

Office of the Chief Executive Officer,
Nathdwara Temple Board, Nathdwara, Rajsamand, Rajasthan -313301
No. 2780 / Fin./2023

Dated: 06/07/2023

Corrigendum to E-Bid No. 10/2023-24

UBN: T.BN.23.24.SL.08.00023

Certain amendments have been made in E-Bid No. 10/2023-24 for Appointment of Internal Auditor for the Nathdwara Temple Board for two years, the details of which may be seen at website <https://www.nathdwartemple.org> or <https://sppp.rajasthan.gov.in> or <https://eproc.rajasthan.gov.in>.

In view of the above, the schedule of the submission of bid, the submission of physical copies of DD/BCs and the opening of bids is revised as follows:

Sl. No.	Particulars	Existing Schedule	Revised Schedule
1	Document Download & Bid Submission End Date	07/07/2023 at 5:00 PM	17/07/2023 at 5:00 PM
2	Submission of physical copies of Demand Drafts/Banker's Cheque for Bid Security, Cost of Bid Document and RISL Processing Charges.	From 08/07/2023 at 11:00 AM to 10/07/2023 at 1:00 PM	From 18/07/2023 at 11:00 AM to 19/07/2023 at 1:00 PM
3	Date & Time for opening of Technical Bid	10/07/2023 at 3:00 PM	19/07/2023 at 3:00 PM

6/7/23
(JITENDRA OZHA) RAS,
Chief Executive Officer,
Nathdwara Temple Board,
Nathdwara (Rajsamand)

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

No. 2443 / Fin./2023

Dated: 27/06/2023

**E-Bid No. 10/2023-24
UBN: TBN.23.24.A.00.10.**

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	Appointment of Internal Auditor for the Nathdwara Temple Board for two years.
Estimated cost of the work	Rs. 13,20,000/-
Bid Security	Rs. 26,400/-
Bid Document fee	Rs. 500 + Rs. 90(GST)= Rs. 590/-
RISL Processing Charges	Rs. 500/-
Document Download & Bid Submission Start Date	28/06/2023 at 11:00 AM
Document Download & Bid Submission End Date	07/07/2023 at 5:00 PM
Submission of physical copies of Demand Drafts/Banker's Cheque for Bid Security, Cost of Bid Document and RISL Processing Charges.	From 08/07/2023 at 11:00 AM to 10/07/2023 at 1:00 PM
Date & Time for opening of Technical Bid	10/07/2023 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 OZHA) RAS,
Chief Executive officer ,
Nathdwara Temple Board,
Nathdwara (Rajsamand)

BID DOCUMENT FOR APPOINTMENT OF INTERNAL AUDITOR

E-BID NO. 10/2023-24

1. PREFACE

The NATHDWARA TEMPLE BOARD (NTB, the Board or the Procuring Entity hereinafter) intends to select a Firm of Chartered Accountants/Accounts Professionals for appointment as Internal Auditor for the Nathdwara Temple Board for a period of two years, which on the basis of satisfactory services by the Selected Bidder and the requirement of the Procuring Entity may be extended by the Procuring Entity 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.	Particulars	Details
1.	E-Bid No.	10/2023-24
2.	Name of the work	Appointment of Internal Auditor for the Nathdwara Temple Board for two years.
3.	Bid Document Fee	Rs. 500/- + GST @ 18%, total Rs. 590/- (Rupees Five Hundred Ninety 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

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		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. 26400/- (Rupees Twenty Six Thousand Four Hundred 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.	28/06/2023 at 11:00 AM
2.	Period for sale of Bid documents	From 28/06/2023 at 11:00 AM to 07/07/2023 at 5:00 PM
3.	Last date of online submission of online bids	07/07/2023 at 5:00 PM
4.	Submission of Original DD/Banker's Cheque of Bid Document Fee, Bid Security and RISL Processing Charges to Chief Executive Officer, Nathdwara Temple Board.	From 08/07/2023 at 11:00 AM to 10/07/2023 at 1:00 PM
5.	Date and time of opening of Technical Bids	10/07/2023 at 3:00 PM
6.	Date and time of opening of Financial Bid	Will be intimated later to the bidders declared successful in Technical Bid.

