E-TENDER NOTICE

E-tenders are invited from the leading Chartered Accountants firms/company based in Jaipur for accounting work, taxation and allied works for the Financial Year 2017-18 & 2018-19 on yearly contract basis.

Detailed tender document can be downloaded from our website www.rtdc.tourism.rajasthan.gov.in (under tender section), www.sppp.rajasthan.gov.in and www.eproc.rajasthan.gov.in till 23.10.17 not later than 1.00 PM.

Tender document can be uploaded on www.eproc.rajasthan.gov.in till 23.10.17 up to 3.00 PM

Copy to:

1. General Manager (M&P) to publish the NIT in One local & One State Level news paper.

Executive Director (Fin.)
Instructions and information to bidder regarding Fees/EMD etc.

Tender for all accounts work of Head Office, Consolidation of all information’s received from units in head office regarding taxes and information’s, other Taxation work, to ensure deposit of various taxes as per schedule dates, filling of various statutory returns on schedule dates & their assessments, Finalization of accounts of head office, Consolidation of final accounts of units and head office and Preparation of Annual Accounts of RTDC Ltd. as a whole and its audit.

**Estimated Cost of work Rs. 20 Lacs (Twenty Lacs)**

1. Cost of tender form Rs. 1000 /- (DD in favour of "Executive Director (Fin.), RTDC Ltd.", payable at Jaipur)
2. Processing Fees Rs.1000 /- (DD in favour of MD,RISL payable at Jaipur)
3. Earnest money 2% of estimated value of work Rs.40000/- (DD in favour of "Executive Director (Fin.), RTDC Ltd.",of schedule bank payable at Jaipur) to be submitted physically before opening of technical bid and bidder should also upload the scan copy of DD.
4. Physically D.D. submission last date 23.10.17 up to 1.00 PM
5. The tender can be downloaded from web site https:// eproc.rajasthan.gov.in.
6. Last date and time for submission of tender 23.10.17 up to 3.00 PM.
7. Opening of the bid on 23.10.17 at 4.00 PM.
8. The tender documents are also available for viewing at www.rtdcrajasthan.
9. At any time prior to the deadline for submission of bids, the RTDC Ltd., may amend the bidding documents by issuing an amendment.
10. Conditional tenders will be liable to be rejected. The Managing Director, RTDC Ltd. reserves the right to cancel any of all tenders without assigning any reason.
Work to be carried out by Chartered Accountant Firm at Head Office:

1. Preparation of Ledger and Journal Vouchers of Head Office & Works Division on Tally soft Ware on accrual basis including maintenance of necessary subsidiary ledgers.

2. Collection of Income Expenditure statements from all Units, Trains, (POW & RROW etc.) Works Division, CRO’s and Head Office and Their compilation/Consolidation every month.

3. Preparation of Information of GST collection and Input of Head Office including CRO, Works Division, POW & RROW section of Head office.

4. Compilation/Consolidation of Information of GST collection and GST input of all the units including Head Office and works Division and filing of GST return (Except GST audit) on due dates as per rules in force.

5. Compilation/Consolidation of Information of VAT collection and VAT input of all the units before due date of deposition of Tax. Filing of periodical return as per rules in force including assessment.

6. Consolidation of monthly Statements of EPF deduction of employees received from units and head office & Generation of ECR of EPF on EPFO Portal before 13th of every Month.

7. Compilation/Consolidation of Statements of Income Tax deduction from salary and Contractors on monthly basis and filing of periodical return as per rules in force and to issue Form No.16 and 16A after completion of Financial Year.

8. Compilation/Consolidation of recovery Statements of all the units.

9. Preparation of monthly Trial Balance after Inter Unit/Works Division/CRO’s reconciliation.

10. Preparation of Fixed Assets register of the corporation at financial year end.

11. Finalization of Annual Accounts of the corporation at the year end as per Accounting Standards and Companies Act having compiled all the details from units, trains, works division, CRO’s along with their final trial balances on Tally Soft Ware and information of various sections from head office by passing necessary books entries and final inter units reconciliation and reconciliation with Head office books.

