

**Office of the Chief Executive Officer,
Nathdwara Temple Board, Nathdwara, Rajsamand, Rajasthan -313301**

No. Fin./ 1901 /2026

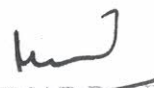
dated: 29/05/2026

E-Bid No. 08/2026-27
UBN: TBN3627A0008

Online bids through <https://eproc.rajasthan.gov.in> are invited from interested and qualified firms of Chartered Accountants/Accounts Professionals for the following work:

Name of work	Providing services of a Firm of Chartered Accountants for the Nathdwara Temple Board for two years.
Estimated cost of the work	Rs. 12,00,000/-
Bid Security	Rs. 24,000/-
Bid Document fee	Rs. 500+Rs. 90(GST)= Rs. 590/-
RISL Processing Fee	Rs. 500/-
Document Download & Bid Submission Start Date	01/06/2026 at 11:00 AM
Document Download & Bid Submission End Date	10/06/2026 at 5:00 PM
Submission of physical copies of Demand Drafts/Banker's Cheque for Bid Security, Cost of Bid Document and RISL Processing Fee	From 11/06/2026 at 11:00 AM to 12/06/2026 at 1:00 PM
Date & Time for opening of Technical Bid	12/06/2026 at 3:00 PM
Date & Time for opening of Financial Bid	Will be intimated later to the bidders declared successful in Technical Bid.

Details of the bid may be seen at our website <https://www.nathdwaratemple.org> or <https://sppp.rajasthan.gov.in> or <https://eproc.rajasthan.gov.in>.


(JITENDRA KUMAR PANDEY) RAS,
Chief Executive officer,
Nathdwara Temple Board,
Nathdwara (Rajsamand)

BID DOCUMENT FOR HIRING THE SERVICES OF A FIRM OF CHARTERED
ACCOUNTANTS

BID NO.

UBN.

1. PREFACE

The NATHDWARA TEMPLE BOARD (NTB, the Board or the Procuring Entity hereinafter) intends to hire the services of a Firm of Chartered Accountants/Accounts Professionals as its Chartered Accountants/Financial Expert for preparing and maintaining the accounts, compliance of tax related laws, labour laws, advice on financial matters etc. of Nathdwara Temple Board for a period of two years, which, on the basis of requirement and satisfactory services of the Selected Bidder may be extended further for one year. Online bids are invited from technically qualified and interested Firms of Chartered Accountants/Accounts Professionals.

2. NAME AND ADDRESS OF THE BID INVITING AUTHORITY

Chief Executive Officer,
Nathdwara Temple Board,
Administrative Building, opposite Risala Chowk,
Nathdwara, Rajsmand,
Rajasthan -313301

CONTACT PERSON(S) FOR ANY QUERIES RELATED TO BID

Chief Executive Officer,
Nathdwara Temple Board,
Administrative Building, opposite Risala Chowk,
Nathdwara, Rajsmand,
Rajasthan -313301

Written queries can be sent by e-mail: ceotbn@gmail.com
Phone: 02953-232482

3. BRIEF DETAILS OF THE BID

Brief details of the bid are as follows:

Sl. No.	Name of works & location	Details
1.	Bid No.	
2.	Name of the work	Providing services of a Firm of Chartered Accountants for the Nathdwara Temple Board for two years.
3.	Bid Document Fee	Rs. 500/- + GST @ 18%, total Rs. 580/- (Rupees Five Hundred Eighty only) payable by Demand Draft or cash in favour of the Nathdwara Temple Board payable at Nathdwara. The Bid Document Fee is NON-



		REFUNDABLE.
4.	RISL Processing Charges	Rs. 500/- (Rupees Five Hundred Only) in the form of Demand Draft/Banker's Cheque in favour of Managing Director, RajCOMP Info Services Limited (RISL) payable at Jaipur. RISL Processing Charges are NON-REFUNDABLE.
5.	Bid Security	Bid Security of Rs. 24000/- (Rupees Twenty Four Thousand Only) in the form of Demand Draft/Pay Order in the name of Nathdwara Temple Board.
6.	Place of payment	Nathdwara

Bids submitted without the stipulated Bid Document Fee, Bid Security and RISL Processing Charges are liable to be rejected.

