



REQUEST FOR BID

(Open E - Tender)

**Appointment of Chartered Accountant firm to provide various
accounting services for Gram Vikas Bhavan, Kharghar, Navi Mumbai**

Tender Ref No.: MSRLM/GVB/CA/02 /2018

eTender ID: 2018_MSRLM_339682

Date: 06/08/2018

Issued by:

**UMED - Maharashtra State Rural Livelihood Mission
Rural Development & Water Conservation Department**

Government of Maharashtra

5th Floor, CIDCO Bhawan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 022 27562552

Website: <http://www.umed.in>

Disclaimer

- 1 The Chief Executive Officer of Maharashtra State Rural Livelihoods Mission (MSRLM), hereinafter referred to as “Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for **Appointment of Chartered Accountant firm for Gram Vikas Bhavan, Kharghar, Navi Mumbai to provide various services.**
- 2 This tender document has been prepared with intent to invite prospective applicants/bidders and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the bidder(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information bidders may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each bidder.
- 3 MSRLM has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested bidders are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each bidder may require.
- 4 This tender is not an agreement by or between the TIA and the prospective bidders or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each bidder is advised to consider this document as per his understanding and capacity. The bidders are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The bidders are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- 5 No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The bidder shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- 6 This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected bidder, as the case may be, for the project and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 7 The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- 8 The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of bidder for participation in the bidding process) towards any Applicant or bidder or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- 9 The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any bidder upon the statement contained in this tender document.
- 10 Interested bidders, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>.
- 11 All eligible bidders need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>.

1. Invitation of Bid

- a) 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.
- b) 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.
- c) The bidders are advised to study this tender document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
- d) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/bidding document fee and EMD.
- e) Two envelope system shall be adopted.
- f) The bidder's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The tender document fees, and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- g) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, bidders are requested to upload the complete required bid documents

well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the bidders may contact the helpdesk given on <https://mahatenders.gov.in>

- h) The bidders are also advised to refer “Bidders Manual Kit” available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

2. Key Events and Dates

Sr. No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Please refer https://mahatenders.gov.in
2.	Tender Reference Number	MSRLM/GVB/CA/02 /2018
3.	eTender ID	2018_MSRLM_339682
4.	Last date & Time for sending requests for clarifications	Please refer https://mahatenders.gov.in
5.	Date, Time and place of Pre- Bid Conference	Please refer https://mahatenders.gov.in
6.	Last date & time for downloading the Tender document	Please refer https://mahatenders.gov.in
7.	Last Date (deadline) & Time for submission of bids	Please refer https://mahatenders.gov.in
8.	Date and Time for Opening of Bids	Please refer https://mahatenders.gov.in
9.	Address for Communication	State Mission Manager-Procurement Maharashtra State Rural Livelihoods Mission, 5 th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614, Maharashtra Email:pravingodse.msrlm@gmail.com

3. Other Important Information related to Bid

Sr. No.	Information	Details
1.	Tender Fee	Rs. 2000/- (Rupees two Thousand only) to be paid online on the e-tendering portal at the time of submission of the tender
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 10,000/- (Rupees ten thousand only) to be paid online on the e-tendering portal at the time of submission of the tender.
3.	Bid Validity Period	90 days from the date of opening of the technical bid
4.	Performance Security	5 % of the total value of the contract
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft	Within one week from the date of work order. The Performance Security shall be valid for 30 days after the completion of contract for non warrantee items and for warrantee items 30 days from the end of the warrantee obligation.

Sd-

Chief Executive Officer,

Maharashtra State Rural Livelihoods Mission

4. Instructions to Bidders

This section includes all the important information required to bid for this project.

4.1 Consortium Conditions: Not Applicable.

4.2 Tender Fees

The bidders are requested to pay Tender fees as mentioned in the clause 3 through the e-Tender Portal's Payment Gateway. The Tender fee is non-refundable. The tender document can be downloaded from the portal: <https://mahatenders.gov.in> . The bids that are not accompanied by the tender fee shall be considered non-responsive and will be rejected.

4.3 Earnest Money Deposit (EMD)

The bidders are requested to deposit the EMD as mentioned in the clause 3 through the Online Payment Gateway as integrated in the <https://mahatenders.gov.in> e-tendering solution.