12. Preparation of Balance Sheet and Profit & Loss account and necessary Schedules and other details.

Instruction to bidders for online submission of e-tender


2. Bidders who wish to participate in this tender will have to be registered on www.eproc.rajasthan.gov.in. To participate in online tenders, bidders will have to procure Digital Signature Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders who already have a valid Digital Certificate need not to procure a new Digital Certificate.

3. Bidder shall submit their offer on-line in electronic formats both for technical and financial proposals; however DD/Banker Cheque for Tender Fees, Processing Fees and Bid Security should be submitted manually in the office of Tendering Authority (Rajasthan Tourism Development Corporation Ltd.) before scheduled date & time as mentioned in NIT. Scanned copy of DD should be uploaded along with the online Bid.

4. Before electronically submitting the tenders, it should be ensured that all the tender papers including conditions of contract are digitally signed by the Bidder.

5. Bidders shall have to enter the documents in the “cover” as per the following order:-

   **Technical Cover** –

   (a) In the Fee Cover (in PDF/JPEG format) –

   1. Scanned copy of DD/Banker’s Cheque for tender fee in favour of “Executive Director (Fin.), RTDC Ltd.”, payable at Jaipur.

   2. Scanned copy of DD/Banker’s Cheque for Bid EMD in favour of Executive Director (Fin) “Rajasthan Tourism Development Corporation Ltd.”, payable at Jaipur.

   3. Scanned copy of DD/Banker Cheque for Processing Fees in Favour of MD,RISL payable at Jaipur.

   (b) In the Tender document cover (in PDF/JPEG format) –

   1. Scanned copy (signed & sealed) of the Bid along with the supporting papers for evaluation of Bid.I  Financial Bid.

   1. Scanned copy (signed & sealed) of the Financial Bid along with rates.
E-TENDER-FORM
(Scanned copy to be uploaded)

Tender for all accounts work of Head Office, Consolidation of all information’s received from units in head office regarding taxes and information’s, other Taxation work, to ensure deposit of various taxes as per schedule dates, filling of various statutory returns on schedule dates & their assessments, Finalization of accounts of head office, Consolidation of final accounts of units and head office and Preparation of Annual Accounts of RTDC Ltd. as a whole and its audit.

1. Name & Full Address of the firm submitting the tender……………………………

2. Address: The Executive Director (Fin.), Rajasthan Tourism Development Corporation Limited, Hotel Sawagtam Campus, Railway Station, Jaipur.

3. Reference: Tender Notice No.___________ Dated____________.

4. The tender fee amounting to Rs 1000/-. Has been deposited vide

   D.D. No……………… Dated……… Amount----------------

   Name of Bank------------------

5. We agree to abide by all the conditions mentioned in tender notice No.……….. dated………………. Issued by the Executive Director (Fin.), of the Corporation and also the further conditions of the said tender notice given in the attached sheets (all the pages of which have been signed by us in Token of our acceptance of the terms and mentioned herein)

6. The earnest money of Rs 40000 /- Vide D.D. No.-----------------Dated----------

Signature of Bidder

With Seal
Rajasthan Tourism Development Corporation Ltd., Jaipur  
(Government of Rajasthan Undertaking)  
Paryatan Bhawan, 3 rd Floor, Opposite Vidhayakpuri Police Station,  
M.I.Road, Jaipur. 302001 (Raj.)  
website: www.rtdc.rajasthan.in , Email: edf@rtdc.in

**TENDER FORM PART “A” (TECHNICAL BID FORM)**  
*(Scaned copy to be uploaded)*

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Enclosed (Yes/No)</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name and complete Address of the Charted Accountant. firm</td>
<td></td>
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<tr>
<td>2</td>
<td>Copy of Registration as C.A. Firm</td>
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<tr>
<td>3</td>
<td>Copy of PAN with attested copy</td>
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<tr>
<td>4</td>
<td>Copy of Registration Under GST</td>
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<td>5</td>
<td>Chartered Accountant firm/Company situated at Jaipur from last five years will be eligible to participate in the tender.</td>
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<td>6</td>
<td>Bidder should have five years experience in field of Charted Accountant services as FCA for which tender has been applied</td>
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<tr>
<td>7</td>
<td>Earnest Money amount scan copy of D.D.</td>
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<tr>
<td>8</td>
<td>Chartered Accountant firm participating should have minimum five Partners.(List of partners with their registration number to be enclosed).</td>
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<tr>
<td>9</td>
<td>Average turn of the firm for last three years should be Rupees Twenty Lacs. (Copy of Balance Sheet of last three to be enclosed)</td>
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</tr>
<tr>
<td>10</td>
<td>Bid Form &amp; Terms &amp; Conditions scan copy signed by bidder on in each page.</td>
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</tr>
</tbody>
</table>

