

**Rajasthan State Ganganagar Sugar Mills Limited**  
**Chak 23 F Kaminpura SRIGANGA NAGAR\_335027(RAJASTHAN)**

FAX NO. 01501-248016,

WEBSITE [www.rajexcise.gov.in/RSGSM/Website/RSGSM/tender.aspx](http://www.rajexcise.gov.in/RSGSM/Website/RSGSM/tender.aspx)

E mail ID rsgsmgnr@yahoo.co.in

## **Notice Inviting Bid**

**BID INVITED For Procurement of CA related work at Sugar Factory Chak 23F**  
**Kaminpura, Keshrisinghpur Sugar Factory Sriganganagar (Rajasthan)**

**(Year 2023-24)**

## **Two Part Bid (TECHNICAL BID)**

**NIB No.Purchase/01/2023-24/SF23FKaminpura/**

**Date.01.06.23**

**Download of Tender Form :** Upto one day before opening date of Bids up 6.00pm

**Last Date/ Time of submission of the Tender:** As mentioned in Notice inviting Bids

**Date and time of opening of the Tender:** As mentioned in Notice inviting Bids

**Price of Tender Documents : Rs. 200+ GST**



RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD.  
23 F Teh- Srikaranpur, Sri Ganganagar – 335027 (RAJ.)  
Ph. 01501-248015, 248064, Fax- 01501-248016

खुली निविदा क्र०/क्रय/01/23-24/23एफ, शुगर फैक्ट्री/

618

दिनांक:- 01.06.23

खुली निविदा आमंत्रण सूचना

1. वित्तीय वर्ष/पिराई सत्र 2023-24 में राजस्थान राज्य गंगानगर शुगर मिल्स लिमिटेड, 23 एफ शुगर मिल्स हेतु व्यक्ति/फर्म/कंपनी से निविदा आमंत्रित की जाती है।

कार्य/वस्तु क्रय	अनुमानित व्यय (रु. लाख में)	निविदा प्रपत्र शुल्क	निविदा प्रस्तुत करने की प्रक्रिया	बोली प्रतिभूति राशि	निविदा प्रस्तुत करने की अंतिम तिथि व समय	निविदा खोलने की तिथि एवं समय
C.A. related work	3.60	रु. 236 मात्र जीएसटी सहित	ऑफलाइन	7200	12.06.2023 को साय 05:00 बजे तक	13.06.2023 को 12:00 बजे
ऑफलाइन लेखाकन एवं अन्य लेखा संबंधित कार्य (ERP/Tallyपर)	2.50	रु. 236 मात्र जीएसटी सहित	ऑफलाइन	5000	12.06.2023 को साय 05:00 बजे तक	13.06.2023 को 12:00 बजे
Photostate work	3.60	रु. 236 मात्र जीएसटी सहित	ऑफलाइन	7200	12.06.2023 को साय 05:00 बजे तक	13.06.2023 को 12:00 बजे

2. राजस्थान राज्य गंगानगर शुगर मिल्स लिमिटेड में कार्यरत कार्मिक द्वारा निविदा में भाग लिया जाना पूर्णतः निश्चिद्ध है। संस्थान में वर्तमान में सेवारत कार्मिक के परिवार के सदस्यों द्वारा भी निविदा में भाग लियां जाना पूर्णतः प्रतिवंधित है। परिवार की श्रेणी में दादा, दादी, माता, पिता, भती, पुत्र, पुत्री (दल्तक पुत्र, पुत्री सहित), पुत्रवधु, पौत्र, पौत्री, बहन, भाई शामिल होंगे। यदि संस्थान में कार्यरत कार्मिक के किसी रिश्तेदार (उपरोक्तानुसार वर्णित परिवार के सदस्यों के अलावा) द्वारा निविदा में भाग लिया जाता है तो उसे लिखित में कार्मिक के साथ रिश्ते का घोषणा पत्र निविदा के साथ संलग्न करना होगा।

3. निविदा प्रपत्र वेबसाइट [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) पर देखा/डाउनलोड किया जा सकता है।

4. निर्धारित तिथि एवं समय के बाद कोई भी बिड स्वीकार नहीं की जावेगी।

5. निर्धारित तिथि एवं समय पर प्राप्त निविदाओं को कंपनी कार्यालय 23 एफ कमीनपुरा की उपापन समिति (क्रय समिति) द्वारा निविदादाताओं या उनके प्रतिनिधियों की उपस्थिति में खोला जावेगा।