4. SCHEDULE FOR THE BID

The schedule of the bid shall be as follows:

1.	Date of issue/opening/publishing of Bid document.	
2.	Period for sale of Bid documents	
3.	Last date of online submission of online bids	
4.	Submission of Original DD/Banker's Cheque of Bid Document Fee, EMD and RISL Processing Charges to Chief Executive Officer, Nathdwara Temple Board.	
5.	Date and time of opening of Technical Bids	
6.	Date and time of opening of Financial Bid	Will be intimated later to the bidders declared successful in Technical Bid.

Bid will be opened online through <https://eproc.rajasthan.gov.in> .

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5. SCOPE OF WORK

The Nathdwara Temple Board is a statutory board established under the provisions of the Nathdwara Temple Act, 1959. Its headquarters is located in Nathdwara and its various Bhandars and offices are located at various places in India. The Selected Bidder or the C. A. Firm shall perform the work under the directions of the Chief Executive Officer, Nathdwara Temple Board or any official so authorized by him. The Selected Bidder or the C. A. Firm shall perform the following duties and responsibilities in respect of accounts and financial matters of Nathdwara Temple Board (NTB) and all the Bhandars and offices under its control:

(I) Accounting Work

- (a) Preparation of quarterly/half yearly (if required) and final Balance Sheet, income-Expenditure Accounts, Cash Flow Statement and schedules thereto along with preparation of notes on accounts and policies.
- (b) Preparation of Trial Balance and calculation of Depreciation etc.
- (c) Computerization of cash books of all offices and Bhandars..
- (d) Reconciliation of materials/samagries transfer between Kharch Bhandhar, Khasa Bhandar, Rasoi and Prasadi Bhandar.
- (e) Inspection of various Bhent Counters, registers and stocks at there.
- (f) In addition to above all related work required for maintenance of proper books of accounts as per various applicable laws are to be carried out and to ensure the compliance of application of Accounting standards and GAAP.

(II) Budget Matters

- (a) Assistance in Budget preparation and Budgetary control.

(III) Taxation Work

- (a) Income Tax- Calculation of Income Tax, to provide the details of TDS as per books of accounts on monthly basis for making its payment on due dates. Filing of returns (i.e. 24Q, 26Q, quarterly/yearly returns & annual ITR). Filing of correction returns during the year, required if any. Preparing of Form 16 or 16A for Employees, Contractors and Traders.
- (b) GST- Confirmation of monthly payment of GST as per books of accounts, raising GST invoices online, compliance of various provisions of GST Act inclusive of e-filing monthly/quarterly/annual returns as per applicable provisions.
- (c) Any amendments made from time to time in Tax laws and applicable to the Nathdwara Temple Board shall be informed to this office immediately with all the facts and interpretations with relevant provisions and its applicability.
- (d) For doing such activities the CA firm may be authorized to contact with the concerned offices of Tax Authorities and departments on behalf of the Nathdwara Temple Board and will be liable to ensure such compliances well in time.
- (e) Drafting/Filing/appeal/arguing before the various Tax authorities in any matter of Taxation of the Nathdwara Temple Board.

(IV) Audit Work

- (a) To facilitate and coordinate with the internal auditors for timely conclusion of the internal audit and to prepare/ furnish replies of the observations of the internal auditors/ audit committee.
- (b) To support and assist to statutory auditors for the audit and facilitate in preparation of necessary information/replies as required by statutory auditors/tax auditors.

(V) Bank Related Work

- (a) All the bank accounts of the Nathdwara Temple Board shall be reconciled, and bank reconciliation statements are to be prepared on fortnightly basis. The non reconciled entries may be brought out date-wise, instrument wise and there after entries should be compiled and differences should be cleared accordingly within next seven days.
- (b) Reconciliation of accounts of the Head Office and all the Branch Offices of Nathdwara Temple Board.
- (c) Maintaining the records of interest earned on different bank accounts/FDR and ensures its correctness and reconciliation of bank interest with TDS certificates/26AS on quarterly basis.

(VI) FCRA related work

- (a) Preparation of proper books of accounts of FCRA.
- (b) Preparation of quarterly and yearly returns of FCRA.
- (c) Advise on FCRA compliance, preparation of draft replies for compliance of FCRA

(VII) Labour Laws Related Work

- (a) EPF & ESIC – calculation of statutory liabilities and filing their returns – monthly, quarterly and annually.
- (b) Preparing replies to the EPFO and ESIC notices and attend the meetings and summons as and when required.
- (c) Advise on labour law related matters.