**NOTE :** . If any firms do not full fill the requirements of S.No. 5 to 10 will be Technically disqualified.

i. I/we hereby solemnly declare that the above information given above by me/us and in the encloaser to the tender form is correct.

ii. In case any of above information given by me/us is found to be incorrect the RTDC Ltd. will have the right to forfeit the Earnest Money deposited and tender will be liable to be rejected.

Signature of Bidder  
with seal.of the firm
GENERAL TERMS AND CONDITIONS OF CONTRACT  
(Scanned copy to be uploaded)

1. Important Instruction:- The Law relating to procurement “The Rajasthan Transparency in Public Procurement Act, 2012” (hereinafter called the Act) and the “Rajasthan Transparency in Public Procurement Rules, 2013” (hereinafter called the rules) under the said Act have come into force and are available on the website of State Public Procurement Portal http://sppp.raj.nic.in. Therefore, the bidders are advised to acquaint themselves with the provisions of the Act and the Rules before participating in the bidding process.

2. The detailed works to be carried out is detailed on our website: www.rtdc.rajasthan.gov.in which should be read carefully before filing the tender documents. Any doubts towards the given work must be cleared by discussion before submitting the tender.

3. The C.A. firm shall be completely responsible for all accounting and taxation work well in time defined under the respective act & laws and will be responsible for filing of returns periodically as per rules.

4. All the accounting work will be carried out on Tally Software by the Chartered Accountant Firm on accrual basis on the Computer which will be provided by the corporation at the head office along with Tally Software.

5. Chartered Accountant Firm will be responsible for preparation of all the information of taxes related to head office and to consolidate with information received from the units up to 5th of each month.

6. CA firm to whom work of head office will be allotted will be responsible to coordinate with the Chartered Accountants firms working at Zone Head Quarters. (List of Zone head quarter is at Annexure “C”).

7. The earnest money amount of successful bidders will be retained and all earnest money amount of remaining bidders will be refunded after allotment of work. No interest is payable upon the earnest money.

8. The successful bidder who undertakes the work shall only be held responsible for EPF/ESI and all labour Act. Provisions towards the staff engaged by him to carryout the assigned work.

9. The corporation will provide the working place and related services as per requirement of work and availability.

10. The corporation will not be held responsible for any incidence of miss-happening of any staff of tenderer during the currency of agreement.

11. The tender will be held responsible for any wrong/false information caused any loss to the corporation.

12. No compensation will be made in case the complete or part work assigned to a tender is cancelled by the corporation.

13. As a token of acceptance of the work the successful bidder have to execute the agreement on a non judicial stamp paper of Rs. 1000/- duly notified by a notary.

14. The successful tenderer will have to furnish Security Deposit which is 10% of total value of the order (after adjusting Earnest Money deposit) in form of Demand Draft in favour of Executive Director (Finance) RTDC Ltd., Jaipur. Which will be refunded after completion of contract period on which no interest will be given.
15. If any of the terms and conditions of the contract is infringed or in case the successful bidder could not undertake the work in a defined manner or the corporation found his work is not satisfactory and up to the mark, the agreement will be cancelled and the earnest money and security deposit of the firm/company will be forfeited.

16. In case of any dispute, the decision of the Managing Director or the arbitrator appointed by him will be final and acceptable to both the parties.

17. The payment for this work will be made on monthly basis after completion of each month after deduction of 10% Security Deposit (to be refunded after completion of contract period) and other statutory deductions.

18. The period of this work will be remained in force for two years starting from April 2017 and can be extended for another one year with mutual consent and understanding.