6. तकनीकी निविदा के साथ माल एवं सेवा कर के संबंध में राज्य एवं क्रेन्च सरकार द्वारा जारी दिशा निर्देशों व नियमों के अन्तर्गत आवश्यक दरतावेज आदि की सत्यापित प्रतियां निविदादाता द्वारा निविदा प्रपत्र के साथ ऑफलाइन प्रस्तुत करनी होगी। इनके अभाव में निविदा को अस्वीकार कर दिया जावेगा।

7. संस्थान विक्रय प्रकरण में अधिकतम/क्रय प्रकरण में न्यूनतम दर को स्वीकार करने के लिये बाध्य नहीं होगी। साथ ही विना कारण वताये निविदा को निररत किया जा सकता।

8. कांयदारी, अनुबंध आदि के संबंध में अगर कोई भी विवाद होता है, तो संबंधित फर्म के द्वारा प्रभारी संचालक महोदय को एकल पंच नियुक्ति करने का अनुरोध किया जा सकता है। एकल पंच द्वारा लिया गया निर्णय दोनों पार्टियों को स्वीकार योग्य होगा, तथा एकल पंच पर किये गये समस्त व्यय दोनों पार्टियों द्वारा समान रूप से वहन किया जावेगा।

9. किसी भी विवाद की स्थिति में न्यायिक क्षेत्राधिकार श्रीकरणपुर रिक्षत न्यायालय होंगे।

20/06/2023  
उप-महाप्रबंधक  
राजस्थान स्टेट गंगानगर शुगर  
मिल्स लिमिटेड

## **INTRODUCTION**

The number of the Invitation to Bid is	<b>NIB No.Purchase/01/2023-24/SF23FKaminpura</b>
The Procuring Entity is	Rajasthan State Ganganagar Sugar Mills Ltd. Sri Sriganagar
The goods/ Services to be procured are	<b>CA Related work</b>
The price of the Bidding Document	Rs. 236/- by way of Cash /Demand Draft/Banker's cheque in the name of 'Rajasthan State Ganganagar sugar Mills Limited 'Payable at Sri Ganganagar
For <b>clarification purposes</b> only, the Procuring Entity's address is	General Manager Rajasthan State Ganganagar Sugar Mills Ltd., 23 F Kaminpura Sri Ganganagar 335001 (Rajasthan) 01501-248064, 248015 Email- rsgsmgnr@yahoo.co.in
The Pre-Bid conference	No
The language of the Bid is	English & Hindi
The bidder shall submit with its Bids	As mentioned at Bid Check list & terms & conditions of bid documents
The Bid validity period shall be	90 days from the dead line for submission of Bids
Bid Security (EMD)	
Bid Securing Declaration shall be required	From Department of the State Govt and undertaking Corps, autonomous bodies Registered societies, Cooperative Societies, which are owned or controlled or managed by the state govt. & govt. undertakings of the central govt.
Bid Security to be deposited	By Cash / Demand Draft/ Banker's Cheque in the name of 'Rajasthan State Ganganagar sugar Mills Limited' payable at Sri Ganganagar & should be deposited with RSGSM Ltd, Sriganagar upto 05.00 pm by dated 12.06.23 or can be placed in the envelope of technical Bid.
Authorization	Power of Attorney/ Board Resolution Letter of Authorization written on the Letter Head by the Bidder
Downloading of Bids	Up to 05 PM of 12.06.23 from Rajasthan Govt. portal sppp.rajasthan.gov.in & RSGSM website <b><u>www.rajexcise.gov.in/RSGSM/Website/RSGSM/tender.aspx</u></b>
Submission of Bids	Up to 05.00 pm by 12.06.23
Opening of Bids	On 13.06.23 noon 12.00 pm at Rajasthan State Ganganagar Sugar Mills Ltd, 23 F Kaminpura
<i>Order Can be divided among more than one Bidders</i>	Yes, at the discretion of RSGSM Ltd.
<i>The period within which the contract agreement is to be executed and performanceSecurity is to be submitted is</i>	<i>10 days from the date of issue of work order</i>
<i>The Designation and Address of</i>	<i>The General Manager</i>

<i>First Appellate Authority</i>	<i>Rajasthan State Ganganagar Sugar Mills Ltd, 4<sup>th</sup> Floor, Nehru Sahkar Bhawan, Jaipur</i>
<i>The Designation and Address of Second Appellate Authority</i>	<i>Financial Advisor Rajasthan State Ganganagar Sugar Mills Ltd, 4<sup>th</sup> Floor, Nehru Sahkar Bhawan, Jaipur</i>