(VIII) Miscellaneous work

- (a) Physical verification of Stores, stocks and Bhandars as and when required.
- (b) Inspection of offices and Bhandars and submission of inspection reports as directed by the Chief Executive Officer.
- (c) Attendance checking.
- (d) Advise on investment matters.
- (e) Assist in preparation of procurement and lease related bid documents, evaluation of bids and management of contracts.
- (f) To issue various Certificates, Reports, Statements with regard to books of accounts of the Board to various Lenders, Regulators.
- (g) Other tasks of financial nature as assigned by the Chief Executive Officer.



6. OTHER TERMS AND CONDITIONS

- (a) Only Annual Fee agreed through this bid document will be paid.
- (b) Payment shall be made on monthly basis and taxes will be deducted as per prevailing rules and laws. With bill of every month, the C. A. Firm shall submit the details of the work done. While submitting the bill, the C. A. Firm shall indicate the GST number of the Nathdwara Temple Board on the bill and show the GST amount separately.
- (c) Sub-letting of assigned work shall not be permitted.
- (d) The C. A. Firm, entirely on its own cost, shall appoint an experienced and qualified chartered accountant as nodal person for this work and provide personnel specifically for NTB on regular basis for the above job. Firm may change the personnel if required, with the consent of NTB.
- (e) The Nodal Person so appointed by the C. A. Firm along with the backup support staff will be required to attend the office daily excluding holidays declared by NTB. Office hours will be 10.00AM to 5.00PM.
- (f) The C.A. Firm shall attend the meetings, visit site, and accomplish the work as and when required by the Procuring Entity.
- (g) In case such work is done in Nathdwara, no Travelling Allowance shall be re-imbursed to the C.A. Firm. In case, the C. A. Firm is directed to attend the work at offices outside of Nathdwara, it will be re-imbursed as per the provision in the draft Agreement.
- (h) The C. A. Firm shall perform the services and carry out obligation with due diligence, in accordance with generally accepted professional practices and shall observe sound management practices. Firm shall always act, in respect of any matter relating to this assignment or to the services, as consultant to NTB and shall at all times support and safeguard NTB's legitimate interests in any dealings with third parties.
- (i) The C. A. Firm will be engaged initially for a period of two years. On satisfactory services by the firm, at the discretion of NTB, the contract period may be extended further for one year on the same terms and conditions and the annual fee. In case, NTB decides to extend the period, the firm/selected bidder shall perform the duties and responsibilities for the extended period as well.
- (j) If the work is not carried out as per the time schedule given, NTB can forfeit performance security and levy liquidated damages and NTB can take recourse to other available legal remedies including getting the job done from other Agency at their risk & cost.
- (k) In case of delay or non-performance of services or sub-standard services, the procuring entity may levy a penalty on the C. A. Firm upto 10% of the annual consultancy fee agreed through this bid document. Besides, actions like termination of the contract, debarment, forfeiture of performance security and completing the work on the risk and cost of the selected bidder may also be taken by the Procuring Entity as per RTPP Act/ Rules and other relevant rules.
- (l) The C. A. Firm or any personnel engaged by him shall not involve in any activity which have interests conflicting with the project.
- (m) The personnel hired by the C. A. Firm for this project shall, for all purposes and intents shall be employees of the C. A. Firm and no employer-employee relationship between the personnel so engaged by the C. A. Firm and the procuring entity shall accrue or arise. The C. A. Firm shall be entirely responsible for fulfillment of statutory liabilities like payment of minimum wages, deduction and deposit of EPF, ESIC etc under various labour laws.