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

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5. SCOPE OF WORK

5.1 The Nathdwara Temple Board is a Statutory Board established under the provisions of the Nathdwara Temple Act -1959 (Act No. 13 of 1959 of the Rajasthan State Legislature) to provide for the better administration and governance of the temple of Shrinathji at Nathdwara. Shrinathji Temple, Nathdwara is the chief seat of the Pushti-Margiya Vallabhi Sampradaya of the Hindu Religion. The Board performs its functions as per the provision of the Act and the Nathdwara Temple Rules -1973 issued there under and other applicable laws. The head office of the Board is situated in Nathdwara and various offices and Bhandars under its control are located at various places in India. The Selected Bidder or the Internal Auditor shall perform and complete the internal audit work for the head office and all the other offices and Bhandars located at various places in India. The areas of the internal audit work shall include:

- (A) Legal and Statutory Compliances with the Nathdwara Temple Act, the Nathdwara Temple Rules, Income Tax Act, GST Acts, other taxation laws, EPF Act, ESIC Act, other labour laws, FCRA & other Banking laws, Companies Act, Municipality laws and other applicable laws.
- (B) Accounting System.
- (C) Cash and Bank Balance Management.
- (D) Reconciliation of Inter-departmental Transactions and Bank Accounts.
- (E) Donation Collection and Management.
- (F) Revenue and Nyochhawar Collection System.
- (G) Expenditure Control System.
- (H) Budget Preparation and Budgetary Controls.
- (I) Inventory and Stores Management.
- (J) Fixed Assets, Properties and Valuables Management.
- (K) Receivables and Payables.
- (L) Human Resources and Payroll Processing.
- (M) Utilisation of Resources.
- (N) Review and Reporting System.
- (O) Internal Control System.
- (P) Advice on matters referred to Internal Auditor.
- (Q) Prepare and submit report on any other specific matter as directed by the Chief Executive Officer.
- (R) Drafting replies to notices, attending summons and represent the Board in matters related to legal and statutory compliances as and when directed by the Chief Executive Officer.

5.2 The Internal Auditor shall audit the existing records, items, procedures and systems, their efficiency, economy and effectiveness, risk management etc., compliance with applicable laws, conformity with best sectoral practices, and suggest measures for improvement.

5.3 While conducting audit and suggesting measures for improvement, the Internal Auditor shall comply with the provisions of this bid document, the laws applicable to the Nathdwara Temple Board, directions issued by the Board, traditions of the Temple, resources of the Board, Cost-Benefit analysis of the proposed measures, the laws applicable to the Internal Auditors and

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for the codes, instructions and guidelines issued by the Institute of Chartered Accountants of India for Internal Auditors.

5.4 Internal Auditor shall submit its report quarterly containing details of procedure followed, records checked, results inferred, suggestions/ recommendations and the actions taken thereon etc. The report shall be submitted within one month from the end of the relevant quarter.

5.5 Along with its regular audit work, the Internal Auditor shall every month undertake and complete a detailed audit covering all the transactions and procedures of atleast one Office/Bhandar/Department as directed by the Chief Executive Officer. The report shall be submitted within one month from the end of the month in which such audit is undertaken.

