

Uttarakhand State Rural Livelihood Mission (USRLM)

State Project Management Unit (SPMU)

Aajeevika Bhawan, Tapovan Road, Raipur, Dehradun

Letter No: /2018-19

Dated :

Expression of Interest (Eoi) through Outsourcing from CA Firm

for hiring of 15 Assistant Accountants

USRLM invites **Expression of Interest (Eoi)** through Outsource Agency for hiring of 15 Block-level Assistant Accountants to perform all Finance, Accounting & Auditing and other related functions as envisaged under DAY-NRLM for USRLM at the Block levels in 15 intensive blocks (Names are given in Annexure) of 11 districts for the period upto 28-02-2019. The applicant should possess the following qualifications :

(1) having good working experience (at least 10 years) of the firm, **(2)** having average at least Rs.10.00 Lakh as annual turnover with Rs.5.00 Lakh as Gross Total Income of the Income-Tax Return for last 3 years, **(3)** having previous experience in similar nature works, **(4)** having experience in similar Livelihood Projects, **(5)** having core staff (at least 10 staff) strength, **(6)** Local presence in Uttarakhand state. For details regarding requirements of the assignment, Terms of Reference (TOR), Technical and Financial Proposal format etc, please visit <http://www.usrlm.uk.gov.in>.

The bid documents may be downloaded from the USRLM website www.usrlm.uk.gov.in or may be obtained from the office of the Chief Executive Officer, Uttarakhand State Rural Livelihood Mission (USRLM), Aajeevika Bhawan, Tapovan Road, Raipur, Dehradun-248001. The application (Duly signed hard copies of Technical proposal and Financial proposal in separate sealed envelopes and put together in one envelope) may please be sent to reach USRLM Office on or before 12.07.2018 (till 4.00 pm) by hand/speed post/courier.

Sd/-

Chief Executive Officer, USRLM

Expression of Interest

RFP No: _____

Selection of Services for:

Hiring of Assistant Accountant through Outsourcing CA Firm



उत्तराखण्ड शासन

**STATE PROJECT MANAGEMENT UNIT of RURAL DEVELOPMENT
(An agency of Govt. of Uttarakhand under Rural Development Department)**

**Uttarakhand State Rural Livelihood Mission (USRLM)
AAJEEVIKA BHAVAN, TAPOVAN ROAD, DEHRADUN**

Issued on: June, 2018

EXPRESSION OF INTEREST (EOI)

PART I – SELECTION PROCEDURES AND REQUIREMENTS

Section 1: Letter of Invitation (LOI)

This Section is a template of a letter from the Client addressed to CA Firm inviting it to submit a proposal for Assistant Accountant through outsourcing agency.

Section 2: Instructions to Bidders, Data Sheet, Summary & Personnel Evaluation Forms.

This Section consists of two parts: “Instructions to Bidders” and “Data Sheet”. “Instructions to Bidders” contains provisions that are to be used without modifications. “Data Sheet” contains information specific to each selection and corresponds to the clauses in “Instructions to Bidders” that call for selection-specific information to be added. This Section provides information to help shortlisted bidders prepare their proposals. Information is also provided on the submission, opening and evaluation of proposals, contract negotiation and award of contract. Information in the Data Sheet indicates that a Technical Proposal (TP) shall be used.

Summary and Personnel Evaluation Forms and Grounds for Disqualification of the Experts are attached as well

Section 3: Technical Proposal – Standard Forms

This Section includes the forms for TP that are to be completed by the shortlisted Bidders and submitted in accordance with the requirements.

Section 4: Financial Proposal – Standard Forms

This Section includes the financial forms that are to be completed by the shortlisted Bidders, which are to be submitted in accordance with the requirements.

Section 5: Terms of Reference (TORs)

This Section describes the scope of services, objectives, goals, specific tasks required to implement the assignment, and relevant background information; provides details on the required qualifications of human resources; and lists the expected deliverables.

PART II – CONDITIONS OF CONTRACT AND CONTRACT FORMS

Section 6: Standard Forms of Draft Agreement

This Section includes standard contract forms for assignments.