- (n) In case the Procuring Entity directs the C. A. Firm to remove any personnel from this work, the C. A. Firm shall remove the personnel immediately without any reservation and appoint an appropriate substitute for this project.
- (o) The C. A. Firm shall bear the entire cost of arrangement of all personnel, equipments and computers and the incidentals required for completion of the work assigned through this bid. No cost on account of these shall be reimbursed or adjusted by the Procuring Entity.
- (p) The C. A. Firm shall maintain the confidentiality of the work and shall not share any information with anyone unless expressly authorized by NTB to do so. Any disclosure during the contract period as well as at any time in future without prior approval of NTB shall be considered a breach of the procurement contract.
- (q) The Firm shall indemnify NTB from/ against any claims made or damages which may be suffered by NTB by reason of any default on the part of the C. A. Firm in due observance and performance of the provisions of any law which may be related to the purpose of providing scope of services. The C. A. Firm shall indemnify and hold NTB harmless against all costs, damages, liabilities, expenses arising out of any third-party claims relating to negligence/ error/ omission in performance of the work/services of inferior quality not conforming to prescribed guidelines and standards.
- (r) On termination of the procurement contract, the C. A. Firm shall handover all relevant information and record to NTB or any official/firm authorized by NTB both in soft copy and hard copy.
- (s) In case of any dispute, the jurisdiction shall be Nathdwara in Rajsamand district.

7. BID SECURITY

Every bidder shall submit Bid Security of Rs. 24000/- (Rupees Twenty Four Thousand Only) in the form of Demand Draft/Banker's Cheque in the name the Nathdwara Temple Board, payable at Nathdwara. Scanned copy of the proof of the Bid Security shall be uploaded online through <https://eproc.rajasthan.gov.in> and the physical copy will be submitted to the Chief Executive Officer, Nathdwara Temple Board, Nathdwara in a sealed envelope within the stipulated time.

8. TECHNICAL QUALIFICATIONS OF THE BIDDER:

8.1 Technical qualifications of the Bidder shall be as follows:

Sl. No.	Qualification	Minimum Requirement for qualification	Documents required
1.	Legal Status	1. The Bidder should be a Proprietorship firm duly registered under appropriate law in India. OR 2. A partnership firm registered under Indian partnership Act. 1932	1. Copy of Valid Registration Certificate 2. Copy of valid registration certificate with

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		<p>OR</p> <p>3. A firm/Company registered under the L.L.P Act 2008</p> <p>Note: Joint Ventures are not allowed to participate in this bid process.</p>	<p>partnership deed</p> <p>3. Copy of Valid Registration Certificate</p>
2.	Registration with ICAI	<p>The bidder should be registered with ICAI on or before 01/04/2021.</p> <p>Branch Office should be registered with ICAI and proof of such branch office shall be submitted.</p>	Registration Certificate.
3.	Registration for Income Tax	The bidder should have Permanent Account Number (PAN)	Copy of PAN Card
4.	GST registration	The bidder should have GST Registration Certificate.	Copy of GST Registration Certificate
5.	Financial Net Worth	<p>Financial Net worth of the bidder should be positive as on 31/03/2025.</p> <p>(Note: The Financial Net worth certificate should not be issued by the bidder for himself but should be issued by a C.A. who is independent and does not have any interest direct or through a common partner in the bidder firm/ entity. The Certificate should contain certifying CA's Registration Number/Seal with UDIN.)</p>	CA's certificate with CA's Registration Number/Seal with UDIN.
6.	Location of the bidder	Branch Office of the bidder should be located in the State of Rajasthan.	Address proof of Head Office and branch office in registration certificate.
7.	Code of Integrity and No Conflict of Interest	The Bidder shall comply with the Code of Integrity and No Conflict of Interest	Declaration in Annexure - C
8.	Declaration regarding Qualifications of Bidder	The Bidder shall submit the Declaration regarding Qualifications of Bidder	Declaration in Annexure - D



8.2 **Technical Score:** Each bidder shall be assigned a Technical Score of the basis of the following:

Sl. No.	Criteria for Technical Score	Minimum Score Required	Maximum Score
1.	<p>Experience: 1 point for each of the completed financial year as on 01/04/2026 since registration with ICAI, maximum 10 points. Any period of less than one complete financial year will not be counted.</p> <p>Registration certificate should be submitted.</p>	5 Points	10 Points
2.	<p>Turnover: 10 Points for first Rs. 10 Lakh Turnover in the financial year 2024-25 and thereafter 1 point for each of Five Lakh rupees turnover in the financial year 2024-25, maximum 20 points. A fraction of amount less than Five Lakh will not be counted.</p> <p>The Turnover certificate should be submitted.</p> <p>(Note: The Turnover certificate should not be issued by the bidder for himself but should be issued by a C.A. who is independent and does not have any interest direct or through a common partner in the bidder firm/ entity. The Certificate should contain certifying CA's Registration Number/Seal with UDIN.)</p>	10 Points	20 Points
3.	<p>Clientele: 2 Point for each work order of Rs. 1 Lakh or above issued since 01/04/2020 for audit and accounting work in Govt. Departments, Temple Boards, Public Sector Banks, Central or State PSUs/ Boards/ Universities/ Institutes/ Authorities, Local Bodies. In case there is more than one work order by an organization for the same financial year, it will be counted as one only. Maximum 20 points on this criterion.</p> <p>Copy of all the work orders should be submitted.</p>	10 Points	20 Points
4.	<p>Presentation by the bidder before a designated committee on</p> <ul style="list-style-type: none"> • Understanding of the Scope of Work. • Accounting for Charitable and religious organization, • Tax related provision for Charitable and religious organization, • Any other point which bidder considers important for the Nathdwara Temple Board • Answers/clarification by the bidder on the points raised by the committee during presentation. 		20 points. Date and time of the presentation will be intimated in the due course.
	Total	35	70

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The bidders who attains atleast 35 points out of the total 70 points above will be declared successful in the technical bid and shall be considered for financial bid

Note: - Documentary evidence is required to establish the eligibility requirements for the conditions mentioned in TECHNICAL BID.

9. PROCEDURE FOR SUBMISSION OF BIDS

(i) The Bid Process shall be Single Stage Two Part/Envelopes (i.e. Technical Bid and Financial Bid) Bidding. Bidders must submit their Technical Bid and Financial Bid online only through website <http://eproc.rajasthan.gov.in> and the bids submitted in any other form will be rejected. Bidders shall submit the Original DD/Banker's Cheque for Bid Document Fee, Bid Security and RISL Processing Charges to the Chief Executive Officer, Nathdwara Temple Board, Nathdwara in a sealed cover within the stipulated time.

(ii) The bidder shall keep the bid valid upto 90 days from the last date of submission of the bid.

(iii) The bids submitted should be unconditional and the conditional bids will be rejected.

(iv) The entire cost of preparation and presentation of the Technical Bid and Financial Bid and related material shall be borne by the bidder and the Procuring Entity shall not reimburse any cost on account of this.

9.1 TECHNICAL BID

Technical Bid shall be submitted online only through <http://eproc.rajasthan.gov.in> in the form given at Annexure - A along with the following documents:

- (i) Technical Bid duly filled in Annexure-A along with the requisite certificates.
- (ii) Duly filled Annexure – B: Power of Attorney to sign and submit the bid.
- (iii) Duly filled Annexure – C: Declaration on Code of Integrity and No Conflict of Interest.
- (iv) Duly filled Annexure – D: Declaration regarding Qualifications of Bidder.
- (v) A copy of the Bid Document along with Annexures duly signed on each page as a mark of acceptance of the terms and conditions of the Bid Document by the Bidder.

Note: Bids submitted without payment of Bid Security, Bid Document fee and RISL Processing fee shall be liable to rejection. NTB, at its discretion, may seek clarification or any document related to eligibility/Technical qualification of the bidders.

9.2 FINANCIAL BID

(i) The bidder shall submit the Financial Bid in Indian Rupees online only through <http://eproc.rajasthan.gov.in> in the format prescribed.



(ii) The bidder shall quote the Annual Fee for the work inclusive of all taxes and charges, cost of travel, hiring of personnel, equipments, vehicles etc. but excluding GST only. Only GST as applicable will be paid extra.

(iii) The Annual Fee quoted by the bidder should be in the range of Rs. 540000 to Rs. 660000. The bids quoting Annual Fee lower or higher than this range will be rejected.

(iv) Procuring Entity may negotiate on the financial bid offered by a bidder.

10. RIGHT TO ACCEPT OR REJECT BID

(i) The right of acceptance of the bid will rest with the Nathdwara Temple Board.

(ii) The Chief Executive Officer, Nathdwara Temple Board, Nathdwara reserves the right to accept the Bid and the bidder shall be bound to perform the same at the rates quoted. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect shall be liable to be rejected.