I/ We..... (*Name of the person*) in the capacity of (*Designation*) as bidder have read the introduction, NIB and all the conditions of Bid annexed hereto carefully and agree to abide by all the conditions and have signed and serially numbered all the pages in token of acceptance thereof, details of the bidding firm/company are as

below : Name of Firm/Company : \_\_\_\_\_  
 Office Address (with pin code) : \_\_\_\_\_  
 Factory Address (with pin code) : \_\_\_\_\_

**Telephone Nos. :** \_\_\_\_\_

Office : \_\_\_\_\_

Residence : \_\_\_\_\_

Factory : \_\_\_\_\_

Fax (with STD code) : \_\_\_\_\_

E- mail ID : \_\_\_\_\_

Mobile : \_\_\_\_\_

**Statutory Details**

Income Tax PAN No. : \_\_\_\_\_

GST Registration No. : \_\_\_\_\_

Bid Security DD/BC No. & Amount : \_\_\_\_\_

Signature

Name of Signatory (IN BLOCK LETTERS)

\_\_\_\_\_  
Designation

Date : \_\_\_\_\_

Place : \_\_\_\_\_

(Attach sheets where-ever necessary and strike out whichever is not applicable)



**RAJASTHAN STATE GANGANAGAR SUGAR MILLS LTD.**  
**23 F Teh- Srikaranpur, Sri Ganganagar – 335027 (RAJ.)**  
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खुली निविदा क्र/क्रय/01/23-24/23एफ, शुगर फैक्ट्री/

618

दिनांक:- 01.06.23

खुली निविदा आमंत्रण सूचना

1.. वित्तीय वर्ष/पिराई सत्र 2023-24 में राजस्थान राज्य गंगानगर शुगर मिल्स लिमिटेड, 23 एफ शुगर मिल्स हेतु व्यवित/फर्म/कंपनी से निविदा आमंत्रित की जाती है।

कार्य/वस्तु क्रय	अनुमानित व्यय (रु. लाख में)	निविदा प्रपत्र शुल्क	निविदा प्रस्तुत करने की प्रक्रिया	बोली प्रतिशूलि राशि	निविदा प्रस्तुत करने की अंतिम तिथि व समय	निविदा खोलने की तिथि एवं समय
C.A. related work	3.60	रु. 236 मात्र जीएसटी सहित	ऑफलाइन	7200	12.06.2023 को सायं 05:00 बजे तक	13.06.2023 को 12:00 बजे
ऑनलाइन लेखाकन एवं अन्य लेखा संबंधित कार्य (ERP/Tallyपर)	2.50	रु. 236 मात्र जीएसटी सहित	ऑफलाइन	5000	12.06.2023 को सायं 05:00 बजे तक	13.06.2023 को 12:00 बजे
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2. राजस्थान राज्य गंगानगर शुगर मिल्स लिमिटेड में कार्यरत कार्मिक द्वारा निविदा में भाग लिया जाना पूर्णतः निषिद्ध है। संस्थान में वर्तमान में सेवारत कार्मिक के परिवार के सदस्यों द्वारा भी निविदा में भाग लियां जाना पूर्णतः प्रतिवधित है। परिवार की श्रेणी में दादा, दादी, माता, पिता, पत्नी, पुत्र, पुत्री (दत्तक पुत्र, पुत्री सहित), पुत्रवधु, पौत्र, पौत्री, बहन, भाई शामिल होंगे। यदि संस्थान में कार्यरत कार्मिक के किसी रिस्टेदार (उपरोक्तानुसार वर्णित परिवार के सदस्यों के अलावा) द्वारा निविदा में भाग लिया जाता है तो उसे लिखित में कार्मिक के साथ रिस्टे का घोषणा पत्र निविदा के साथ संलग्न करना होगा।

3. निविदां प्रपत्र वेबसाइट [www.sppp.raj.nic.in](http://www.sppp.raj.nic.in) पर देखा/डाउनलोड किया जा सकता है।

4. निर्धारित तिथि एवं समय के बाद कोई भी विड स्टीकार नहीं की जावेगी।

5. निर्धारित तिथि एवं समय पर प्राप्त निविदाओं को कंपनी कार्यालय 23 एफ कमीनपुरा की उपापन समिति (क्य समिति) द्वारा निविदादाताओं या उनके प्रतिनिधियों की उपस्थिति में खोला जावेगा।

6. तकनीकी निविदा के साथ माल एवं सेवा कर के संबंध में राज्य एवं क्रेन्ट सरकार द्वारा जारी दिशा निर्देशों व नियमों के अन्तर्गत आवश्यक दरतावेज आदि की सत्यापित प्रतियां निविदादाता द्वारा निविदा प्रपत्र के साथ ऑनलाइन प्रस्तुत करनी होगी। इनके अभाव में निविदा को अस्वीकार कर दिया जावेगा।