- 1 The EMD shall be denominated in Indian Rupees only. No interest will be payable to the bidder on the amount of the EMD.
- 2 The EMD should be valid for 90 days from the date of technical bid opening.
- 3 The bids submitted by bidders without the prescribed EMD, will be rejected.
- 4 The Unsuccessful bidder's EMD will be returned within 120 days from the date of opening of the financial bid.
- 5 The EMD of successful bidder will be returned after the award of contract and submission of the Performance Security in the form of Bank Guarantee / Demand Draft within specified time and in accordance with the format given in the tender document.
- 6 The EMD may be forfeited:
 - a. If a bidder withdraws his bid or increases his quoted prices during the period of bid validity or its extended period, if any.
 - b. If successful bidder fails to sign the Contract or to furnish Performance Security in the form of Bank Guarantee / Demand Draft within specified time in accordance with the format given in the tender document.
 - c. If during the bid process, a bidder indulges in any such deliberate act as would jeopardize or unnecessarily delay the process of bid evaluation and

finalization. The decision of the TIA regarding forfeiture of the EMD shall be final and binding upon bidders.

- d. If during the bid process, any information is found false/fraudulent/mala fide, then the TIA shall reject the bid and, if necessary, initiate action.

4.4 Contact Details

For any clarifications & communication with regards to the tender document, the bidders are expected to communicate at the contact information provided below:

Sr.No.	Particulars	Details
1	Name & Designation	Sudhir Raut: Sr. Accounts Officer Pravin Godse: SMM-Procurement
2	Email ID	nrlmfinance@gmail.com , pravingodse.msrlm@gmail.com
3	Contact details	Maharashtra State Rural Livelihoods Mission, 5th Floor, CIDCO Bhavan (South Wing), CBD Belapur, Navi Mumbai – 400614 Phone : 022-27562552/54

4.5 Pre-Bid Queries and Pre-Bid Meeting

The TIA will host a Pre-Bid Meeting for queries, if any, by the prospective bidders. The date, time and place of the meeting are specified on <https://mahatenders.gov.in>. The representatives of the bidders may attend the pre-bid meeting at their own cost. The purpose of the pre-bid meeting is to provide a forum to the bidders to clarify their doubts / seek clarifications or additional information, necessary for them to submit their bid. The bidders shall send their pre-bid queries as per the schedule specified in the tender document Section 1.1. The response to the queries will be published on <https://mahatenders.gov.in>. No telephonic queries will be entertained. This response of the TIA, against the Pre-Bid queries, shall become integral part of tender document.

4.6 Corrigendum / Amendment to the Tender

At any time prior to the deadline (or as extended by the TIA) for submission of bids, the TIA for any reason, whether at its own initiative or in response to clarifications requested by the bidder, may modify the tender document by issuing amendment(s) or issue additional data to clarify an interpretation of the provisions of this tender.

Such supplements, amendments / corrigendum to the tender document, issued by the TIA would be displayed on <https://mahatenders.gov.in>. and shall be deemed to be incorporated by this reference into this tender document.

Any such supplement / corrigendum / amendment will be binding on all the bidders. The TIA will not be responsible for any misinterpretation of the provisions of this tender document on account of the bidders' failure to update the bid documents based on changes announced through the website.

In order to allow bidders a reasonable time to take the supplement / corrigendum / amendment(s) into account in preparing their bids, the TIA, at its discretion, may extend the deadline for the submission of bids.

4.7 Completeness of Response

- 1 The bidders are advised to study all instructions, forms, terms, requirements and other information in the tender document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications.
- 2 The response to this tender should be full and complete in all respects. Failure to furnish all information required by the tender document or submission of a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in rejection of its bid

4.8 Bid Preparation Cost

The bidder shall be responsible for all costs incurred in connection with participation in the tender process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of bid, in providing any additional information required by the TIA to facilitate the evaluation process, and in negotiating a definitive Service Agreement (SA) and all such activities related to the bid process. This tender document does not provide any kind of commitment on behalf of the TIA, to award a Contract or to engage in negotiations. Further, no reimbursable cost may be incurred in anticipation of award of the Contract for implementation of this project.

4.9 Right to Termination

The TIA may terminate the bid process at any time and without assigning any reason. The TIA makes no commitments, expressed or implied, that this process will result in a business transaction with anyone. This tender document does not

constitute an offer by the TIA. The bidder's participation in this process may result in the TIA selecting the bidder to engage towards execution of the contract. In the event of such termination, EMD of all bidders shall be returned, without any interest.