19. The successful bidder shall not assign or sublet his contract or any substantial part thereof to any other agency.

20. In case of any dispute Jaipur will be the jurisdiction for legal cases.

21. Direct or indirect canvassing on the part of tenders or their representatives will disqualify their tenders.

22. Grievance Redressal during Contract period:
The designation and address of the First Appellate Authority is Chairman, RTDC Ltd., Jaipur.
The designation and address of the Second Appellate Authority will be intimated.

FILING OF APPEAL

(i) 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 guide lines issued there under, 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 is 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.

(ii) The officer to whom an appeal is filed under para first shall deal with the Appeal as expeditiously as possible and shall endeavour to dispose it of within 30 days from the date of the appeal.

(iii) If the officer designated under para first fails to dispose of the appeal filed within the period specified in para two 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 documents in this behalf within 15 days from the expiry of the period specified in para two or of the date of receipt of the order passed by the first appellate authority, as the case may be.
(iv) 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) Provision limiting participation of bidders in the bid process;
(c) Decision of whether or not to enter into negotiations;
(d) Cancellation of procurement process;
(e) Applicability of the provision of confidentiality.

(v) Form of Appeal

(a) An appeal under para (i) or (iii) above shall be in the annexed form along with as many copies as there are respondents in the appeal. Memorandum of appeal is at annexure “A”.
(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.
(c) Every appeal may be presented First Appellate Authority of Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(vi) Fee for filing appeal

(a) Fee for first appeal shall be Rs.2500/- (Two thousand five hundred) and for second appeal shall be Rs.10000/- (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 schedule bank in India payable in the name appellate authority concerned.

(vii) 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.

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

i) here all the parties to appeal present before him; and
ii) peruse or inspect documents, relevant records or copies thereof relating to 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 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.
23. **JURISDICTION**:

All disputes, if any arising out of this agreement shall be instituted in the Court of competent Jurisdiction situated at Jaipur city, Rajasthan and at no other courts at other places.

I/We declare that what so ever mentioned in this tender form by me/us is true and correct to the best of my/our knowledge & belief. I/we have gone through all terms and conditions and agreed upon them. In case any default/error is found in my tender form the same may be liable to be rejected at any time by the corporation.

Signature of tenderer

with seal
ANNEXURE “A”

FORM NO. I

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
   (iii) Residential address

2. Name and address of the respondent(S)
   (i)
   (ii)
   (iii)

3. Number and date of the order appellate against and name and designation of the officer/authority who passed the order (enclosed 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 Appellate is aggrieved.

4. If the Appellate proposes to be represented, the name and postal address of the representative.

5. Number of affidavits and documents enclosed with appeal.

6. Ground of appeal. ____________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   __________________________________________________________(Supported by an affidavit)

7. Prayer _____________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

Place :
Date :

Appellant’s Signature
DECLARATION BY THE BIDDER REGARDING QUALIFICATION

In relation to my/our bid submitted to ______________ for procurement of
__________________________ in response to their Notice Inviting Bid 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 Documents 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 business activities suspended and not the subject of legal proceedings
   For any of foregoing reasons;
4. I/We do not have, and our directors and officers not have, been convicted of
   Any criminal offence related to my/our professional conduct or the making of
   false statement or misrepresentations as to my/our qualifications to enter into
   a procurement contract within a period of three 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,
   Documents which materially effects fair competition.

Date : ..........................................................  Signature & Seal of Bidder
Place : ..........................................................
Name : ..........................................................
Designation ...........................................
Address : ....................................................
# ANNEXURE “C”