6. OTHER TERMS AND CONDITIONS

- (i) Only Annual Fee agreed through this bid document will be paid.
- (ii) Bills of fee may be raised monthly on pro-rata basis by the Internal Auditor subject to adjustments on submission and acceptance of the audit reports and taxes will be deducted as per prevailing rules and laws. Any dues from the Internal Auditor towards the Nathdwara Temple Board may be adjusted in the monthly fee. While submitting the bill, the Internal Auditor shall indicate the GST number of the Nathdwara Temple Board on the bill and show the GST amount separately.
- (iii) Sub-letting of assigned work shall not be permitted.
- (iv) The Internal Auditor, 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. The Internal Auditor may change the personnel if required, with the consent of NTB.
- (v) The Nodal Person so appointed by the Internal Auditor along with the backup support staff will be required to attend this office daily excluding holidays declared by NTB. Office hours will be 10.00AM to 5.00PM. In case, the Internal Auditor or his staff does not attend this office or the assigned work without permission from the Chief Executive Officer, NTB at its discretion may take actions according to the terms and conditions of this bid document.
- (vi) The Internal Auditor shall attend the meetings, visit site, and accomplish the work as and when required by the Procuring Entity.
- (vii) In case work is done in Nathdwara, no Travelling Allowance shall be re-imbursed to the Internal Auditor. In case, the Internal Auditor is directed to attend the work at Offices/Bhandars outside Nathdwara, it will be re-imbursed Travelling Allowance as per the provision in the draft Agreement.

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(viii) The Internal Auditor shall perform the services and carry out obligation with due diligence, in accordance with generally accepted professional practices and shall observe sound management practices. The Internal Auditor 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.

(ix) In case audit report or any other report/task is not completed within the stipulated time, compensation for delay @ Rs. 1000/- per day of delay period may be levied from the Internal Auditor which can be maximum upto Rs. 30000/- for a particular report/task and NTB, at its discretion may also get the work completed from any other agency at the risk and cost of the Internal Auditor.

(x) In case of unauthorized absence, non-performance of work or sub-standard services and non-compliance with the terms and conditions of this bid document by the Internal Auditor, the Nathdwara Temple Board, besides levying compensation for delay, may also levy a penalty on the Internal Auditor upto 10% of the work order amount agreed through this bid document. Besides, actions like completing the work on the risk and cost of the Internal Auditor, forfeiture of performance security, termination of the contract and debarment of the Internal Auditor may also be taken by the Procuring Entity as per RTPP Act/ Rules and other relevant rules.

(xi) The Internal Auditor will be engaged initially for a period of two years. On satisfactory services by the firm and requirement of the NTB, the contract period may be extended by NTB 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.

(xii) The Internal Auditor or any personnel engaged by him shall not involve in any activity which have interests conflicting with the work.

(xiii) The personnel hired by the Internal Auditor for this work shall, for all purposes and intents shall be employees of the Internal Auditor and no employer-employee relationship between the personnel so engaged by the Internal Auditor and the procuring entity shall accrue or arise. The Internal Auditor 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.

(xiv) In case the Procuring Entity directs the Internal Auditor to remove any personnel from this work, the Internal Auditor shall remove the personnel immediately without any reservation and appoint an appropriate substitute for this project.

(xv) The Internal Auditor shall bear the entire cost of arrangement of all personnel, equipments and computers and the incidentals required for completion of the work

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assigned through this bid. No cost on account of these shall be reimbursed or adjusted by the Procuring Entity.

(xvi) The Internal Auditor 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.

(xvii) The Internal Auditor 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 Internal Auditor in due observance and performance of the provisions of any law which may be related to the purpose of performing the scope of work.. The Internal Auditor 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.

(xviii) On termination of the procurement contract, the Internal Auditor shall handover all the relevant information, credentials and record to NTB or any official/firm authorized by NTB both in soft copy and hard copy. On termination of the procurement contract or at any time during the procumbent contract if Procuring Entity decides to engage another Internal Auditor or otherwise directs so, the Internal Auditor shall issue NOC to the new Internal Auditor.

(xix) In case of any dispute, the jurisdiction shall be Nathdwara in Rajsamand district.

7. BID DOCUMENT FEE, RISL PROCESSING CHARGES AND BID SECURITY

(i) Every bidder shall submit Bid Document Fee of Rs. 500/- + GST @ 18%, total Rs. 590/- (Rupees Five Hundred Ninety only) payable by Demand Draft or cash in favour of the Nathdwara Temple Board payable at Nathdwara. The Bid Document Fee is NON-REFUNDABLE.

(ii) Every bidder shall submit RISL Processing Charges of 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.