5. Bid Submission Instructions

5.1 Online Bid Submission

- 1 The bidder shall submit the bid online through e-tendering Portal <https://mahatenders.gov.in>
- 2 To view- Tender Notice, Detailed Time Schedule, Tender Document its supporting documents etc. , kindly visit following e-Tendering website <https://mahatenders.gov.in>
- 3 The bids submitted, shall comprise of the following 2 envelopes:
 - A Two (2) envelope/ cover system shall be followed for the bid:
 - **Envelope A:** Technical Bid (Refer clause 5.2 for documents to be submitted as per the format specified in this tender document)
 - **Envelope B:** Financial Bid
- 4 The bidder should ensure that all the required documents, as mentioned in this tender document, are submitted along with the bid and in the prescribed format only.
- 5 Non-submission of the required documents or submission of the documents in a different format/ contents may lead to the rejection of the bid submitted by the bidder.
- 6 It is required that all the bids submitted in response to this tender document should be unconditional in all respects, failing which the TIA reserves the right to reject the Bid.
- 7 It shall be the responsibility of the bidder to re-check that each page of the requisite document uploaded as a part of the bid is stamped and duly signed by an authorized signatory
- 8 Modification and Withdrawal of Bids -
 - a) Resubmission of bid by the bidders for any number of times before the final date and time of submission is allowed.

- b) Resubmission of bid shall require uploading of all documents including price bid a fresh.
- c) If the bidder fails to submit his modified bids within the pre-defined time of receipt, the system shall consider only the last bid submitted.
- d) The Bidder can withdraw its bid before the closure date and time of receipt of the bid by uploading scanned copy of a letter addressing to the Officer Inviting Bid citing reasons for withdrawal. The system shall not allow any withdrawal after expiry of the closure time of the bid.
- e) The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic jam or power failure etc.

5.2 Eligibility Criteria

The Bidder shall fulfill all of the following eligibility criteria independently, as on the date of submission of bid.

1. The firm shall have a standing of at least five years in the Profession (will be assessed based on the year of incorporation)
2. The firm should be empaneled with CAG. C.A.
3. The firm should be an Indian Firm having Independent Legal existence, registered under the applicable Act.
4. The 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]
5. The firm has not been found guilty and has not been blacklisted or debarred by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for supply of material /services as on the date of submission of bid.
6. GST Registration
7. PAN Card

5.3 Validity of Bid

The bid shall be valid for a period mentioned in clause 3 from the date of opening of the technical bid. A bid valid for a shorter period may be rejected as non-responsive.

In exceptional circumstances, at its discretion, the TIA may solicit the bidder's consent for an extension of the validity period. The request and the responses thereto shall be made in writing or by email.

5.4 Corrections / errors in Financial Bid

1. The bidders are advised to exercise adequate care in quoting the prices. No excuse for corrections in the quoted figures will be entertained after the last date for submission of bids.
2. The quoted price shall be corrected for arithmetical errors by TIA.
3. In cases of discrepancy between the prices quoted in words and in figures, amount written in words shall be considered.
4. The amount stated in the financial bid, adjusted in accordance with the above procedure and as stated in Annexure-3 of this tender document, shall be considered as binding on the bidder for evaluation.

5.5 Language

The bid should be submitted by the bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the bidders. For purposes of interpretation of the bid, the English translation shall govern. If any documentary evidence for 'Experience' is in other languages, a true translation of the copy, attested by Notary shall be enclosed.

5.6 Conditions under which Tender is issued

- 1 This tender document is not an offer and is issued with no commitment. The TIA reserves the right to withdraw the tender document and change or vary any part thereof, at any stage. The TIA reserves the right to disqualify any bidder, should it be so necessary at any stage.
- 2 The timing and sequence of events resulting from this tender document shall ultimately be determined by the TIA.
- 3 No verbal conversations or agreements with any official, agent, or employee of the TIA shall affect or modify any terms of this tender document and any alleged verbal agreement or arrangement made by a bidder with any agency, official or employee of the TIA shall be superseded by the definitive agreement that results from this tender

process. Verbal communications by the TIA to bidders shall not be considered binding on it, nor shall any written materials provided by any person other than the TIA.

- 4 Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against the TIA or any of their respective officials, agents, or employees arising out of or relating to this tender document or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- 5 Until the Contract is awarded and during the validity of the Contract, bidders shall not, directly or indirectly, solicit any employee of the TIA to leave the office or any other officials involved in this tender process in order to accept employment with the bidder, or any person acting in collusion with the bidder, without prior written approval of the TIA.