7. संस्थान विक्रय प्रकरण में अधिकतम/क्रय प्रकरण में न्यूनतम दर को स्वीकार करने के लिये बाध्य नहीं होगी। साथ ही बिना कारण बताये निविदा को निरस्त किया जा सकता।

8. कार्यादेश, अनुबंध आदि के संबंध में अगर कोई भी विवाद होता है, तो संबंधित फर्म के द्वारा प्रभारी संचालक महोदय को एकल पंच नियुक्त करने का अनुरोध किया जा सकता है। एकल पंच द्वारा लिया गया निर्णय दोनों पार्टीयों को स्वीकार योग्य होगा, तथा एकल पंच पर किये गये समस्त व्यय दोनों पार्टीयों द्वारा समान रूप से बहन किया जावेगा।

9. किसी भी विवाद की स्थिति में न्यायिक क्षेत्राधिकार श्रीकरणपुर रिक्षत न्यायालय होंगे।

*20/06/23*  
 उप-महाप्रबंधक  
 राजस्थान स्टेट गंगानगर शुगर  
 मिल्स लिमिटेड

## Rajasthan Stage Ganganagar Sugar Mills Limited

23 F Kaminpura Sri Ganganagar-335001 (Rajasthan)

Tel. No. : 01501-248064, 248015 Fax : 01501-248016 Email ID : rsgsmsgnr@yahoo.co.in

**Important Instruction :-** The Law relating to procurement " The Rajasthan Transparency in Public procurement Act, 2012" [hereinafter called the Act] and the "Rajasthan Public Procurement Rules, 2013" [hereinafter called. the Rules ]have come into force which are available on the website of State Public Procurement Poratal <http://sppp.rajasthan.gov.in>. Therefore, the Bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the Bidding process. If there is any discrepancy between the provision of the Act and the Rules and this Bidding Document, the provisions of the Act and the Rules shall prevail.

### Work Scope:-

**01- इनकम टैक्स टीडीएस रिटर्न/जीएसटी टीडीएस रिटर्न एवं फार्म 16 और 16ए का डाटा तैयार करवाने बाबत।**

S.NO	Name of work	Description
1.	24Q Return	4 Quarter
2.	26Q Return	4 Quarter
3.	27EQ Return	4 Quarter
4.	TDS On GST Return	12 Month
5.	TDS on GST Certificate	20 Certificate
6.	TCS Certificate	400 Certificate
7.	Form 16 Certificate for sugar factory employee	120 Certificate
8.	TDS Certificate for contractor	120 Certificate
9.	Data preparation work for TDS to be deducted from salary to staff	For F.Y. 2022-23
10.	Revise of any of above return	5 Return
11.	Balance Sheet Preparation for F.Y 2022-23	For F.Y. 2022-23
12.	Fuel Procurements Statements Verified by C.A	12 Month

## 2. जी.एस.टी. की मासिक रिटर्नों से संबंधित कार्य

1. जी.एस.टी. से सम्बंधित जारी किये गये नोटिफिकेशन एवं जी.एस.टी. की दरों की जानकारी उपलब्ध करवाना।
2. जी.एस.टी. अधिनियम में समय-समय पर होने वाले परिवर्तनों की जानकारी तथा कार्यकलापों पर होने वाले प्रभावों को स्पष्ट कर उपलब्ध कराना एवं कार्यान्वित कराना।
3. जी.एस.टी. के संबंध में विभिन्न प्रकरणों में चाही गई जानकारी/राय लिखित में उपलब्ध कराना।
4. जीएसटी मासिक विवरणी के संबंध में जानकारी / राय प्रदान करना तथा विवरणियां ई-फाइलिंग के माध्यम से फाइल कराना।

## 3. जीएसटी की वार्षिक रिटर्न से संबंधित कार्य

1. GSTR-9 (Annual Return) Files on GST Portal.
2. GSTR-9C (GST Audit) files on GST Portal,
3. Details of Inward and Outward Supplies.
4. Reconciliation of Input availed with GSTR-2A
5. Details of RCM
6. Details of Exempted and Non GST Supplies.
7. Invoice of Capital Expenditure. (If any)
8. E-way bill generated during the Period.