## LIST OF ZONE HEAD QUARTERS

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Zone (Head Quarter)</th>
<th>No. of Units</th>
<th>Name of Hotels/Midways</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A</td>
<td>4</td>
<td>1. Khadim Ajmer</td>
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<tr>
<td></td>
<td>Hotel Khadim Ajmer</td>
<td></td>
<td>2. Sarovar Pushkar</td>
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<td>3. Tourist Village Pushkar</td>
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<td>4. Midway Barr (Pali)</td>
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<td>2.</td>
<td>B</td>
<td>5</td>
<td>1. Meenal Alwar</td>
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<td>Hotel Menal Alwar</td>
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<td>2. Lake Palace Siliserh</td>
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<td></td>
<td>3. Tiger Den Sariska</td>
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<td></td>
<td>4. Midway Shahpura</td>
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<td>5. Midway Behror</td>
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<tr>
<td>3.</td>
<td>C</td>
<td>4</td>
<td>1. Saras Bharatpur</td>
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<td></td>
<td>Hotel Saras Bharatpur</td>
<td></td>
<td>2. Midway Mahua</td>
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<td>3. Midway Dausa</td>
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<td>4. Forest Lodge Bharatpur</td>
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<td>4.</td>
<td>D</td>
<td>4</td>
<td>1. Dholamaru Bikaner</td>
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<td>Hotel Dholamaru</td>
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<td>2. Haveli Fatehpur</td>
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<td></td>
<td>Bikaner</td>
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<td>3. Midway Ratangarh</td>
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<td>4. Hotel Jhunjhu</td>
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<td>5.</td>
<td>E</td>
<td>3</td>
<td>1. Ghoomer Jodhpur</td>
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<td>Hotel Ghoomar</td>
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<td>2. Paniharin Pali</td>
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<td>Jodhpur,</td>
<td></td>
<td>3. Midway Pokran</td>
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<td>6.</td>
<td>F</td>
<td>2</td>
<td>1. Moomal Jaisalmer</td>
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<td>Hotel Moomal</td>
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<td>2. Sam Dhani Jaisalmer</td>
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<td></td>
<td>Jaisalmer</td>
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<td>7.</td>
<td>F</td>
<td>6</td>
<td>1. Chambal Kota</td>
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<td>Hotel Chambal</td>
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<td>2. Vrindawati Bundi</td>
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<td>Kota</td>
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<td>3. Chandrawati Jhalawar</td>
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<td>4. Gavadi Talab Jhalawar</td>
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<td>5. Jhoomer Baori Sawai Madhopur</td>
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<td>6. Vinayak Sawai Madhopur</td>
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<td>8.</td>
<td>G</td>
<td>9</td>
<td>1. Kajri Udaipur</td>
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<td>Hotel Kajri Udaipur</td>
<td></td>
<td>2. Gokul Nathdwara</td>
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<td>3. Midway Deogarh</td>
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<td>4. Midway Ratanpur</td>
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<td>5. Gavri Rishabdeo</td>
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<td>6. Panna Chitor</td>
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<td>7. Shilpi Ranakpur</td>
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<td>8. Shikhar Mount Abu</td>
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<td>9. Light &amp; Sound Kumbhalgarh</td>
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<td></td>
<td>Hotel Gangaur</td>
<td></td>
<td>2. Teej Jaipur</td>
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<td></td>
<td>Jaipur</td>
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<td>3. Swagatam Jaipur</td>
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<td>4. Durg Cafeteria Nahargarh</td>
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<td>5. Jheel Ramgarh</td>
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<td>6. Transport Unit Jaipur</td>
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<tr>
<td>10.</td>
<td>I.</td>
<td>2</td>
<td>Central Reservation Office Delhi</td>
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<td></td>
<td>CRO New Delhi</td>
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<td>1. POW Train.</td>
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<td>2. RROW Train/ Heritage On Wheels</td>
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<tr>
<td></td>
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<td></td>
<td>3. Package Tours Delhi</td>
</tr>
</tbody>
</table>
TENDER FORM PART “B”  
(FINANCIAL BID)

Name of Firm: _____________________
Address: _________________________

<table>
<thead>
<tr>
<th>Particulars of work</th>
<th>Offer rate per year (In rupees including taxes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>All accounts work of Head Office Consolidation of all information’s received from units in head office regarding taxes and other Taxation work, to ensure deposit of various taxes, filling of various statutory on schedule dates returns, their assessments, Finalization, Consolidation and Preparation of Annual Accounts work of RTDC Ltd. as a whole and its audit.</td>
<td></td>
</tr>
</tbody>
</table>

Note : - Offer rate to be filled On Line only.

Signature of tenderer
with seal