(iii) The Chief Executive Officer, Nathdwara Temple Board, Nathdwara reserves the right to accept or reject any Bid without assigning any reasons whatsoever.

11. BIDDER TO GET INFORMED HIM SELF FULLY

The authorised signatory of Bid document will be deemed to have carefully read and understood the Bid documents along with the terms and conditions and thereafter he has filed the bid for this bid process.

12. EVALUATION PROCESS AND CRITERIA

(i) Technical Bid will be opened online and will be evaluated by Designated Evaluation Committee. The bidders who fulfill the minimum technical qualification and score as stipulated in this bid document will be declared successful in Technical Bid.

(ii) Only those bidders who have been declared successful in Technical Bid and attain the stipulated technical score shall be considered for opening of Financial Bids.

(iii) On the basis of the points attained in the evaluation of the Technical Bid and the Financial Bid, total score shall be worked out and the most advantageous bidder (H1) shall be chosen using the following formula and weights:

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$$\text{Total Score of a bidder} = \frac{\text{Technical Score attained by the bidder}}{70} \times 100 \times 0.7 + \frac{\text{Lowest Financial Bid among the bidders}}{\text{Financial Bid of the bidder}} \times 100 \times 0.3$$

(iv) In case two or more bidders attain the equal total score, preference shall be given to the bidder having higher score in technical bid.

13. PERFORMANCE SECURITY AND EXECUTION OF CONTRACT AGREEMENT

(i) The successful bidder shall deposit Performance Security of 5% of the work order amount finally accepted in the form of Demand Draft or Bank Guarantee within the time given by the Procuring Entity and keep it valid till one year after the completion of the work. The Performance Security will be released after one year from the date of successful completion of the work.

(ii) On submission of the Performance Security, the selected bidder shall execute a procurement agreement on a non-judicial stamp paper of Rs. 500/-. The entire cost of stamp paper and execution of agreement will be borne by the selected bidder.

14. INTELLECUTAL PROPERTY RIGHTS

(i) All the information generated by the selected bidder in performance of this work shall be the property of the Nathdwara Temple Board. The selected bidder during the execution of the work and at any time in future will not use such information without prior approval of the Nathdwara Temple Board.

15. RTPP ACT-2012 and RTPP RULES-2013

The provisions of the Rajasthan Transparency in Public Procurement Act - 2012 and the Rajasthan Transparency in Public Procurement Rules -2013 and the instructions issued thereunder shall apply in this bid process.

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FORM FOR TECHNICAL BID.

To

The Chief Executive Officer,
Nathdwara Temple Board,
Administrative Building,
Opposite Risala Chowk,
Nathdwara, Rajsamand,
Rajasthan- 313301

Subject: Technical Bid for providing the services of a Firm of Chartered Accountants in the Nathdwara Temple Board for two years.

Reference: Notice Inviting Bid No.....

Sir,

I/We..... hereby submit the Technical Bid for providing the services of a Firm of Chartered Accountants in the Nathdwara Temple Board, Nathdwara, Rajsamand with our details as below:

1. Name of the Bidder
2. Full address of the Registered Head Office:
Telephone No:
Fax No.:
E-mail address:
(Attach self-attested Registration Certificate with address proof)
3. Full address of Branch Office
Telephone No:
Fax No.:
E-mail address:
4. Name and contact number of the person authorized to submit the bid
(Attach authority letter)
5. Legal Status of the bidder
(Attach self-attested copy of the registration under appropriate law in India)
6. ICAI Registration No.
(Attach self-attested copy)



7. PAN/GIR No.
(Attach self-attested copy)
8. GST Registration No.
(Attach self-attested copy)
9. Financial Net Worth as on 31.03.2025 (in Rupees):
(Please attach a certificate by C.A. with seal and UDIN)
10. Financial turnover of the bidder for each of the last 3 financial years:
(Please attach a certificate by C.A. with seal and UDIN)

Sl. No.	Financial year	Financial Turnover in Rupees	Remarks, if any
1.	2022-23		
2.	2023-24		
3.	2024-25		