## 4. उपरोक्त के अलावा अन्य काई कार्य सी.ए.सम्बन्धित आवश्यकता होगी तो करना होगा।

7. The tender must be submitted in two sealed Envelopes one containing the Technical Bid and another containing Financial Bid. The Technical bid along with the EMD & all other documents should be kept in the Envelope of technical bid and the financial rates only should be quoted in the Financial bid. Both sealed envelopes must be submitted simultaneously and must reach office of RSGSM Ltd, Sri Ganganagar by prescribed date & time
8. The Financial bid of tenderers who qualifies in the technical bid evaluation would only be opened later on the date to be intimated by RSGSM.
9. Tenderer should enclose certified copies of all the required document as per Checklist & Terms and conditions enclosed with Tender form.
10. **Dividing quantities among more than one bidder at the time of award.**- As a general rule all the work of the subject matter of procurement shall be given to the bidder, whose bid is accepted. However, when it is considered that the work is very large & beyond the capacity of successful bidder it may be divided in more than one bidder in a fair transparent manner at the discretion of the company.
11. As per instructions of circular No. 3/2013 Dated 04-02-2013 finance (G&T)Department, Govt. of Rajasthan Annexure enclosed. Please read carefully and comply :-

**Annexure A :** Compliance with the Code of Integrity and No. Conflict of Interest

**Annexure B :** Declaration by Bidders regarding Qualifications

**Annexure C :** Grievance Redressal during Procurement Process

**Annexure D :** Additional Conditions of Contract

12. Income tax and other taxes shall be deducted at source from the bills of successful tenderer as applicable and no reimbursement of the same shall be made by RSGSM Ltd.,
13. No counter condition shall be accepted.
14. In case of any deviation in special terms and conditions from general terms & conditions, then the special terms and conditions shall prevail upon.

**Signature and seal of Tenderer**

# Rajasthan State Ganganagar Sugar Mills Limited

## GENERAL TERMS & CONDITIONS OF TENDER AND CONTRACT

सामान्य शर्तें:-

- प्रत्येक निविदादाता का अपने टेंडर के साथ निर्धारित धरोहर राशि नकद अथवा राज. स्टेट गंगानगर शुगर मिल्स लि. के पक्ष में देय ड्राफट/बैकर्स चैक द्वारा जो श्रीगंगानगर पर देय हो जमा करानी होगी अन्यथा निविदा मान्य नहीं होगी। सफलनिविदादाता को कुल मूल्य की 5 प्रतिशत के बराबर प्रतिभूति राशि आदेष जारी होने के 3 दिन में जमा करानी होगी जिसे अनुबंध के सफलतापूर्वक निष्पादन के बाद बिना ब्याज निविदादाताओं की जमा धरोहर राशि आदेष जारी होने के बाद लौटाया जा सकेगा।
- निविदाये दो लिफाफा पद्धति के अनुसार देनी होगी। उक्त दोनों टैक्नीकल व वितीय विड के अलग-अलग सील बन्द किए लिफाफे निर्धारित दिनांक को 12.00 बजे तक महाप्रबन्धक राजस्थान स्टेट गंगानगर स्टेट गंगानगर शुगर मिल्स लि. के कार्यालय में पहुंच जाने चाहिए। पहले टैक्नीकल विड के लिफाफे खोले जाएंगे तथा केवल टैक्नीकल विड में पात्र पाये गये निविदादाता के ही वितीय विड के लिफाफे खोले जावेंगे।
- निविदादाता निर्धारित प्रपत्र प्रस्तुत करनी होगी। निविदा सूचना प्रपत्र निर्धारित शुल्क जमा कराकर कार्यालय से प्राप्त किये जा सकता है।
- सभी केन्द्रीय/राजकीय नियमों की पालना करनी होगी। निविदा सूचना में अंकित सभी शर्तों की पालना करनी होगी। नियमानुसार अनुबंध निर्धारित राशि के स्टाम्प पर करना होगा।
- सफल निविदादाता द्वारा कार्य पर रखे गये सभी श्रमिकों का विवरण मिल के सुरक्षा गेट पर प्रतिदिन इन्द्राज कराना आवश्यक होगा एवं प्रतिदिन उपरिथित दर्ज करानी होगी।
- निविदादाता की कोई काउंटर शर्त मान्य नहीं होगी।
- नियमानुसार भविष्य निधि शाखा में वांछित रिटर्न भरकर देनी होगी एवं कार्य पर रखे गये श्रमिकों को नियुक्ति तिथि से भविष्य निधि का लाभ देना होगा।
- नियमानुसार कार्य पूर्ण करने के पश्चात् श्रमिकों का सवेतन अवकाश फार्म न० में भरकर समय पालन शाखा में देना होगा।
- नियमानुसार लागू कर जैसे आयकर एवं सर्विस टैक्स की कटौती सफलनिविदादाता के बिलों से की जावेगी।
- ठेकेदार द्वारा कार्य पर रखने वाले श्रमिकों के लिये पर्याप्त राशि का दुर्घटना बीमा कराना होगा जिससे कोई दुर्घटना होने पर श्रमिकों को देय क्षतिपूर्ति राशि आदि का भुगतान बीमा कम्पनी से कराया जा सके। यदि बीमा कम्पनी देय राशि का पूरा भुगतान नहीं करती है। तो शेष राशि का भुगतान का दायित्व सफल निविदादाता का होगा। बीमा पॉलिसी की मूल प्रति कार्य प्रारम्भ करने से पूर्व फैक्ट्री में जमा करानी होगी।
- यदि सफल निविदादाता के श्रमिकों/कर्मचारियों की वजह से कम्पनी की कोई हानि होगी है, तो उस हानि की वसूली सफल निविदादाता से की जावेगी।
- दो प्रतियां में सत्यापित बिल प्रस्तुत करने पर भुगतान किया जावेगा।
- कार्य नहीं करने पर ठेकेदार की रिस्क एंड कोस्ट पर कार्य अन्य माध्यम से करवाया जाकर अधिक व्यय की वसूली ठेकेदार की इस अनुबन्ध व अन्य अनुबन्धों द्वारा जमा राशियों से की जा सकेगी। शेष अधिक राशि की वसूली विधिक रूप से की जावेगी। ठेका अवधि के दौरान कभी भी अनुबंध को निरस्त करने का अधिकार महाप्रबन्धक राजस्थान स्टेट गंगानगर शुगर मिलो लिंग, श्रीगंगानगर के पास सुरक्षित होगा।
- अनुबन्ध की शर्तों का उल्लंघन करने या कार्य संतोषजनक नहीं करने की स्थिति में इस अनुबन्ध के अन्तर्गत जमा धरोहर राशि/प्रतिभूति राशि आंशिक अथवा पूर्ण जब्त की जा सकेगी।
- सफल निविदादाता द्वारा काम पर लगाये गये श्रमिकों/कर्मचारियों का भुगतान कम्पनी के अधिकृत प्रतिनिधि के सामने करना होगा उसके बाद सफल निविदादाता को बिल का भुगतान किया जावेगा।
- सफलनिविदादाता कोई बाल श्रमिक नहीं लगायेगा।
- सफल निविदादाता को अपने अधीनस्थ श्रमिकों का फार्म नं.2 भरकर निधि शाखा में देना होगा।
- किसी भी निविदा को बिना कारण के स्वकार/अस्वीकार करने का अधिकार महाप्रबन्धक के पास सुरक्षित रहेगा।
- ठेका कार्य शर्तों के अनुरूप सही ढंग से नहीं करने पर अनुबन्ध अवधि के दौरान भी कभी भी अनुबंध को निरस्त करने का

