



**Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan**  
(State Institute of Rural Development & Panchayati Raj)

Jawahar Lal Nehru Marg, Jaipur-302004

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No.F.4(171)Store/CT/IGPRS/2020/ 5658-61

Date: 24/1/22

**Notice Inviting e - Bid**

IGPR&GVS wants to empanel certain Consultancy Agencies for providing certain services mentioned in the Scope of Work, given in this EOI. online unconditional Bids from eligible bidders from providing certain services in the IGPR&GVS. Necessary description is as below:-

S.No.	Scope of work\services	Bid security deposit	Tender & Processing Fee	Bid Download Start Date	Bid submission Start date	Bid Submission End date	Bid Opening Date	Validity of bids
1.	Empanel Financial Consultants	Bid Security Form as per Annexure -II on stamp paper of Rs 50	1000/- +18%GST, Total 1180/- as Tender fees & Rs 500/- as RISL Processing Fee.	24-01-2022	24-01-2022	01-02-2022 01.00 PM	01-02-2022 03.00 PM	90 days from the date of submission of bids

Bid security Deposit, Tender & processing Fee in the form of bankers cheque\D.D/ if RTGS\NEFT (Bank UTR Receipt\Number) in favour of Director General, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids. Online bids must be uploaded\submitted online on e-proc portal ([www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)). The bidders are expected to upload the bid document and all other annexures after self attestation with seal. The bid document and all other details can be viewed on and downloaded form [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in) & ([www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in)) or [www.igprgvs.rajasthan.gov.in](http://www.igprgvs.rajasthan.gov.in).

**Additional Director – IGPR & GVS**

Copy to:-

1. Director DIPR with a CD for publication of NIB in one regional daily newspaper and one leading daily State level newspaper.
2. Store keeper to display on notice board of the office.
3. Programmer to upload on sppp portal and e-proc and Institute's website.

**Deputy Director – IGPR & GVS**

## **Conditions relating to E-Procurement**

1. Bidders should submit the proposal on the website <http://eproc.rajasthan.gov.in>. The first part will consist of Technical Proposal and the second part will consist of Financial Proposal if required.
2. The Bidders are advised to visit the <http://sppp.raj.nic.in> and <http://eproc.rajasthan.gov.in> to learn more about & follow the guidelines for registration and submission of e-bids.
  - a. Bidders need to have a valid class 2 or class 3 digital signature certificates to participate in the e-bidding process.
  - b. Bidders need to digitally sign all the documents submitted as a part of their bid.
  - c. Bid form fees & bid Security in the form of bankers cheque\D.D/if RTGS/NEFT (Bank UTR Receipt/Number) in favour of DG, IGPR&GVS and e-tender fees in the name of MD, RISL payable at Jaipur must be deposited within prescribed date and time in original\ physical in the office building of IGPR&GVS, otherwise bids will not be accepted and the scanned copies of same need to be uploaded with the bids.

  
**Additional Director**

**INDIRA GANDHI PANCHAYATI RAJ  
&  
GRAMIN VIKAS SANSTHAN, JAIPUR**

**EXPRESSION OF INTEREST  
(EOI)**

EOI No. \_\_\_\_\_

Date \_\_\_\_\_

**TO EMPANEL FINANCIAL CONSULTANTS**

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Jawahar Lal Nehru Marg, Jaipur



## DISCLAIMER

The information contained in this Expression of Interest (herein after referred to as "EOI") document provided to the Bidders, by Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan, Jaipur herein after referred to as IGPR&GVS, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this EOI document and all other terms and conditions subject to which such information is provided.

The purpose of this EOI document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This EOI document does not purport to contain all the information each Bidder may require. This EOI document may not be appropriate for all persons, and it is not possible for the IGPR&GVS, their employees or advisors to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this EOI document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this EOI document and where necessary obtain independent advice from appropriate sources.

IGPR&GVS, their employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the EOI document.

IGPR&GVS may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this EOI document.

## **A. ABOUT IGPR&GVS**

Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan (I.G.P.R. & G.V.S.) is an autonomous organization promoted by the Government of Rajasthan as an Apex Institute of the State with a view to develop human resources in Panchayati Raj Institutions (PRIs) and the Rural Development Sector. The Institute was registered as a Society in 1989 under Rajasthan Societies Registration Act, 1958. From July 1999, it has also been established as the State Institute of Rural Development (S.I.R.D.) under the Ministry of Rural Development, Government of India.