11. I/We hereby submit the requisite letter/declaration granting the Power of Attorney to me/us to sign and submit the bid and fulfill other requirements related to this Bid document.
12. I/We comply with the Code of Integrity and No Conflict of Interest and submit the requisite declaration.
13. I/we possess the necessary professional, technical, financial and managerial resources and competence required as per the bidding document issued by the procuring Entity and submit herewith the requisite declaration.
14. **I/We submit the following details for working out Technical Score as per the clause 8.2 of the Bid Document:**

Sl. No.	Criteria for Technical Score	Details of the Experience/ Turnover/ Clientele
1.	Experience: 1 point for each of the completed financial year as on 01/04/2026 since registration with ICAI, maximum 10 points. Any period of less than one complete financial year will not be counted. Registration certificate should be submitted.	
2.	Turnover: 10 Points for first Rs. 10 Lakh Turnover in the financial year 2024-25 and thereafter 1 point for each of Five Lakh rupees turnover in the financial year 2024-25, maximum 20 points. A fraction of amount less than Five Lakh will not be counted. The Turnover certificate should be submitted.	

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	<p>(Note: The Turnover certificate should not be issued by the bidder for himself but should be issued by a C.A. who is independent and does not have any interest direct or through a common partner in the bidder firm/ entity. The Certificate should contain certifying CA's Registration Number/Seal with UDIN.)</p>	
3.	<p>Clientele: 2 Point for each work order of Rs. 1 Lakh or above issued since 01/04/2020 for audit and accounting work in Govt. Departments, Temple Boards, Public Sector Banks, Central or State PSUs/ Boards/ Universities/ Institutes/ Authorities, Local Bodies. In case there is more than one work order by an organization for the same financial year, it will be counted as one only. Maximum 20 points on this criterion.</p> <p>Copy of all the work orders should be submitted.</p>	

15. Proof of Payment of Bid Document Fee: _____

16. Proof of Payment of Bid Security: _____

17. Proof of Payment of RISL Processing Charges: _____

18. I/We agree to keep our bid valid upto 90 days from the last date of the submission of the bid.

19. I/We have studied the Bid document carefully and hereby agree to the terms and conditions of the bid document without any reservation.

20. Additional information, if any
(Attach separate sheet, if required).

Signature of authorized person.

Name: _____

Seal : _____

Date:

Place:

1. I, _____ Son/Daughter/Wife of Shri _____ signatory of _____ agency/firm mentioned above am competent to sign this declaration and execute this Bid document.

2. I have been carefully read and understood all the terms and conditions of the Bid including the annexures and undertake to abide by them.



3. The information/documents furnished along with the above application are true authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.

Signature of authorised person.

Full Name: _____

Seal _____

Date:

Place:

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POWER OF ATTORNEY
(On Stamp paper of Rs. 500/-)

Know all persons by these presents, We.....[name of the C. A. Firm/ C. A. Firm and address of its registered office] do hereby constitute, appoint and authorize Mr. / Ms..... [name and residential address] who is presently employed with us and holding the position ofas our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal / Bid for **Providing services of a Firm of Chartered Accountants for the Nathdwara Temple Board for two years** including signing and submission of all documents and providing Information/ responses to the **Chief Executive Officer, Nathdwara Temple Board, Nathdwara** in all matters in connection with our Proposal/ Bid for the said Assignment.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Dated:.....Accepted

[Signature, Name and designation of the Attorney]

Signature and Name of the C. A. Firm/ C. A. Firm with corporate seal]

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Compliance with the Code of Integrity and No Conflict of Interest

Any person participating in a procurement/bidding process shall:

- a) not offer any bribe, reward of gift or any material benefit either directly or indirectly in exchange for an unfair advantage in procurement/bidding process or to otherwise influence the procurement/bidding process.
- b) not misrepresent or omit the 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 behaviour to impair the transparency, fairness and process of the procurement/bidding process.
- d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement/bidding process.
- e) not indulge in any coercion including impairing or harming or threatening to do the same , directly or indirectly, to any party or its property to influence the procurement/bidding process.
- f) not obstruct any investigation or audit of a procurement/bidding process.
- g) disclose conflict of interest, if any ; and
- h) disclose any pervious 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:**
- a. have controlling partners/shareholders in common; or
 - b. receive or have received any direct or indirect subsidy from any of them;
 - 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 Bidder, in more than one Bid; or
 - f. the Bidder or any of its affiliates participated as C. A. Firm in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Signature of Bidder



(ON NON JUDICIAL STAMP PAPER OF Rs. 100/-)

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 Documents;
3. I/we are nor 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 proceeding 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 statement or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three year 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 :



DRAFT AGREEMENT

This article of Agreement is made on this daybetween..... (the First Party) and NTB (the Second Party).