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- Section 2 – Instructions to Consultants and Data Sheet
- Section 3 – Technical Proposal – Standard Forms
- Section 4 – Financial Proposal – Standard Forms
- Section 5– Terms of Reference
- Section 6 – Draft agreement
- Annexure – List of 15 Blocks with district name

PART I**Section 1. Letter of Invitation**

Ref: EoI No.

Date –

Dear M/s. _____

1. USRLM has received financing toward the cost for hiring Assistant Accountant through outsourcing agency from CA Firm. Assistant Accountant at the ceiling of Rs.12,000/- per month (all the rates are inclusive of Service Charges and Taxes (GST as applicable i.e. presently @18%). USRLM, intends to apply the fund to eligible payments under the contract for which this Expression of Interest (EoI) is issued and will be subject, in all respects, to the terms and conditions of the agreement.
2. USRLM, now invites proposals for hiring Assistant Accountant through outsourcing agency: More details on the Services are provided in the Terms of Reference.
3. This Expression of Interest (EOI) is addressed as an open tender.
4. The duration of the engagement will be initially for the period upto 28-02-2019, which can be further extended as per direction of Government of Uttarakhand. The given total 15 numbers of Assistant Accountant can be increase/decrease as per the requirement of USRLM.
5. A CA Firm will be selected 02 bid system under through Least Cost Method (LCM) & Carried out in two stages; first the technical and then financial. The details is given later part of this RFP.
6. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 2 - Instructions to bidders, Data Sheet, Summary and Evaluation Forms,
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference (ToR)
 - Section 6 - Draft Agreement
 - Section 7 - List of 15 Blocks with district name
7. Details of the proposal's submission date, time and address, are provided in RFP documents.

Yours sincerely,

CEO, USRLM

Section 2. Instructions to Bidders and Data Sheet

A. General Provisions

1. Definitions

- a) “Affiliate(s)” means an individual or an entity that directly or indirectly controls, is controlled by, or is under common control with the bidder.
- b) “Applicable Guidelines” means the policies of the USRLM, Govt. of Uttarakhand governing the selection and Contract award process in this RFP.
- c) “Client” means the CEO USRLM, Rural Development Department, Govt. of Uttarakhand [implementing/ executing agency] that signs the Contract for the Services with the selected Bidder.
- d) “Bidder” means a legally-established professional CA Firm that may provide or provides the Services to the Client under the Contract.
- e) “Contract” means a legally binding written agreement signed between the Client and the Bidder.
- f) “Data Sheet” means an integral part of the Instructions to Consultants (ITC) Section 2 that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC.
“Day” means a calendar day.
- h) “Experts” means, collectively, Key Experts, Non-Key Experts, or any other personnel of the Bidder or consortium partner.
- i) “Government” means the government of Uttarakhand.
- j) “LOI” (this Section 1 of the RFP) means the Letter of Invitation.
- k) “Proposal” means the Technical Proposal and the Financial Proposal of the Bidder.
- (l) “RFP” means the Request For Proposal to be prepared by the Client for the selection of Bidder.
- (m) “Services” means the work to be performed by the Bidder pursuant to the Contract.
- (n) “TORs” means the Terms of Reference that explain the objectives, scope of work, activities, and tasks to be performed, respective responsibilities of the Client and the Bidder, and expected results and deliverables of the assignment.

2. Introduction The bidders are invited to submit a Technical Proposal and a Financial Proposal for services required for the assignment. The Proposal will be the basis for negotiating and ultimately signing the Contract with the selected bidder

3. Conflict of Interest

3.1 The Bidder is required to provide professional, objective, and impartial advice, at all times holding the Client's interests paramount, strictly avoiding conflicts with other assignments or its own corporate interests, and acting without any consideration for future work.

3.2 The Bidder has an obligation to disclose to the Client any situation of actual or potential conflict that impacts its capacity to serve the best interest of its Client. Failure to disclose such situations may lead to the disqualification of the Consultant or the termination of its Contract and/or sanctions by the Bank.

B. Preparation of Proposals

4. General Considerations In preparing the Proposal, the bidder is expected to examine the RFP in detail. Material deficiencies in providing the information requested in the RFP may result in rejection of the Proposal.