अधिकार महाप्रबंधक के पास सुरक्षित रहेगा।

20. यदि सफल निविदादाता को कोई श्रमिक कार्य सही ढंग से नहीं करता है व कार्य में व्यवधान उत्पन्न करता है तो उसे हटाना होगा।
21. किसी भी अपराधिक मामले में लिप्त या नशा किये हुये व्यक्ति को कार्य पर नहीं लगाया जावें।
22. निविदा प्रपत्र में पैन नम्बर लिखना आवश्यक होगा।
23. यदि सफल निविदादाता द्वारा आदेशित/आवश्यकतानुसार मात्रा में कार्य नहीं किया जाता है तो ऐसी स्थिति में कम्पनी निविदादाता की रिस्क एवं कॉस्ट पर शेष कार्य करवाने के लिए स्वतंत्र होगी और इस कारण से अधिक व्यय हुई राशि अथवा स्वीकृत दर की डेढ़ गुणी दर से नहीं किये गये कार्य की कीमत में से जो अधिक हो उसकी वसूली निविदादाता से की जावेगी।
24. किसी भी विवाद की दशा में महाप्रबंधक द्वारा नामांकित व्यक्ति एक मात्र पंच होगा जिसका निर्णय दोनों पक्षों को मान्य होगा।
25. कार्मिकों की सूची उपलब्ध कराने होंगे बार-बार कार्मिक नहीं बदले जायेंगे।
26. न्यायिक क्षेत्राधिकार श्रीगंगानगर होगा।

### **The firm should fulfil the following requirement.**

- 01- The firm should have minimum 2 FCA Partners.
- 02- The firm should have at least 10 years of standing experience.
- 03- The Firm should have work experience of Govt. Department/ Govt Autonomous Bodies/ Govt Unit.
- 04- The firm must have work experience of any sugar Industry.
- 05- The firm should have its HO in Rajasthan.
- 06- The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.

