

Umed- Maharashtra State Rural Livelihoods Mission

उमेद –महाराष्ट्र राज्य ग्रामीण जीवनोन्नती अभियान

राज्य अभियान व्यवस्थापन कक्ष ,
सिडको भवन , ५ वा मजला (दक्षिण कक्ष)
सी.बी.डी.बेलापूर , नवी मुंबई .

पिनकोड -४००६१४

दुरध्वनी -०२२-२७५६२५५२/५४

State Mission Management Unit
CIDCO Bhavan, 5th Floor (South Wing)

CBD Belapur, Navi Mumbai

Pincode : 400614

Phone No : 022-27562552/54

MSRLM/GVB/ CA Firm/ 1934 /2018

Date: - 28 / 06 /2018

To,

M/s

.....,

Subject: - Request for Quotation (RFQ) for appointment of Chartered Accountant firm for Gram Vikas Bhavan , Kharghar, Navi Mumbai to provide various services

Dear Sir,

- 1) Rural Development Department and Panchayat Raj Department, Government of Maharashtra has developed 'Gramvikas Bhavan' on plot no 76(A) in sector -21 at Kharghar, Navi Mumbai for organizing various seminars, workshops, trainings and meetings and providing residential facilities for the members of the Panchayat Raj Institutions coming to Mumbai for official work. The Panchayat Raj system in Maharashtra is being strengthened rapidly and more than 3 lakhs representatives are working towards the welfare of the rural population. To develop the skills of the representatives, the establishment of 'Gramvikas Bhavan' is a very vital and welcome step. The main objectives of this project include setting up of training centre for the members of the Panchayat Raj Institutions, providing facilities for exhibition and sales for Self Help Groups (SHGs), providing residential facilities for the members of the Panchayat Raj Institutions, creating platform for holding workshops and seminars to conduct poverty eradication programmes etc.
- 2) The Chief Executive Office of Maharashtra State Rural Livelihood Mission (MSRLM) on behalf of Rural development department, Government of Maharashtra invites quotation for appointment of Chartered Accountant firm for Gram Vikas Bhavan , Kharghar, Navi Mumbai to provide various services.
- 3) You are invited to submit your most competitive quotation as per the details mentioned below:

Sr.No	Nature of Work (Activity)	Time line
1	Society Registration under Society registration Act 1860	One time
2	PAN Card	One time
3	TAN Card	One time
4	GST Registration	One time
5	Accounting of GVB	Monthly
6	Auditing and Audit Report	Annually
7	Annual Report	Annually
8	Society Annual Return filing	Annually
9	TDS Return filing	Quarterly

10	GST return filling	Monthly
11	Issue of from 16 A	Quarterly
12	Tax advisory services for income tax and GST also required to attend income tax and GST cases as an when required	Regular Basis
13	Professional Tax return	Yearly
14	12A Registration	One time

4) Qualification criteria

- a) The firm shall have a standing of at least five years in the Profession (will be assessed based on the year of incorporation) and should be empaneled with CAG for "Major Audits". C.A. firm should be an Indian Firm having Independent Legal existence, registered under the applicable Act. [Submit proof of CAG Empanelment, Registration Certificate, Articles and Memorandum of Association].
- b) C.A. firm expressing interest should have an Average Annual Turnover of Rs. 25 Lakhs or more during last three financial years. [Relevant documents viz, Audited Financial Statements / Certificate from Chartered Accountant in support of satisfying the criteria should be submitted]
- c) GST Registration.

5) Quotation Price:

- a. The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out initially, dating & rewriting.
- b. The quotation should be inclusive of all duties, taxes & other levies payable by the CA firm including logistic and boarding arrangement.
- c. GST in connection with the delivery of services shall be shown separately. But it will not be taken into account in evaluation.
- d. Rate should be exclusive of Government Statutory fee.

6) Validity of quotation:

Quotation shall remain valid for the period not less than 30 days after the deadline date specified for submission.

7) Evaluation of Quotations: -

- a. Purchaser shall award the contract to the service provider whose offer/quote has been determined to be the lowest evaluated lowest cost
- b. GST in connection with the services will not be taken into account in evaluation.
- c. Evaluation shall be done for all the items together

8) Terms and Conditions :

- a. Each bidder shall submit only one quotation.
- b. Bidder shall not contract other bidder in matter relating to this Quotation.
- c. Conditional quotations which are not in line with this request for quotation shall be treated as non-responsive.
- d. Quotations must be submitted as per the attached format in a sealed envelope. Quotation in any other format and by any other means will not be accepted for evaluation.

9) Award of contract: -

- e. The MSRLM will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- f. Notwithstanding the above, the MSRLM reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- g. The bidder whose quotation is accepted will be notified of the award of contract by the MSRLM prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Supply order.

10) Contract period :

The contract will be initially for the period of one year which may be extended further if the services of the Chartered Accountant firm found satisfactory without any change in the financial norms.

11) Place of Work:

Gramvikas Bhavan, plot no 76(A) in sector -21 at Kharghar, Navi Mumbai within 3 days from the receipt of supply order.

12) Quotation Submission:-

- a. Each bidder shall submit only one quotation along with the signed document specified in clause 4 in a sealed envelope boldly superscript as "Quotation for Appointment of CA firm for GVB."
- b. You are requested to provide your offer latest by 3.00 PM hours on **06 / 07 /2018** to above mentioned office address.

13) Opening of Quotation: -

Quotations will be opened in the presence of bidders representatives and SMMU-MSRLM representatives who choose to attend at Maharashtra State Rural Livelihood Mission, 5th Floor ,CIDCO Bhavan South wing ,CBD Belapur, Navi Mumbai -400614 on **06 / 07 /2018 @ 3.30 PM.**

14) Payment:

The payment will be made on quarterly basis along with applicable GST and Statutory fee within one week from the date of receipt of tax invoice.

Sd-

R.Vimala IAS

Chief Executive Officer

Maharashtra State Rural Livelihoods Mission

QUOTATION FORMAT
(ON THE LETTER HEAD OF SUPPLIER)

To
Chief Executive Officer
Maharashtra State Rural Livelihoods Mission,
5th Floor, CIDCO Bhavan South wing
CBD Belapur, Navi Mumbai -400614

Date:- _____

Sub: - Regarding submission of quotation for appointment of Chartered Accountant firm for Gram Vikas Bhavan , Kharghar, Navi Mumbai to provide various services

Ref: Your quotation request letter no. MSRLM/GVB/CA Firm / /2018-19 Dated /06 /2018

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates asunder

Sr.No	Nature of Work (Activity)	Time line	Total Amount lump sum in Rs. Without GST
1	Society Registration under Society registration Act 1860	One time	
2	PAN Card	One time	
3	TAN Card	One time	
4	GST Registration	One time	
5	Accounting of GVB	Monthly	
6	Auditing and Audit Report	Annually	
7	Annual Report	Annually	
8	Society Annual Return filing	Annually	
9	TDS Return filing	Quarterly	
10	GST return filling	Monthly	
11	Issue of from 16 A	Quarterly	
12	Tax advisory services for income tax and GST also required to attend income tax and GST cases as an when required	Regular Basis	
13	Professional Tax return	Yearly	
14	12A Registration	One time	

We agree to provide above mentioned services in accordance with the terms and condition and technical specifications mentioned in the invitation for quotation.

We hereby certify that we have taken steps to ensure that no person acting for us or on behalf will engage in bribery or collusive agreements with competition.

Name :-

Address :-

Telephone no. :-Fax no. :-

Authorised signatory with stamp