5. Cost of Preparation of Proposal The bidder shall bear all costs associated with the preparation and submission of its Proposal, and the Client shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the bidder.

6. Documents Comprising the Proposal The Proposal shall comprise the documents and forms listed in the **Data Sheet**.

7. Only One Proposal The Bidder shall submit only one Proposal, either in its own name or firm name.

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- 8. Proposal Validity**
- 8.1 The Bidders' Proposal must remain valid for 90 days after the Proposal submission deadline.
- 8.2 During this period, the Bidder shall maintain its original Proposal without any change, including the availability of human resources, the proposed rates and the total price.
- 8.3 CVs shall be submitted by successful bidder only after the bid is awarded. If it is established that any human resource nominated by the successful bidder was not available at the time of deployment, such bidder shall be disqualified.
- 9. Clarification and Amendment of RFP**
- At any time before the proposal submission deadline, the Client may amend the RFP by issuing an amendment in writing or by standard electronic means.
- 10. Technical Proposal Format and Content**
- 10.1 The Technical Proposal shall not include any financial information. A Technical Proposal containing material financial information shall be declared non-responsive.
- 10.2 The Bidder is required to submit a Technical Proposal (TP) and using the Standard Forms provided in the RFP.
- 11. Financial Proposal**
- 11.1 The Financial Proposal shall be prepared using the Standard Forms provided in the RFP. It shall list all costs associated with the assignment as indicated.
- b. Taxes**
- 11.2 The Bidder and human resources are responsible for meeting all tax liabilities arising out of the Contract unless stated otherwise.

C. Submission, Opening and Evaluation

- 12. Submission, Sealing, and Marking of Proposals**
- 12.1 The bidding under this contract is bid submission through by hand/speed post/courier. The RFP document can be downloaded from USRLM website. Any citizen or prospective bidder can login to this website and view the RFP document and can view the details of services for which bids are invited.

After getting the bid schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.

- 12.2 The completed bid comprising of documents indicated RFP document, should be sent to USRLM office address along with scanned copies of requisite certificates as are mentioned in different sections in the bidding document and scanned copy of bid security in case it is provided in the form of FDR

The bidder shall furnish information as described in the Form of Bid on commissions or gratuities, if any, paid or to be paid to agents relating to the Bid, and to contract execution if the bidder is awarded the contract.

12.3 Submission of Bids:

- 12.3.1** The bidder shall submit online two separate files. Part I, marked as Part I: Technical Qualification Part and Part II; marked as Part II: Financial Part

- 12.3.2 All the documents are required to be signed by the bidder.** After bid submission, the acknowledgement is time stamped. This shall be treated as acknowledgement of bid submission.

12.3.3. Deadline for Submission of Bids

Complete Bids in two parts as per above must be received by the CA firm not later than the date and time indicated in Data Sheet. In the event of the specified date for the submission of bids being declared a holiday, the Bids will be received up to the specified time on the next working day.

- 12.3.4.** Initial period of contract shall be for period upto **28-02-2019** which may be extended as per direction of Government of Uttarakhand.

- 12.3.5.** The bidder shall pay Bid Security (EMD) of **Rs.0.50 lakh** along with the Technical Bid by Bank FDR in favour of "CEO, USRLM, Dehradun" drawn on any Nationalized Bank / Scheduled Bank and payable at Dehradun. Bids received without Earnest Money Deposit (EMD) shall stand rejected and thus shall not be considered for evaluation etc. at any stage.

- 12.3.6.** The bid security (EMD) without interest shall be returned to the unsuccessful bidders after finalization of contract.

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- 12.3.7.** As a guarantee towards due performance and compliance of the contract work, the successful bidder (Agency) will deposit an amount equal to the **7.50%** of Total Contract value towards Security Deposit by way of Bank FDR in favour of “CEO, USRLM, Dehradun” drawn on any Nationalized Bank / Scheduled Bank and payable at Dehradun. Bank Guarantee Bond of a scheduled bank in the prescribed format is also acceptable in this regard.
- 12.3.8.** The EMD deposited by successful bidder/agency may be adjusted towards Security Deposit as demanded above. If the successful bidder fails to furnish the difference in amount between Security Deposit and EMD within 15 (fifteen) days after the issue of Letter of Award of Work, his bid security (EMD) shall be forfeited unless time extension has been granted by the CEO, USRLM, Dehradun.
- 12.3.9.** The EMD shall be forfeited if successful bidder fails to undertake the work or fails to comply with any of the terms & conditions of the contract.
- 12.3.10** The bid shall be valid and open for acceptance of the competent authority for a period of 90 days from the date of opening of the RFP and no request for any variation in quoted rates and / withdrawal of tender on any ground by successful bidder shall be entertained.

13. Opening of Technical Proposals

The Client’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Bidders’ authorized representatives who choose to attend. The opening date, time and the address are stated in the **Data Sheet**. The Financial Proposal shall remain closed.

14. Proposals Evaluation

- 14.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.
- 14.2 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, the Client will conduct the evaluation solely on the basis of the submitted Technical Proposals.

15. Evaluation of Technical Proposals

The Client’s evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Summary and Personnel

Evaluation Sheet attached to the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the **Data Sheet**.

16. Financial Proposals

If Financial Proposals were invited together with the Technical Proposals, only the Financial Proposals of the technically qualified Bidders are opened by the Client's evaluation committee.

17. Public Opening of Financial Proposals

17.1 After the technical evaluation is completed, the Client shall notify technical qualifying scores on the website.

17.2 The Financial Proposals shall be opened by the Client's evaluation committee in the presence of the representatives of those Bidders whose proposals have passed the minimum technical score.

17.3 The Bidder achieving the highest financial score (L1) will be invited for negotiations.

D. Negotiations and Award

18. Negotiations

18.1 The negotiations will be held at the date and address indicated in the **Data Sheet** with the bidder's, representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Bidder.

18.2 The Client shall prepare minutes of negotiations that are signed by the Client and the Bidder's authorized representative.

a. Availability of human resources

18.3 The invited Bidder shall confirm the availability of all human resources included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement. Failure to confirm the human resource's availability may result in the rejection of the Bidder's Proposal and the Client proceeding to negotiate the Contract with the next-ranked Bidder.

18.4 Notwithstanding the above, the substitution of human resources at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Bidder, including but not limited to death or medical incapacity. In such case, the bidder shall offer a substitute human resource within the period of time specified to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

19. Conclusion of Negotiations

19.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by the Client and the Bidder's authorized representative.

19.2 If the negotiations fail, the Client shall inform the Bidder in writing of all pending issues and disagreements and provide a final opportunity to the Bidder to respond. If disagreement persists, the Client shall terminate the negotiations informing the Bidder of the reasons for doing so and the Client will invite the next-ranked Bidder to negotiate a Contract. Once the Client commences negotiations with the next-ranked Bidder, the Client shall not reopen the earlier negotiations.

20. Award of Contract

20.1 After completing the negotiations the Client shall sign the Contract; publish the award information as per the instructions in the **Data Sheet**.

20.2 The Bidder is expected to commence the assignment on the date and at the location specified in RFP document.

Data Sheet

A. General	
1	<p>Name of the Client: CEO, USRLM, Rural Development, Uttarakhand Aajeevika Bhawan, Tapovan Road, Dehradun-248001 E-mail: ceouksrlm@gmail.com Method of selection: Two bid system</p>
1.1	A pre-proposal conference will be held: No
2	<p>Financial Proposal to be submitted together with Technical Proposal: Yes The name of the assignment is: Hiring of Assistant Accountant through outsourcing agency from CA Firm.</p>
3	<p>Turn over : Average annual turnover during last 3 financial years immediately preceding the current financial years (as per last published Balance Sheet) should be minimum Rs.10.00 lakh only. The Gross Total Income should be minimum Rs.5.00 lakh as per Income-tax Return last 3 years. The net worth must be positive as per audited Balance Sheet last 3 financial years.</p>
B. Preparation of Proposals	
3	<p>The Proposal shall comprise the following:</p> <p style="padding-left: 40px;">Technical Proposal:</p> <p style="text-align: center;">AND</p> <p style="padding-left: 40px;">Financial Proposal:</p>
4	CA firm are allowed to participate in the bid. Sub-contracting of services is not allowed.
5	<p>Clarifications may be requested no later than 7 days prior to the submission deadline. The contact information for requesting clarifications is: CEO, USRLM, Rural Development, Uttarakhand Aajeevika Bhawan, Tapovan Road, Dehradun-248001</p>

C. Submission, Opening and Evaluation	
6	<p>The Proposals must be submitted no later than: Date: 12-07-2018 Time: 4.00 pm Address: CEO, USRLM, Rural Development, Uttarakhand Aajeevika Bhawan, Tapovan Road, Dehradun-248001</p>
6.1	<p>Date and time of opening of technical proposal: Date: To be informed later Time: To be informed later Place of opening CEO, USRLM, Rural Development, Uttarakhand Aajeevika Bhawan, Tapovan Road, Dehradun-248001 E-mail: ceouksrlm@gmail.com</p>
7	<p>The evaluation of the proposals shall be done through Least Cost Method (LCM) & Carried out in two stages; first the quality and then cost. The minimum qualifying points are 75% for evaluation of technical proposal. The technical proposals received will be evaluated only for those Firms who submit proposals completed in all respect & in time. Financial proposals of all technically disqualified (those not scoring minimum 75% marks) will be return un-opened. The financial bids of these shortlisted CA Firms would be opened at the above address of USRLM Office, Dehradun.</p>
D. Negotiations and Award	
8	<p>Expected date for contract negotiations: Date: To be Informed Later</p>

Essential for Technical Proposal:

S.No	Basic Requirement	Specific Requirement	Documents Required
A	B	C	D
1	Legal Entity	<ul style="list-style-type: none"> The agency must be a CA Firm registered under Chartered Accountant Act 1949 and be in business for more than <u>10 years</u> in India as on 31 March, 2018 The CA Firm must be registered with GST, EPF, ESI, PAN and ICAI. The CA firm shall have at least <u>10 staffs</u> in its payrolls as on 31st March 2018. 	<ul style="list-style-type: none"> Certificate of Incorporation EPF Registration Certificate ESI Registration Certificate CA Firm Registration Number CA Membership Number GST Registration Certificate Self-certified letter on EPF & ESI along with necessary evidence or undertaking that the CA Firm must be registered with EPF & ESI department in Uttarakhand within 60 days of selection. Up-to-date IT returns for last 3 Assessment years (2015-16, 2016-17 and 2017-18) Documentary evidence showing total Number of Employees in Payroll of CA firm as on 31.03.2018.
2	Financial Turnover	<ul style="list-style-type: none"> Average annual turnover during last 3 financial years immediately preceding the current financial years (as per last published Balance Sheet) should be minimum Rs.10.00 lakh for Outsource agency i.e. CA firm. GTI should be minimum Rs.5.00 lakh as per Income-tax Return for Outsource agency. The net worth must be positive as per audited Balance Sheet during last 3 financial years. 	<ul style="list-style-type: none"> Copy of audited balance sheet and profit & loss account showing the relevant trade for last 3 Financial years i.e. (2014-15, 2015-16 and 2016-17)
4	Local presence	The CA Firm should have an office in Uttarakhand.	Self-certified letter on existence of local office along with necessary evidence.
5	Blacklisting	Affidavit by the authorized signatory of the agency that the agency has not been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on date of publication of this RFP.	affidavit in prescribed format as per annexure- 2 of Appendix 1

Note: Supporting documents as documentary evidence for stated above should be attached with Technical Proposal.

SUMMARY EVALUATION SHEET FOR TECHNICAL PROPOSALS

(i) **Evaluation Sheets to be used for the evaluation of Technical Proposals**

EVALUATION CRITERIA	Max. Weight	Bidder 1	Bidder 2	Bidder ---	Bidder ---
1. Profile of the CA firm / Organization	20				
a- Working for More than 10 to 20 years	10				
b- Working for More than 20 years	20				
2. Average turnover of last three years	20				
a- More than 10.00 lakh to 20.00 lakh	10				
b- More than 20.00 lakh	20				
3. Total no. of professional/manpower	20				
a- More than 10 to 20	10				
b- More than 20	20				
4. Feedback of previous similar type works	10				
a- No feedback	05				
b- Feedback from 1 or more than organization	10				
5. Experience in Govt Deptt of Uttarakhand	10				
Experience in working in the Government Department of Uttarakhand State.	10				
6. Experience in similar Livelihood projects	20				
a- Experience in Personal Capacity	10				
b- Experience in as firm	10				
Total (1+2+3+4+5+6)	100				

Note: Supporting documents as documentary evidence for stated above should be attached with Technical Proposal.

Section 3: Technical Proposal – Standard Forms

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:
CEO, USRLM,
Rural Development Department
Uttarakhand,

Dear Sir:

We, the undersigned, offer to provide the services for **hiring Assistant Accountant through outsourcing agency from CA Firm** in accordance with your Expression of Interest dated [Insert Date] on the selection method of 2 bid system. We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal as directed.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the Client.
- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet.
- (c) We have no conflict of interest in accordance with instructions.
- (d) We meet the eligibility requirements as stated in instructions.
- (e) We undertake to negotiate a Contract. We accept that the substitution of Human resource for reasons other than those stated in instructions may lead to the termination of Contract.
- (f) We shall not invite or hire services of any other firm/third party without prior consent of USRLM, Uttarakhand.
- (g) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption in force.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than 15 days of the date of letter of award.

We understand that the Client is not bound to accept any Proposal that the Client receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}: _____

Name and Title of Signatory: _____

Name of Bidder:

In the capacity of: _____

Address: _____

Contact information (phone and e-mail): _____

Technical Proposal

(Please read the terms and conditions before completing)

S. no	Item	Details	Page No. of Enclosures										
1.	Name, Address and Telephone Number of the Organization (Please furnish proof of existence of office in Uttarakhand)	:											
2.	Details of the Bank FDR : 1- Rs 500/- fee for RFP document (Non-refundable) . 2- Rs 0.50 lakh towards bid security (EMD) . Bank FDR No. Date: Drawn on:												
3	Name of the Owner of the CA Firm	:											
4	<ul style="list-style-type: none"> • Whether CA firm is registered under Chartered Accountant Act 1949: Y/N • date of commencement of business. 	Firm Registration No.: Date of Registration:											
5	Income-Tax returns for last 3 years	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Year</th> <th style="text-align: center;">Amt. (Lakh)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">AY 2015-16</td> <td></td> </tr> <tr> <td style="text-align: center;">AY 2016-17</td> <td></td> </tr> <tr> <td style="text-align: center;">AY 2017-18</td> <td></td> </tr> <tr> <td style="text-align: center;">Average</td> <td></td> </tr> </tbody> </table>	Year	Amt. (Lakh)	AY 2015-16		AY 2016-17		AY 2017-18		Average		
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FY 2015-16													
FY 2016-17													
Average													
7	Undertaking of the CA Firm confirming the availability of adequate manpower of requisite qualification and experience for assignment.	:											
8.	GST Number of the CA Firm [Attach copy]	:											
9.	EPF Number of the CA Firm [Attach copy]												
10.	ESI Number of the CA Firm [Attach copy]												

11.	Self-certified letter on EPF & ESI along with necessary evidence or undertaking that the CA Firm must be registered weith EPF & ESI department in Uttarakhand within 60 days of selection.	:		
12.	PAN of the CA Firm [Attach Copy]	:		
13.	Please submit an undertaking that the agency/ CA Firm has not been penalized or convicted by any court in any criminal case and The CA Firm is not black listed at the time of tender.	:		
14.	Confirm to accept all term & conditions specified in RFP : Y/N	:		

DECLARATION:

- a. It is certified that the information furnished above is correct.
- b. We have gone through the terms and conditions stipulated in the RFP and confirm to abide by the same. A copy of the RFP with its each page signed, in token of acceptance of the Terms and Conditions, is enclosed.
- c. We understand that the decision of CEO, USRLM to accept / reject “the points of disagreements and proposed solution provided by us” would be final and binding.
- d. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Enclosure:

1. Bank FDR No.(bidder has to submit the scanned copy of tender fee and EMD along with the technical proposal during the online submission of the said RFP as per the dead line time mentioned in the RFP documents.

Note- Original EMD instrument and tender fee should be received at CEO, USRLM not later than specified date and time of opening of technical proposal in data sheet.

2. Technical proposal (Technical bid-each page must be signed / initiated by authorized representative)
3. Financial proposal.
4. Supporting documents as documentary evidence as stated above.

Place:.....

Date:.....

(Signature of Bidder with seal)

Name:

Address

Phone No (O):

Section 4: Financial Proposal – Standard Forms

Sl. No.	Item Description	Quantity	Unit	Basic Remuneration (Inclusive ESI and EPF etc.) (in Rs.)	Service Charges (Inclusive of CA Firm overhead, profits etc.) (in Rs.)	Total Remuneration per person per month Colomn (7) = 5+6 (in Rs.)	GST Amount (Presently @18% as applicable) (in Rs.)	Total Amount With GST -Tax Colomn (9) = 7+8 (in Rs.)
1	2	3	4	5	6	7	8	9
Descriptions:								
1	Assistant Accountant	15	Nos					
Total Amount (As per Col. No.9)		(Rs. in Word) >						

Note : Example for we assumed the ‘Consolidated Monthly Emolument’ of Assistant Accountant is as:

1. Basic & DA (Assumed)	=	Rs. 8,000/-
2. EPF & ESIC (i.e.@17.90%)	=	Rs. 1,432/-
3. Service Charges (Assumed)	=	Rs. <u>738/-</u>
Total (1+2+3)=	=	Rs.10,170/-
4. GST Tax (i.e.@18.00%)	=	Rs. 1,830/-
Total (1+2+3+4)	=	Rs.12,000/- Consolidated Emoluments
5. Less: EPF (i.e.25.15%)	=	Rs. 2,012/-
6. Less: ESIC (i.e. 6.50%)	=	Rs. 520/-
7. Less: GST Tax (i.e.@18.00%)	=	Rs. 1,830/-
8. Less: Service Charges (Above)	=	Rs. <u>738/-</u>
Total (1+2+3+4-5-6-7-8)	=	Rs. 6,900/- Payable to Asstt. Accountant

Place:.....

Date:.....

(Signature of Bidder with seal)

Name:

Address

Phone No (O):

Section 5: Terms of Reference (TORs)

1- Background & objectives

The core belief of National Rural Livelihoods Mission (NRLM) is that the poor have innate capabilities and a strong desire to come out of poverty. They are entrepreneurial, an essential coping mechanism to survive under conditions of poverty. The challenge is to unleash their capabilities to generate meaningful livelihoods and enable them to come out of poverty. The first step in this process is motivating them to form their own institutions. They and their institutions are provided sufficient capacities to manage the external environment, enabled to access finance, and to expand their skills and assets and convert them into meaningful livelihoods. This requires continuous handholding support. An external dedicated, sensitive support structure, from the national level to the sub-district level, is required to induce such social mobilisation, institution building and livelihoods promotion.

Under dedicated sensitive support structure, the Block-level staff is being hired whereas support staff like Assistant Accountant proposed to be hired through outsourcing agency from CA Firm initially for the period upto 28-02-2019. The engagement of the CA Firm might be extended as per direction Government of Uttarakhand.

2- Objectives of services of Assisstant Accountant through outsourcing agency from CA firm.

3- Qualifications for the positions required

S.No	Designation	Consolidated Monthly Emoluments	Total number of creating proposed Posts	Job Responsibilities	Qualifications/ Requiements
1.	Assistant Accountant	Rs.12,000/- as Consolidated Monthly Emoluments from Outsource Services	15 Blocks	To perform all the functions related to Account & Audit of Rural Livelihood Mission	Outsourcing Services from the Chartered Accountant Firm

Note: 'Consolidated Monthly Emoluments' can not be less than from prescribed Labour rate.