The main objectives of IGPR&GVS are :

- To undertake research and evaluation studies on Panchayati Raj & Rural Development
- To train officials and non-officials connected with Panchayati Raj & Rural Development
- To collaborate with other institutions, associations and societies in India or abroad interested in similar objects.

## **B. PURPOSE OF THE BID**

Now IGPR&GVS wants to empanel certain Consultancy Agencies for providing certain services mentioned in the Scope of Work, given in this EOI.


This EOI is being offered to those agencies / companies meeting the requirements of requisite skills and expertise in the above mentioned area for providing Support Services. Such agencies/companies are expected to operate from the office of the IGPR&GVS.

Interested agencies are advised to study this EOI document carefully before submitting their proposals in response to the EOI Notice. Submission of a proposal in response to this notice shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions and implications.

## **C. BID DOCUMENTS**

Bid document can also be downloaded from websites:

[www.igprgvs.rajasthan.gov.in](http://www.igprgvs.rajasthan.gov.in), [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in) and [www.sppp.rajasthan.gov.in](http://www.sppp.rajasthan.gov.in).



#### **D. EOI ISSUER**

Director General, Indira Gandhi Panchayati Raj & Gramin Vikas Sansthan,  
Jaipur, Jawaharlal Nehru Marg, Jaipur.

#### **E. KEY EVENTS**

S.No.	Event's Name	Date&Time
1.	Publishing Date	24-01-2022
2.	Bid Download Start Date	24-01-2022
3.	Bid Submission Start Date	24-01-2022
4.	Bid Submission End Date	01-02-2022 at 1.00 pm
5.	Bid Opening Date	01-02-2022 at 3.00 pm
6.	Submission of proof of tender fee & RISL Processing fee	As per document
7.	Bid Security Deposit	Bid Security Form as per Annexure-II on stamp paper of Rs.50/-
8.	Tender and Processing Fee	Rs.1,000/- +18% GST, Total Rs.1,800/- as Tender Fees & Rs.500/- as RISL Processing Fee.

#### **Note:**

- All above events will be held at IGPR&GVS Office situated at Jawahar Lal Nehru Marg, Jaipur.
- In the event of the date specified above being declared as a holiday for IGPR&GVS, the due date will be the next working day.

#### **E. ELIGIBILITY CRITERIA**

##### **Pre-Qualification Evaluation**

S.No.	Criterion	Whether Met	Supporting documents to be submitted
1.	The respondent bidder should have submit the Tender Cost Rs.1,000.00+GST inform of RTGS/NEFT.	Yes/No	Bank UTR Receipt/Number
2.	The bidder must be registered legal entity in India, and must be having its Head Office in Jaipur and should have been in operation for a period of atleast 15years.	Yes/No	Certificate of incorporation/Registration Certificate
3.	The entity must have atleast 2 Chartered Accountants in its management.	Yes/No	List and Proof of the same is required.
4.	Experience of the bidder with other Organisations/Govt. Departments inform of Empanelment with atleast 2 departments for providing different types of Support services, is the most important criteria.	Yes/No	Copy of such empanelment/agreement with other Govt Departments/PSU of repute
5.	The bidder shall not be blacklisted by any Central / State Government (Central/State Government and Public Sector) or under a declaration of ineligibility for corrupt or fraudulent practices.	Yes/No	A self-certified letter by the authorized signatory

6.	The bidder should have a positive net worth profit for the latest three financial years (3) Financial Years as revealed by Audited Balance Sheets.	Yes/No	Copy of Audited Financial Statement/Certificate from Statutory Auditor
7.	The bidder should have made a net profit for the latest three financial years (3) Financial Years as revealed by Audited Balance Sheets.	Yes/No	Copy of Audited Financial Statement/Certificate from Statutory Auditor
8.	The bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this EOI	Yes/No	A self-certified letter by the authorized signatory

## TERMS & CONDITIONS

Terms & Conditions relating to submission of Tender:

1. Tender form shall be filled online through [www.eproc.rajasthan.gov.in](http://www.eproc.rajasthan.gov.in). No Physical tender shall be accepted.
2. Scope of Work:
 