निविदाता के हस्ताक्षर

## **TECHNICAL BID CHECK LIST**

**(Information to be provided along with the Tender Documents & requisite EMD (Bid security)  
without Bid security the Tender shall not be considered for Financial Bid)**

<b>1.</b>	<b>Name of the Tenderer</b>	
<b>2.</b>	Capacity in which tenderer submitted tender (a) If individual or proprietor firm, complete address Proof to attach (b) If partnership firm, partnership deed to be enclosed (c) If company memorandum of Article and Association to be enclosed	
<b>3.</b>	Income Tax Permanent Account No. (Enclose copy of PAN Card.)	
<b>4.</b>	Bid Security (EMD) (Mention Details of cash Receipt/ Banker cheque/ DD No.)	
<b>5.</b>	GST registration number ( Enclose copy of Certificate.)	
<b>6.</b>	Similar work done in the past (Enclose photocopy of Orders)	
<b>7</b>	The firm should have minimum 2 FCA Partners	
<b>8</b>	The firm should have at least 10 years of standing experience.	
<b>9</b>	The Firm should have work experience of Govt. Department/ Govt Autonomous Bodies/ Govt Unit.	
<b>10</b>	The firm should have its HO in Rajasthan.	
<b>11</b>	The firm must have work experience of any sugar Industry.	
<b>12</b>	The firm must not have been debarred from ICAI or RBI or any other statutory autonomous body for any misconduct.	

**Signature of the Tenderer**

## **Annexure A : Compliance with the Code of Integrity and No Conflict of Interest**

Any person participating in a procurement 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 process or to otherwise influence the procurement 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 behavior to impair the transparency, fairness and progress of the procurement process;
- (d) not misuse any information shared between the procuring Entity and the Bidders with an intent to gain unfair advantage in the procurement process;
- (e) not indulge in any coercion including impairing or harming or threatening to do the same, directly or indirectly, to any party or to its property to influence the procurement process;
- (f) not obstruct any investigation or audit of a procurement 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 to:
  - a. have controlling partners/ shareholders in common; or
  - b. receive or have received any direct or indirect subsidy from any of them; or
  - 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 a Bidder, in more than one Bid; or
  - f. the Bidder or any of its affiliates participated as a 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.

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## **Annexure B : 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 Document;
3. I/we are not 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 proceedings 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 statements or misrepresentations as to my/our qualifications to enter into a procurement contract within a period of three years 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:

Signature of bidder

Place:

Name :

Designation:

Address:

## **Annexure C : Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is \_\_\_\_\_

The designation and address of the Second Appellate Authority is \_\_\_\_\_

### **(1) Filing an appeal**

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued thereunder, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

- (2) The officer to whom an appeal is filed under para (1) shall deal with the appeal as expeditiously as possible and shall endeavour to dispose it of within thirty days from the date of the appeal.
- (3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

### **(4) Appeal not to lie in certain cases**

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) applicability of the provisions of confidentiality.

### **(5) Form of Appeal**

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.

Doc1

(c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorised representative.

**(6) Fee for filing appeal**

(a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.

(b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

**(7) Procedure for disposal of appeal**

(a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.

(b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-

(i) hear all the parties to appeal present before him; and

(ii) peruse or inspect documents, relevant records or copies thereof relating to the matter.

(c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.

(d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

**FORM No. 1**  
[See rule 83]

**Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012**

Appeal No. .... of .....

Before the ..... (First / Second Appellate Authority)

**1. Particulars of appellant:**

(i) Name of the appellant:  
 (ii) Official address, if any

### 2. Name and address of the author (162)

2. Na

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

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

5. Number of affidavits and documents enclosed with the appeal:

6. Number of affidavits and documents enclosed with the appeal.

..... (Supported by an  
-SC 4- 14)

affidavit) 5

7. Prayer:

.....

.....

**Place**

Place .....  
Date

## **Annexure D : Additional Conditions of Contract**

### **1. Correction of arithmetical errors**

Provided that a Financial Bid is substantially responsive, the Procuring Entity will correct arithmetical errors during evaluation of Financial Bids on the following basis:

- i. if there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected, unless in the opinion of the Procuring Entity there is an obvious misplacement of the decimal point in the unit price, in which case the total price as quoted shall govern and the unit price shall be corrected;
- ii. if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- iii. if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (i) and (ii) above.