5.7 Right to the content of Bids

All bids and accompanying documentation of the Technical bids will become the property of the TIA and will not be returned after opening of the Technical bids. The TIA is not restricted in its rights, to use or disclose any or all of the information contained in the bid and can do so without compensation to the bidders. The TIA shall also not be bound by any language in the bid indicating the confidentiality of the bid, or any other restriction on its use or disclosure.

5.8 Non-Conforming Bid

A bid may be construed as a non-conforming bid and ineligible for consideration if:

1. It does not comply with the requirements of this tender document.
2. It does not follow the format requested in this tender document or does not appear to address the requirements as specified by the TIA.

5.9 Disqualification

The bid is liable to be disqualified in the following cases or in case the bidder fails to meet the requirements as indicated in this tender document:

1. The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
2. During the validity of the bid, or its extended period, if any, the bidder increases the quoted prices.
3. The bidder qualifies the bid with own conditions.

4. The bid is submitted in an incomplete form.
5. The bidder not submitted quote for all the listed items.
6. The information submitted in the bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
7. The bidder tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
8. In case any one bidder submits multiple bids or if common interests are found in two or more bidders, the bidders are likely to be disqualified,
9. The bidder fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the letter of Intent or within such extended period, as may be specified by the TIA.
10. Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some bidders may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the bidders so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.

5.10 Acknowledgement of Understanding

By submitting the bid, each bidder shall be deemed to acknowledge that bidder has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

6. Bid opening and Evaluation process

6.1 Bid Opening

Bid opening will be done on the date and time specified on <https://mahatenders.gov.in>.

6.2 Evaluation of Bid

The evaluation of the bids will be carried out in the following manner:

- 1 The bidders' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in clause 5.2 of this tender document. The bidders are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document.
- 2 In any case, in the event of any deviation from the factual information provided by the bidder in bid, the deviation can reject the bid and also ban the bidder from participation in any future tenders in the state of Maharashtra.
- 3 At any time during the bid evaluation process, the MSRLM committee may seek verbal / written clarifications from the bidders. The committee may seek inputs from their professional experts in the evaluation process.
- 4 The committee reserves the right to do a reference check of the past experience stated by the bidder. Any feedback received during the reference check shall be taken into account during the technical evaluation process.

6.5 Award Criteria

Evaluation will be done for all the items together excluding GST. The TIA shall award the contract to the bidder whose total quote has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents.

6.7 Right to accept any Bid and to reject any or all Bids

The TIA reserves the right to accept or reject any bid, and to annul the tendering process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for the TIA's action.

7. Notification of Award

- a. Before expiry of the bid validity period, the TIA will issue a work order.
- b. The successful bidder, upon receipt of the supply order, shall furnish the required performance security in the form of Bank Guarantee or Demand Draft within the specified period, failing which the EMD will be forfeited and the award will be cancelled.
- c. After cancellation of award of contract with L1 bidder, TIA will call L2 and asked to match the rate offered by L1. If L2 accept the offer, award of contract will be issued to L2.
- d. Issuance of work order shall constitute the formation of the Contract.

8. Failure to agree with Terms and Conditions of this Tender

Failure of the successful bidder to agree with the terms & conditions of the tender document shall constitute sufficient grounds for the annulment of the award, resulting which the TIA may call for new bids and at the same time, invoke the performance Security of the successful bidder.

9. Performance Security

- a. The successful bidder shall at his own expense, deposit with the TIA, a Performance Security in the form of Bank Guarantee or Demand Draft of value mentioned in the clause 3.
- b. The TIA shall also be entitled to make recoveries from the Performance Security on the following grounds:
 - i. Any amount imposed as a fine for irregularities Committed by the bidder.
 - ii. Any amount which the TIA becomes liable to the Government /Third party on behalf of any default of the bidder or any of his/her/their agent/ employees or staff.
 - iii. Any payment/fine made under the order/judgment of any court/consumer forum or law enforcing agency or any person working on his behalf.
 - iv. Any other outstanding amount.
- c. Once the amount under this clause is debited, the bidder shall reimburse the performance security to the extent the amount is debited within 15 days of such debit by the TIA failing which it will be treated as breach of agreement and may lead to termination of agreement with forfeiture of all amounts including interest free Performance Security in favor of the TIA.
- d. The Earnest Money deposited at the time of bid submission would be given back without interest to the bidder on payment of Performance Security in the form of Bank Guarantee or Demand Draft as per the details specified in this tender document

10. Place of work and initiation of work:

Gramvikas Bhavan, plot no 76(A) in sector -21 at Kharghar, Navi Mumbai within one week from the receipt of notification of award

11. Payment Terms

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

12. Liquidity damages: -

Any delay by the firm in the completion of work shall render the firm liable to be charged liquidated damages @ 3 % per week or part thereof subject to a maximum of 10% of work order value which will be deducted from the payment due.

