of work	5.0 %
c.	Delay exceeding half but not exceeding three fourth of the prescribed delivery period & completion of work	7.5 %
d.	Delay exceeding three fourth of the prescribed delivery period, & completion of work	10.0 %

Note:

- i. Fraction of a day in reckoning period of delay in services shall be eliminated if it is less than half a day.
- ii. The maximum amount of agreed liquidated damages shall be 10%.
- iii. If the Successful Bidder requires an extension of time in completion of contractual services on account of occurrence of any hindrances, he shall apply in writing to the authority which had placed the work order, for the same immediately on occurrence of the hindrance but not after the stipulated date of completion of supply/ services.
- iv. Delivery/ completion period may be extended with or without liquidated damages if the delay in the services in on account of hindrances beyond the control of the Successful Bidder.

6. All disputes arising out of this agreement and all questions relating to the interpretation of this agreement shall be decided as per the procedure mentioned in the RFQ document.

In witness whereof the parties hereto have set their hands on the _____ day of _____ (Year).

Signature of the Successful Bidder

Signature for and on behalf of procuring entity

Name:
Designation:
Date:

Name:
Designation:
Date:

In the presence of:
Witness No.1
Witness No.2

In the presence of:
Witness No.1
Witness No.2

ANNEXURE-6: MEMORANDUM OF APPEAL UNDER THE RTPP ACT, 2012

Appeal Noof

Before the (First/ Second Appellate Authority)

1. Particulars of appellant:

- a. Name of the appellant: <please specify>
- b. Official address, if any: <please specify>
- c. Residential address: <please specify>

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

- a. <please specify>
- b. <please specify>
- c. <please specify>

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: <please specify>

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

5. Number of affidavits and documents enclosed with the appeal: <please specify>

6. Grounds of appeal (supported by an affidavit): <please specify>

7. Prayer: <please specify>

Place Date

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Appellant's Signature