(iii) Every bidder shall submit Bid Security of Rs. 26400/- (Rupees Twenty Six Thousand Four Hundred Only) in the form of Demand Draft/Banker's Cheque in the name the Nathdwara Temple Board, payable at Nathdwara.

(iv) Scanned copies of the proof of payment of Bid Document Fee, RISL Processing Charges and the Bid Security shall be uploaded online through <https://eproc.rajasthan.gov.in> and the physical copies will be submitted to the Chief Executive Officer, Nathdwara Temple Board, Nathdwara in a sealed envelope within the stipulated time.

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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	<p>1. The Bidder should be a Proprietorship firm duly registered under appropriate law in India. OR</p> <p>2. A partnership firm registered under Indian partnership Act. 1932 OR</p> <p>3. A firm registered under the L.L.P Act 2008</p> <p>Note: Joint Ventures are not allowed to participate in this bid process.</p>	<p>1. Copy of Valid Registration Certificate</p> <p>2. Copy of valid registration certificate with partnership deed</p> <p>3. Copy of Valid Registration Certificate</p>
2.	Registration with ICAI	The bidder should be registered with ICAI on or before 01/04/2018.	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 31/03/2022.</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	Head office of the bidder should be located in the State of Rajasthan.	Address proof of Head Office in registration certificate.

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7.	Code of Integrity and No Conflict of Interest	The Bidder shall comply with the Code of Integrity and No Conflict of Interest. Note: The firms which are at present providing services of Chartered Accountant or Statutory Auditors in the Nathdwara Temple Board are not eligible for this bid. A bidder having any interest direct or through a common partner in the firms engaged as Chartered Accountant or Statutory Auditors in the Nathdwara Temple Board is not eligible for this bid.	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.	Experience: 1 point for each of the completed financial year as on 01/04/2023 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.	5 Points	10 Points
2.	Turnover: 10 Points for first Rs. 10 Lakh Turnover in the financial year 2021-22 and thereafter 1 point for each of Five Lakh rupees turnover in the financial year 2021-22, maximum 20 points. A fraction of amount less than Five Lakh will not be counted. The Turnover certificate should be submitted. (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.)	10 Points	20 Points

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3.	<p>Clientele: 2 Point for each work order of Rs. 1 Lakh or above issued since 01/04/2017 for audit 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. • Internal Audit for Charitable and religious organization, • Legal and statutory 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. 		<p>20 points.</p> <p>Date and time of the presentation will be intimated in the due course.</p>
	Total	35	70

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.

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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. 600000 to Rs. 720000. 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.

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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 minimum 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:

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

(iv) In case two or more bidders attain equal total score, preference shall be given to the bidder having higher score in technical bid. In case two or more bidder attain equal total score and equal score in technical bid as well, preference will be given to the bidder having higher annual turnover in the Financial Year 2021-22.

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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 and compliance to the terms and conditions of this bid document.

(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. INTELLECTUAL PROPERTY RIGHTS

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 and on termination of the contract, shall also handover all such information to 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 appointment as Internal Auditor for the Nathdwara Temple Board for two years.

Reference: Notice Inviting Bid No.....

Sir,

I/We..... hereby submit the Technical Bid for appointment as Internal Auditor for 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)

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8. GST Registration No.
(Attach self-attested copy)

9. Financial Net Worth as on 31.03.2022 (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.	2019-20		
2.	2020-21		
3.	2021-22		

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 of Clientele for working out Technical Score as per the clause 8.2 (3: Clientele) of the Bid Document:

Sr. No.	Name of client organization	Work Order no. & date	Amount of work order or payment made for the work (In Rupees)	Reference Page No. in Technical Bid
1.				
2.				
3.				
4.				
5.				

(Please add rows as per your requirement and submit copy of the work orders)

15. Proof of Payment of Bid Document Fee: _____

16. Proof of Payment of Bid Security: _____

17. Proof of Payment of RISL Processing Charges: _____

(Note: Scanned copies of the proof of payment of Bid Document Fee, RISL Processing Charges and the Bid Security shall be uploaded online through

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<https://eproc.rajasthan.gov.in> and the physical copies will be submitted to the Chief Executive Officer, Nathdwara Temple Board, Nathdwara in a sealed envelope within the stipulated date and time.)