Whereas the First Party has been engaged to provide services of accounting work to Second Party on contract basis from at Rs./- per annum.

And Whereas the Second Party has agreed to further hire services of First Party for accounting work of NTB on contract basis for two years and the First Party has agreed to provide these services to the Second Party in that capacity further for the period from .././2026 to .././2028 on the terms and conditions hereinafter contained and

NOW THESE PRESENT WITNESSES AND BOTH THE PARTIES HERETO RESPECTIVELY AGREE AS FOLLOWS:

1. **Period of contract**

The Chartered Accountant firm has been engaged for period from .././2026 to .././2028 on which can be extended upon successful completion of the said period.

2. **Services to be Rendered and Consideration thereof:**

The First Party will provide the services at the place designated by the Second Party and render services to the Second Party described in the Bid Document and in this Agreement.

3. **Scope of Work of Chartered Accountant Firm**

As per para 5 of the bid document.

4. **Annual Consolidated Package**

In consideration of the services described in (point no. 3) above, the Second Party shall pay a consolidated fees amount of Rs.....+ GST as per rules per annum to the First Party.

5. **Working Hours**

The office hours will be from 10.00 am to 5.00 pm for Chartered Accountant Firm. (excluding holidays declared by NTB).

6. **Raising of Bills and Payment for Services Rendered**

Monthly fees shall be paid on submission of bill of service rendered to the Second Party of his/her authorized officer.

7. **Other Terms and conditions**

(a) **Gazetted/ Restricted Holidays:** Gazetted/ Restricted Holidays as declared by NATHDWARA TEMPLE BOARD will be admissible to First Party.

(b) **Travelling Allowance:** In case of tour as directed by Second Party, First Party shall be eligible for travelling allowance. Mileage allowance and Daily Allowance to the Head of the team of Chartered Accounts/Accounts Professional will be given at per **category - D** of employees and the data entry operator/supporting staff and other team members as per **category- E** of employees in the Rajasthan Travelling Allowance Rules -1971.

(c) **TDS** on income, if due, shall be recovered from package payable to First Party.

(d) All the terms and conditions of bid document, orders and addendums shall be the part of this contract.

8. Second Party based on quality and efficiency of services rendered in the contractual period, may on its discretion, revise the consolidated package for the ensuing year.

9. Employees engaged by the Firm

All the employees/Accounts professionals/data entry operators engaged by the First Party, for all intent and purposes shall be the employees of the First Party and there shall be no employee-employer relationship between the persons so appointed and the Nathdwara Temple Board. The First Party shall bear all the statutory liabilities on account of these personnel and shall indemnify NTB against any liabilities during or after the period of the contract.

10. Action Against First Party

Any unauthorized or willful absence from duty for a period of 7 days would entitle Second Party to terminate contract without any notice.

11. Termination of Contract

The agreement/contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulate date. First Party will not be entitled for any claim for service rendered after expiry of stipulated date of contract.

12. Standards of Service

The First Party shall carry out the assignment in accordance with the highest standard or professional and ethical competence and integrity having due regards to the nature and purpose of the assignment.

13. General

This contract is issued on the understanding that all the information given by the First Party in his application form and during the interviews is correct, true and complete if it is found at any time that the information given when seeking appointment is not complete and true and/or any significant information has been knowingly suppressed, the Second Party will have the right either to withdraw the letter before the First Party joins or terminate

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appointment at any time the First Party has taken up services with the Second Party without any notice or compensation.

14. Confidentiality

The Firm shall maintain the confidentiality of the work and shall not share any information with anyone unless expressly authorized by NTB to do so. On termination of contract, the First Party shall provide all relevant information and record to the Second Party or any official/firm authorized by the Second Party both in soft copy and hard copy.

For.....

Signed by First Party

**Signed by authorized Signatory of
the Second Party**

Name.....

Dated:

Witness 1

.....

Dated:

Witness 2

.....

Signature

Name:

Address:

Signature

Name:

Address:

