

STATE PROJECT MANAGEMENT UNIT - UTTARAKHAND STATE  
RURAL LIVELIHOOD MISSION (USRLM), RURAL DEVELOPMENT  
DEPARTMENT OF UTTARAKHAND

Aajeevika Bhavan, Tapovan Road, Dehradun

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S. No. 204 /01 TC-02 /USRLM/2013

Dated: 10-6-2019

**Expression of Interest for Services of Assistant Accountant in 55 Blocks  
Accountant of Uttarakhand under SRLM through Chartered Accountants  
Firms)**

State Project Management Unit - Uttarakhand State Rural Livelihood Mission (USRLM), Rural Development Department of Uttarakhand invites Expression of Interest (EoI) from Chartered Accountants firms for providing Services of Assistant Accountant in 55 blocks of Uttarakhand, Blocks for services may be increased or decreased as per the requirement of USRLM). The EoI documents can be downloaded from website <http://usrlm.uk.gov.in> or the same can be collected from the Uttarakhand State Rural Livelihood Mission, Aajeevika Bhavan, Tapovan Road, Dehradun. Interested Chartered Accountants firm may submit their EOI in a sealed cover with all necessary documents. The sealed EOI proposal super scribed as "EOI for Providing accounting Services under USRLM" must be received at the Uttarakhand State Rural Livelihood Mission, Aajeevika Bhavan, Tapovan Road, Dehradun on or before 24 June, 2019, 2 : 00 PM and will be opened at meeting hall of USRLM on same date at 3:00 PM. In case, the date of submission/opening of EOI is declared a holiday, the same shall be held on next working day at same prescribed time & place. The agencies fulfilling the eligibility criteria shall be shortlisted and invited for Request for Proposal (RFP). Shortlisted Chartered Accountants firms would be required to register in the web-site <https://uktenders.gov.in> for submission of their bids. For E-submission of bid, the firms are required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. Uttarakhand State Rural Livelihood Mission reserves the right to shortlist or reject any or all of the proposals or to scrap the entire process without assigning any reason thereof.

  
Chief Executive Officer

USRLM



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**Structured Format**  
**EoI Format**

Dated:

Applicant's Name and Address:

Application Reference No:

Person to be contacted:

Designation:

Telephone No.:

Fax:

To,

Chief Executive Officer,  
State Project Management Unit - Uttarakhand State Rural Livelihood Mission (USRLM)  
Aajeevika Bhavan, Tapovan Road,  
Dehradun

**Subject: Expression of Interest (EoI) for providing Man power designated as Assistant Accountant in USRLM through Chartered Accountants firms.**

Dear Sir,

The undersigned, having read your solicitation of EoI and hereby express our interest for the purpose of **providing** Man power designated as Assistant Accountant in USRLM through Chartered Accountants firms.

1. **Structured Questionnaire:** We are submitting the Credentials/Information as stipulated in your aforesaid solicitation of EoI in **Schedule-I**. In case you require any further information in this regard, we agree to furnish the same.
2. We are also submitting the declaration mentioned as per the **Schedule-II**.
3. **Supporting documents:** We have enclosed documents supporting compliance and in support of the information provided in the Structured Questionnaire **Schedule-III**.
4. We are interested to provide services in any of the district(s) / block(s) in Uttarakhand allotted to us as per need.

Enclosures attached:

- 1.
- 2.
- 3.

Date : .....

Place : .....

Yours sincerely,  
(Signature of authorized person)  
Seal of the Agency

**Structured questionnaire for Expression of Interest (EoI) for the purpose of providing providing Man power designated as Assistant Accountant in USRLM through Chartered Accountants firms.**

Applicant's Name & Address:

To,

Chief Executive Officer,  
State Project Management Unit -  
Uttarakhand State Rural Livelihood Mission (USRLM)  
Dehradun

Dear Sir,

In support of our Expression of Interest, we furnish herewith Structured Questionnaire, along with other information, as follows:

**A) General Details:**

1	<b>Name of the Chartered Accountants firm</b>	
2	<b>Permanent address (with PIN No.)</b> Tel : Fax: Email id :	
3	<b>Name of the Authorized person for submitting proposal:</b> Mobile No. : Email id : <i>(Attach Authorization letter of Competent Authority)</i>	
4	<b>Legal Entity :</b> • CA Firm : Y/N • date of commencement of business.  • Certificate of Incorporation/ Registration	



	<ul style="list-style-type: none"> <li>• GST Registration Certificate with No.</li> <li>• EPF Registration Certificate with No.</li> <li>• ESI Registration Certificate with No.</li> <li>• PAN No.</li> <li>• Constitution certificate as per ICAI Records</li> <li>• Empanelment with CAG (Provide all documentary evidences for above)</li> <li>• Up-to-date IT returns for last 3 years</li> </ul>	<p>Those firms who do not hold the EPF/ESI registration number as of now will make sure that they get one within 2 months from commencement of the contract. (An affidavit of this effect should be attached.)</p> <p><b>Details of IT Return</b></p> <table border="1" data-bbox="945 1119 1387 1395"> <thead> <tr> <th data-bbox="945 1119 1079 1229">F.Y.</th> <th data-bbox="1079 1119 1387 1229">Taxable income (in Rs. lakh)</th> </tr> </thead> <tbody> <tr> <td data-bbox="945 1229 1079 1285">2015-16</td> <td data-bbox="1079 1229 1387 1285"></td> </tr> <tr> <td data-bbox="945 1285 1079 1340">2016-17</td> <td data-bbox="1079 1285 1387 1340"></td> </tr> <tr> <td data-bbox="945 1340 1079 1395">2017-18</td> <td data-bbox="1079 1340 1387 1395"></td> </tr> </tbody> </table>	F.Y.	Taxable income (in Rs. lakh)	2015-16		2016-17		2017-18	
F.Y.	Taxable income (in Rs. lakh)									
2015-16										
2016-17										
2017-18										
5	<b>Head Office / Branch Office in Uttarakhand : Y/N</b>	<b>YES</b>								
6	<b>Blacklisting</b> as on the date of publication of this EoI : Y/N ( Attach Affidavit in original on non judicial Stamp paper of Rs. 100/- by Firm)									
7	Confirm to carry assignment as per TOR of EOI	<b>YES</b>								
8	Confirm to accept all term & conditions specified in EOI	<b>YES</b>								



**B) Other Details****B.1 ) Financial Details (in Lakhs)**

Sl.	Year	Turnover	Net worth
1.	F.Y.2015-16		
2.	F.Y.2016-17		
3.	F.Y.2017-18		
4	Avg for 3 years		

**B.2) Total Number of Employees in Pay Roll of Firm as on 31.03.2019.-----**

S.No	Name of Employee	Designation	Staff Qualification	Employed Since	EPF No. (if Any)	Remarks

**( Provide list of employees )**

**B.3) Details of Providing similar services Govt department./ semi- govt departments/ PSU's in past 5 years**

S.No	Financial Year	Name of Department/ PSU	Details of services provided

**(Authorized Signatory)**



## 1. Eligibility Criteria

Sl.	Basic Requirement	Specific Requirement	Documents Required
1	2	3	4
1	<b>Name of the Authorized person. for submitting proposal:</b>	Name- Fathers Name- Mobile No- Email id -	<i>(Attach Authorization letter of Competent Authority)</i>
1	Legal Entity	<ul style="list-style-type: none"> <li>• CA Firm should be empanelled with C&amp;AG of India for FY 2018-19</li> <li>• It should be in business for more than 10 years in India as on 31 march, 2019</li> <li>• The bidder must have valid GST, PAN, TAN numbers</li> <li>• Registered / constituted with ICAI</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a copy of the latest empanelment letter of C&amp;AG.</li> <li>• Membership No.</li> <li>• Latest Constitution Certificate as in the record of ICAI</li> <li>• Certificate of Incorporation/registration/ partnership deed/other relevant document</li> <li>• GST Registration Certificate</li> <li>• PAN Copy</li> <li>• Up-to-date IT returns for last 3 years (Fy2015-16, . , 2016-17and 2017-18)</li> </ul> <p>Other relevant documents to support the requirement as mentioned in column 3</p>



2	Financial Turnover	<ul style="list-style-type: none"> <li>• Average annual turnover during past 3 financial years i.e.Fy 2015-16, 2016-17 and 2017-18 (as per last published)should not less than Balance Sheet) should be minimum Rs. 40 Lakhs.</li> <li>• The net worth must be positive as per audited Balance Sheet during last 3 financial years, i.e. Fy 2015-16, 2016-17 and 2017-18</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of audited balance sheet and profit &amp; loss account showing the relevant trade for last 3 financial year (Fy 2015-16, 2016-17and 2017-18)</li> <li>• Certificate from Chartered Accountant for the turnover.</li> <li>• Certificate from Chartered Accountant for the net worth.</li> </ul>
3	Staff Strength	<ul style="list-style-type: none"> <li>• Should have at least 3 or more full time partners who are fellow members of the ICAI for a period of not less than 3 years.</li> <li>• Should not be less than 25 semi qualified staff including partners.</li> </ul>	<ul style="list-style-type: none"> <li>• List of employees</li> </ul>
4	Local presence	<ul style="list-style-type: none"> <li>• The firm should have an its registered / branch office in Uttarakhand.</li> </ul>	Constitution certificate as in the records of ICAI
5	Blacklisting	Affidavit by the authorized signatory of the firm that the firm 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 EoI.	affidavit in prescribed format as per annexure- 2 of Appendix 1
6	Experience	Providing Technical, Professional, accounting services to atleast 2 Govt department./ semi- govt department/ PSU's in past 3 years.	<ul style="list-style-type: none"> <li>• Documentary evidence like MoU's/Work order/ Agreement should be provided with technical bid.</li> <li>• Other relevant document</li> </ul>

**Firm have the above document and eligibility will be qualified for "Request for Proposal (RFP)**



**Affidavit of not be under Ineligibility**

Before the Executive Magistrate / Notary Public Sri.....

**AFFIDAVIT**

I, Sri / Smt. \_\_\_\_\_ aged about \_\_\_\_\_ S/o. / D/o. /  
 W/o. \_\_\_\_\_ Proprietor / Partner / Director of  
 M/s. \_\_\_\_\_ At- \_\_\_\_\_ Po- \_\_\_\_\_, P.S-  
 \_\_\_\_\_, Dist- \_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That pursuant to the EOI notice dt. \_\_\_\_\_ of CEO, USRLM, Uttarakhand for providing services of Assistant Accountant, I / my firm / company/ society am / is an intended bidder to participate in the said tender process.
2. That as per terms & conditions of the EOI documents, I am to declare that, I / my firm / company have not been blacklisted by any Central / State Government Organization or by any Public Sector undertakings of the State / Central Government or by any corporation.
3. That neither any criminal case nor any vigilance case is pending against me / my firm / company before any forum.
4. That I / my firm/company not have any record of poor performance, abandoned work, having inordinately delayed completion and having faced Commercial failures etc. for any State Government or Government of India organization/department.
5. That the facts stated above are true to the best of my knowledge and belief.

Identified by me

Deponents

Advocate

<p>The above deponent being present before me &amp; duly _____ identified _____ by Sri _____ Advocate states on oath that the facts stated above are true to the best of his/her knowledge. Deponent                  *Strike out whichever is not applicable.</p>	<p>Executive Magistrate/                  Notary Public _____</p>
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## Term of Reference (ToR)

### 2. Background

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.

### 3. Objectives of SRLM

“To reduce poverty by enabling the poor households to access gainful self-employment and skilled wage employment opportunities, resulting in appreciable improvement in their livelihoods on a sustainable basis, through building strong grassroots institutions of the poor.”

#### NRLM Guiding Principles

- Poor have a strong desire to come out of poverty, and they have innate capabilities to do so.
- Social mobilization and building strong institutions of the poor is critical for unleashing the innate capabilities of the poor.
- An external dedicated and sensitive support structure is required to induce the social mobilization, institution building and empowerment process.
- Facilitating knowledge dissemination, skill building, access to credit, access to marketing, and access to other livelihoods services underpins this upward mobility.

#### NRLM Values

- The core values which will guide all the activities under NRLM are as follows:
- Inclusion of the poorest, and meaningful role to the poorest in all the processes
- Transparency and accountability of all processes and institutions

### 4. ToR, Scope of work, Qualification of Assistant Accountant

Providing Non Consultancy services of Assistant Accountants in 55 Blocks (One per Block) of Uttarakhand which will carry out all accounting work and audit compliance



work at block level as per standards/ norms set by the Department. The Assistant Accountant deputed for the assignment should also be expert in accounting software "Tally" and also be well known to MS office i.e, MS word, excel, power point presentation also.

**Ceiling of Services Charges**

The maximum ceiling of honorarium per month for each Assistant Accountant (including allowances, statutory dues, EPF, ESI, Service Charges and GST) has been fixed Rs.12,000/. In RFP, the bidder will have to quote for services charges and GST separately. EPF, ESI and GST and any other statutory compliances should be mandatory as per rules. The monthly rate shall not be charged less than the rate given for highly skilled man power by G.O. No. 312/19-228(अस)/2001पार्ट-2 dated 8th March 2019 of Government. The TA/DA in the field shall be reimbursed directly to the area coordinator as per USRLM norms. The initial agreement with the successful firm/bidder will be for a period upto 29-02-2020, which can be extended for another two years subject to the approval from the appropriate authority of GoUK. In case of extension or otherwise, USRLM reserves the right to increase the service charges with the permission of approving authority

5.

		<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>



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**6. List of District and Blocks for which services are required**

S.No	Name of Block /District	Name of District
1	Takula	Almora
2	Lamgara	Almora
3	Dhaura Devi	Almora
4	Bageshwar	Bageshwar
5	Kapkot	Bageshwar
6	Joshimath	Chamoli
7	Karnprayag	Chamoli
8	Gairsen	Chamoli
9	Champawat	Champawat
10	Lohaghat	Champawat
11	Raipur	Dehradun
12	Vikas Nagar	Dehradun
13	Doiwala	Dehradun
14	Sahaspur	Dehradun
15	Bahadrad	Haridwar
16	Bhagwanpur	Haridwar
17	Laksar	Haridwar
18	Khanpur	Haridwar
19	Narsan	Haridwar
20	Roorkee	Haridwar
21	Kotabag	Nainital
22	Ramnagar	Nainital
23	Bheemtal	Nainital



S.No	Name of Block /District	Name of District
24	Dhari	Nainital
25	Haldwani	Nainital
26	Ramgarh	Nainital
27	Okhalkanda	Nainital
28	Kot	Pauri
29	Duggada	Pauri
30	Thalisain	Pauri
31	Yamkeshwar	Pauri
32	Ekeswar	Pauri
33	Khirshu	Pauri
34	Bironkhal	Pauri
35	Dwarikhal	Pauri
36	Pabon	Pauri
37	Rikhanikhal	Pauri
38	Zahrikhal	Pauri
39	Dharchula	Pithoragarh
40	Gangolihat	Pithoragarh
41	Munsyari	Pithoragarh
42	Narendra Nagar	Tehri
43	Bhilangana	Tehri
44	Devprayag	Tehri
45	Kirtinagar	Tehri
46	Jakhnidhar	Tehri
47	Thauldhar	Tehri
48	Gadarpur	U S Nagar
49	Jaspur	U S Nagar
50	Kashipur	U S Nagar
51	Khatima	U S Nagar
52	Sitarganj	U S Nagar
53	Bajpur	U S Nagar
54	Rudrapur	U S Nagar
55	Dunda	Uttarkashi