13. Schedule of Requirement:

Sr. No	Nature of Work (Activity)	Time line
1	Accounting of GVB	Daily
2	Society Annual Report	Annually
3	Society Annual Return filing	Annually
4	TDS Return filing	Quarterly
5	GST return filling	Monthly
6	Issue of from 16 A	Quarterly
7	Tax advisory services for income tax and GST also required to attend income tax and GST cases as an when required	Regular Basis
8	Professional Tax return	Yearly
9	12A Registration	One time

Annexure – 1: Tender Form

(To be submitted on the letterhead of the bidder)

To

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

Dear Sir,

Having examined the tender document, the receipt of which is hereby acknowledged, we, the undersigned, offer to provide accounting and other related services for Gram Vikas Bhavan, Kharghar, Navi Mumbai in full conformity with the said tender document and our financial offer in the Price schedule which is made part of this tender.

We undertake, if our tender is accepted, to provide accounting and other related services for Gram Vikas Bhavan, Kharghar, Navi Mumbai as per the scope of work mentioned in the tender document.

If our tender is accepted, we undertake to submit the performance security deposit in the form, in the amounts, and within the times specified in the tender document.

We agree to abide by this tender, for the Tender Validity Period specified in the tender document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

This tender together with your written acceptance of the tender shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any tender you may receive.

Signed

Date:

In the Capacity Of:

Duly authorized to sign this bid for and on behalf of

Signature & Seal of firm

Annexure – 2

CA firms Information

Brief Data Sheet of CA Firm		
Sl. No.	Particulars	To be filled up by CA firms
1	Name of Firm	
2	CAG Empanelment Number (Please attach Empanelment Certificate as per instructions)	
3	CAG Empanelment Year	
4	Registration No. & Date: (Please attach Registration Certificate)	
5	Year of incorporation	
6	Total number of years of Experience from the incorporation of the Firm.	
7	Provide previous three financial years turnover of the firm on the basis of the audited accounts of the previous three financial years	Turn over in lakhs Turn over 2014-15: Turn over 2015-16: Turn over 2016-17: Average

Signature and seal of the CA Firm

Annexure – 3: Format for Financial Bid (On bidder’s letter head)

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 financial bid for providing accounting and related services for Gram Vikas Bhavan, Kharghar, Navi Mumbai to provide various services

Ref: Your Tender Ref No.: MSRLM/GVB/CA/02 /2018 dated 06/08 /2018

Dear Sir,

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

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

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

(This Financial bid is to be uploaded in PDF)

Annexure –4:

DECLARATION FORM

I / Wehaving my our
.....office at.....do
declare that I / We have carefully read all the terms & conditions of tender of
the Maharashtra State Rural Livelihoods Mission , Navi Mumbai for **providing
accounting and related services for Gram Vikas Bhavan, Kharghar, Navi
Mumbai to provide various services** . The approved rate will remain valid during
the contract period. I will abide with all the terms & conditions set forth in the
tender document.

I/We do hereby declare I/We have not been convicted by any court of Law nor
I/We are derecognized/black listed by any State Government or Central
Government Department/ Union Territory/ Local Authority/ Central and State
Government Undertaking or Government Organizations for participating in the
tender process as on date. I/We agree that the Tender Inviting Authority can
forfeit the Earnest Money Deposit and or Performance Security Deposit and
blacklist me/us for a period of three (3) years, if any information furnished by us
proved to be false at the time of inspection/verification and not complying with
the Tender terms & conditions.

Date:

Seal

Authorised Signature of the bidder

Annexure – 5

Documents submission checklist

Sr. No.	Documents
	Technical Bid-Envelop A
1	Tender Form as per Annexure-1.
2	CAG Empanelment Registration Certificate, Articles and Memorandum of Association
3	Turnover certificate issued by the chartered accounts for last three years i.e. for the FY 2014-15, 2015-16 & 2016-17.
4	GST registration certificate.
5	Copy of PAN
6	Self declaration on letter head that the firms have not been convicted by any court of Law nor are derecognized/black listed by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for participating in the tender process as on date.
	Financial Bid-Envelop B
	Financial Bid as per the format given in Annexure-3