Section 6: Draft Agreement

This agreement is made at Dehradun on the -----day of ----- Two thousand eighteen between the CEO, USRLM under Rural Development, Aajeevika Bhawan, Tapovan Road, Dehradun-248001 (hereinafter called '**Client**' which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assignee) of the **First Part**.

Second Part

M/s-----(*hereinafter* called the '**Agency**' which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part** .

WHEREAS the 'Client' is desirous to engage the 'CA Firm' for hiring the Assistant Accountant of USRLM at Block-level through outsourcing agency in Uttarakhand on the terms and conditions stated below:

1. The Agency shall be solely responsible for compliance to provisions of various Labour, and any other laws applicable and all statutory obligations, such as, honorarium, allowances, Compensations, EPF, Bonus, Gratuity, ESI, etc relating to personnel engaged for data entry work and maintenance of accounts of USRLM in department of Rural Development Uttarakhand. The Client shall have no liability in this regard.
2. The Agency shall be solely responsible for any accident / medical / health related liability / compensation for the personnel engaged by it at USRLM, Uttarakhand. The Client shall have no liability in this regard.
3. Any violation of instruction / agreement or suppression of facts will attract cancellation of agreement without any reference or any notice period.
4. The contract can be terminated by giving one month notice on either side.
5. In case of non-compliance with the contract, the Client reserves its right to:
 - a. Cancel / revoke the contract; and / or
 - b. Impose penalty up to 5% of the Total Value of contract
6. Performance security Deposit equal to **7.5%** of the Total Contract Value (refundable without interest after two months of termination of contract) in the form of Bank FDR shall be furnished by the Agency at the time of signing of the Agreement.
7. The Agency shall be fully responsible for timely monthly payment of honorarium and any other dues to the personnel engaged at USRLM, Uttarakhand.
8. The personnel provided by the Agency will not claim to become the employees of USRLM, Uttarakhand and there will be no Employee and Employer relationship between the personnel engaged by the Agency at USRLM, Uttarakhand.
9. The rates would be fixed for the agreement period and there would be no increase in rates payable to the Agency.

10. The Agency also agrees to comply with annexed Terms and Conditions and amendments thereto from time to time.
11. Decision of Client in regard to interpretation of the Terms and Conditions.
12. The Agency shall ensure full compliance with tax laws of India with regard to this Agreement and shall be solely responsible for the same. The Agency shall keep Client fully indemnified against liability of tax, interest, penalty etc. of the Agency in respect thereof, which may arise.
13. In case of any dispute between the Agency and Client, Client shall have the right to decide. However, all matters of jurisdiction shall be at the local courts located at Dehradun.
14. The substitution of human resources at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Bidder, including but not limited to death or medical incapacity. In such case, the bidder shall offer a substitute human resource within the period of time specified to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.

THIS AGREEMENT will take effect from -----day of month----- Two thousand eighteen and shall be valid for one year.

IN WITNESS WHEREOF both the parties here to have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year mentioned above in Dehradun in the presence of the witness

<u>For and on behalf of the 'CA Firm'</u>	
Signature of the authorized Official	
Name of the Official	
Stamp / Seal of the 'CA Firm'	
SIGNED, SEALED AND DELIVERED	
By the said _____	(Name)
_____ on	
behalf of the ' CA Firm ' in presence of	
Witness _____	
Name _____	
Address _____	

For and on behalf of the ' CEO, USRLM '	
Signature of the authorized Official	
Name of the Official	
By the said _____	(Name)

on behalf of the ' CEO, USRLM ' in presence of	
Witness _____	
Name _____	
Address _____	

Annexure : List of Blocks with District name

S. No	Name of Block	Name of District
A	B	C
1.	Takula	Almora
2.	Champawat	Champawat
3.	Raipur	Dehradun
4.	Vikas Nagar	Dehradun
5.	Bahadrabad	Haridwar
6.	Laksar	Haridwar
7.	Betalghat	Nainital
8.	Kot	Pauri
9.	Pauri	Pauri
10.	Berinag	Pithoragarh
11.	Gangolihat	Pithoragarh
12.	Ukhimath	Rudraprayag
13.	Narendra Nagar	Tehri
14.	Gadarpur	U S Nagar
15.	Chinyalisaur	Uttarkashi