**Overview of the Scope of Work**

  - Reconciliation of the Fixed Deposits for past 30 years
  - Getting the UCs from the various DRPs and checking its validity
  - Making the projects and proposals for Fund Raising
  - Forensic audit of Income & Expenditure
  - Any type of Helpdesk, if and whenever required to support the workings of the Sansthan.
3. Infrastructure Set-up : All the Infrastructure related arrangements such as space & furniture etc. will be provided by the IGPR&GVS.
4. IGPR&GVS reserves the right to reject any offer without assigning a reason.
5. Canvassing in any form would result in rejection of the tender.
6. At the time of bidding, the participant entity will submit an undertaking that it was not been blacklisted in the last 3 years for any professional misconduct/misrepresentation.
7. Delay in submission of additional information or clarifications sought by IGPR&GVS may be liable for rejection.
8. If in response to this bid, the bidder makes any claim, which does not reflect the truth or is material representation of facts, the bid will be liable for rejection.
9. The approved bidder shall be deemed to have carefully examined the

conditions, specifications, etc. If he has any doubts as to the meaning of any portion of the conditions or of the specification, etc., he shall be for esign the contract, refer the same to the concerned officer and get clarifications.

10. Price : Work can be assigned to any empanel firm, and the fees will be paid according to the internal guidelines of the IGPR&GVS.

11. Bid Evaluation : Bidders should clearly indicate, giving explicit supporting documentary evidence, with respect to the above, in absence of which their proposals will be rejected summarily.

12. An Evaluation Score (ES) shall be assigned to each prospective bidder on the basis of the technical bid submitted. The technical evaluation score shall be based on the number of points that shall be awarded as per the following Evaluation Criteria table:

S.No.	Technical Evaluation(ES)Criterion	Maximum Score	Supporting documents to be submitted
1.	<b>Profile</b>	50	Copy of Audited Financial Statement/Certificate from Statutory Auditor
	1.1 Annual Turnover in the FY 2020-21 At least Rs.1.5Crores	10	
	More than Rs.1.5Crores	20	
	1.1.1 Positive Net worth of the agency in the FY 2020-21		
	At least Rs.50Lakhs	10	
	More than Rs.1Crores	20	
	1.2 Head Office in Jaipur	10	Certificate of incorporation / Registration Certificate
2.	<b>Experience</b>	10	Copy of such empanelment/agreements with other Govt. Departments/PSU of repute
	3.1 Empanelment with Gov. Organizations/PSUs		
	- At least 2 with Central/State Gov. Organization/PSU	10	
	- Another 2 with Central/State Gov. Organization/PSU	05	
3.	<b>Number of Chartered Accountants on roll</b>	40	Proof of appointment (at least 3 years)
	2	20	
	More than 2	20	

**AWARD OF CONTRACT:** On completion of selection process, the agency will be empaneled for a period of 36 months.



**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 50% 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.

**3. Dividing quantities among more than one Bidder at the time of award (In case of procurement of Goods)**

As a general rule all the quantities of the subject matter of procurement shall be procured from the Bidder, whose Bid is accepted. However, when it is considered that the quantity of the subject matter of procurement to be procured is very large and it may not be in the capacity of the Bidder, whose Bid is accepted, to deliver the entire quantity or when it is considered that the subject matter of procurement to be procured is of critical and vital nature, in such cases, the quantity may be divided between the Bidder, whose Bid is accepted and the second lowest Bidder or even more Bidders in that order, in a fair, transparent and equitable manner at the rates of the Bidder, whose Bid is accepted.

I/we have gone through the conditions/clause above and ready to adhere to them.



**Signature of the bidder**  
**Name:-**  
**Designation with seal**

**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.

I/we have gone through the conditions/clause above and ready to adhere to them.



**Signature of the bidder**  
**Name:-**  
**Designation with seal**

**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:

Place :

Signature of bidder Name:

Designation:

Address:

**Grievance Redressal during Procurement Process**

The designation and address of the First Appellate Authority is **Secretary, Panchayati Raj Department, Jaipur.**

The designation and address of the Second Appellate Authority is **Principal Secretary, PR&RD Department, Jaipur.**

**(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 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 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 tiled 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.
  - (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.

I/we have gone through the conditions/clause above and ready to adhere to them.

**Signature of the bidder**  
**Name:-**  
**Designation with seal**