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:

MR

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

Know all persons by these presents, We.....[name of the 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 appointment as Internal Auditor 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]

mr

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 or 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 that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- c) not indulge in any collusion, Bid rigging or anti-competitive 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 previous transgressions with any Entity in India or any other country during the last three years or any debarment by any other procuring entity.

Conflict of Interest:

The Bidder participating in a bidding process must not have a Conflict of Interest. A Conflict of interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties or responsibilities, contractual obligations, or compliance with applicable laws and regulations.

- (i) **A Bidder may be considered to be in Conflict of Interest with one or more parties in a bidding process if, including but not limited:**
 - 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 consultant in the preparation of the design or technical specifications of the Goods, Works or Services that are the subject of the Bid; or
 - g. Bidder or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity as engineer-in-charge/consultant for the contract.

Signature of Bidder

MV

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(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;
6. I/we possess the requisite qualifications to act as Internal Auditor as per the Companies Act, 2013 and the Chartered Accountant Act, 1949.

Date:

Signature of bidder

Place:

Name:

Designation:

Address :



PROCUREMENT AGREEMENT

THIS AGREEMENT is made on this day, 2023 at Nathdwara District Rajsamand between (the First Party) through its authorised representative on one part

AND

The Nathdwara Temple Board, Nathdwara, a Statutory Board constituted under the provisions of the Nathdwara Temple Act 1959 (Act No. 13 of 1959) (hereinafter called the Temple Board or the Second Party) through its Chief Executive Officer, for the time being of the other part.

Whereas the First Party has been engaged as Internal Auditor to the Second Party on contract basis from at annual fee of Rs..... (Rupees) plus GST as applicable.

And Whereas the Second Party has agreed to further hire services of the First Party for internal audit 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 to 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 Internal Auditor firm or the First Party has been engaged for period from to which on successful completion of the said period and at the discretion of the Nathdwara Temple Board, can be further extended for one year as per the provisions of the Bid document.

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 as described in the Bid Document and in this Agreement.

3. Scope of Work of Internal Auditor 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.

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5. Working Hours

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

6. Raising of Bills and Payment for Services Rendered

Bills of fee may be raised monthly on pro-rata basis by the Internal Auditor subject to adjustments on submission and acceptance of the audit reports and taxes will be deducted as per prevailing rules and laws. Any dues from the First Party towards the Second Party may be adjusted in the monthly fee by the Second Party. While submitting the bill, the Internal Auditor shall indicate the GST number of the Nathdwara Temple Board on the bill and show the GST amount separately.

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: No Travelling Allowance shall be paid or reimbursed to the First Party for performing work at Nathdwara. In case the First Party is directed by the Second Party to attend the work at offices/Bhandars outside Nathdwara, the First Party shall be eligible for travelling allowance. Mileage Allowance and Daily Allowance to the Head of the team of Internal Auditor 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 the First Party.

(d) All the terms and conditions of bid document, orders and addendums shall be 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 wilful absence from duty for a period of 7 days would entitle the Second Party to terminate contract without any notice.

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11. Termination of Contract

The agreement/contract period shall stand terminated automatically on expiry of stipulated period if not extended prior to stipulate date. The 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 tender form and during the presentation is correct, true and complete. If it is found at any time that the information given when seeking selection 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 starts the work or terminate the Contract at any time after the First Party has taken up services with the Second Party without any notice or compensation.

14. Confidentiality

The First Party 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 handover all the information, credentials and records of the Second Party to the Second Party or any official/firm authorized by the Second Party both in soft copy and hard copy.

NATHDWARA

Dated:

For.....

**Signed by the Authorised Signatory
of the First Party**

Witness (1)

Signature

Name.....

Address

Witness (2)

Signature

Name:

Address:

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

Witness (1)

Signature

Name

Address.

Witness (2)

Signature.....

Name :

Address:

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