If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

### **2. Procuring Entity's Right to Vary Quantities**

- (i) At the time of award of contract, the quantity of Goods, works or services originally specified in the Bidding Document may be increased or decreased by a specified percentage, but such increase or decrease shall not exceed twenty percent, of the quantity specified in the Bidding Document. It shall be without any change in the unit prices or other terms and conditions of the Bid and the conditions of contract.
- (ii) If the Procuring Entity does not procure any subject matter of procurement or procures less than the quantity specified in the Bidding Document due to change in circumstances, the Bidder shall not be entitled for any claim or compensation except otherwise provided in the Conditions of Contract.
- (iii) In case of procurement of Goods or services, additional quantity may be procured by placing a repeat order on the rates and conditions of the original order. However, the additional quantity shall not be more than 25% of the value of Goods of the original contract and shall be within one month from the date of expiry of last supply. If the Supplier fails to do so, the Procuring Entity shall be free to arrange for the balance supply by limited Bidding or otherwise and the extra cost incurred shall be recovered from the Supplier.

**Annexure 'E'**

(To be Produced with Technical Bid wherever required )

To whome it may concern

**Authorisation Certificate**

Cerified that -M/S-----

-----(Name of firm submitting tender)

are authorised Distributor/ Dealer to sale -----

----- (mention brand name of prodect)

Manufactured by us, in -----districts of ----- (Mantion name of state) in INDIA

This authorisation is valid upto -----

Singnature of

Dated-----

Manufacturer with  
complete Address

**Annexure 'F'****Technical Bid Submission Sheet****NIB No.Purchase/01/2023-24/SF23FKaminpura/****Date.01.06.23**

To,  
 The GM  
 RSGSM Ltd.  
 Sriganganagar

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Document. We offer to work in conformity with the Bidding Document and in accordance with the work schedule given from time to time for **C.A related Work**
- (b) Our Bid shall be valid for a period of 90 days from the date fixed for the bid submission deadline in accordance with the Bidding Document, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (c) Our firm, for any part of the Contract, have nationalities from the eligible countries
- (d) We are not participating, as Bidders, in more than one Bid in this bidding process, in the Bidding Document.
- (e) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers has not been debarred by the State Government or the Procuring Entity.
- (f) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed.
- (g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive;
  - (i) We agree to permit the Procuring Entity or its representative to inspect our accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by the Procuring Entity.
- (h) We declare that we have complied with and shall continue to comply with the provisions of the Code of Integrity for Bidders as specified in the Rajasthan Transparency in Public Procurement Act, 2012, the Rajasthan Transparency in Public Procurement Rules, 2013 and this Bidding Document in this procurement process and in execution of the Contract;

Name/ address: \_\_\_\_\_

In the capacity of : \_\_\_\_\_

Signed : \_\_\_\_\_

Duly authorised to sign the Bid for and on behalf of \_\_\_\_\_

Date \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

( Shall be submitted along with the Bid Security )

## RAJASTHAN STAT E GANGANAGAR SUGAR MILLS LTD.,

## 23-F kaminpura SriGanganagar

NIB No.Purchase/01/2023-24/SF23FKaminpura/

Date.01.06.23

Financial Bid for **CA related work** for the Year 2023-24

Scope of Work	Rate Offered ( Yearly)
Rates according to tender conditions	(In Figures) Rs.----- (In Words) Rupees -----

S.NO	Name of work	Description	Rate-
1.	<b>Income Tax</b>	<b>Rate offered work wise</b>	
A	<b>24Q Return</b>	<b>4 Quarter</b>	
B	<b>26Q Return</b>	<b>4 Quarter</b>	
C	<b>27EQ Return</b>	<b>4 Quarter</b>	
D	<b>TDS On GST Certificate</b>	<b>3 Month 9 Month</b>	
E	<b>TDS on GST Certificate</b>	<b>20 Certificate</b>	
F	<b>TCS Certificate</b>	<b>400 Certificate</b>	
G	<b>Form 16 Certificate for sugar factory employee</b>	<b>120 Certificate</b>	
H	<b>TDS Certificate for contractor</b>	<b>120 Certificate</b>	
I	<b>Data preparation work for TDS to be deducted from salary to staff</b>	<b>For F.Y. 2022-23</b>	
J	<b>Revise of any of above return</b>	<b>5 Return</b>	
K	<b>Balance Sheet Preparation for F.Y 2022-23</b>	<b>For F.Y. 2021-22</b>	
L	<b>Fuel Procurements Statements Verified by C.A</b>	<b>3 Month 9 Month</b>	
2.	<b>Work related GST monthly return</b>	<b>12 months</b>	
3.	<b>Work related GST yearly return</b>	<b>12 months</b>	
		<b>Total</b>	

02.

Dated:- Place:-

Signature -----

Name : -----

Designation -----

Seal: -----