



## RAJASTHAN STATE MINES & MINERALS Ltd.

(A Govt. of Rajasthan Enterprises)

### SBU & PC – ROCK PHOSPHATE

P.O. Jhamarkotra – 313015 Via & Dist. Udaipur (Raj.)

Ref: RSMM/Phos/F&A/2024-25/	<p style="text-align: center;">LIMITED TENDER ENQUIRY</p> <p style="text-align: center;"><b>“For hiring One Accounts Graduate Person through CA Firm for Finance &amp; Accounts Department, Jhamarkotra Mines”</b></p> <p><b>LE No. RSMM / Phos / F&amp;A / 24-25/01</b> Date :17.01.2025 Due Date: 05.02.2025 Time: 3.30 PM</p>
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One accounts graduate person through a CA Firm is required for accounts related works at Finance & Accounts Department. This is a tentative works description and it includes all types of works related to accounts assistant. Detailed terms are as below: -

### 1. General conditions of Limited Tender Enquiry.

**1.1 Location:** Jhamarkotra Rock Phosphate Mines is situated 26 km South East of Udaipur, Rajasthan near village Jhamarkotra, Tehsil Girwa in Udaipur District, Rajasthan, India, and marked on Survey of India Topo sheet No. 45H114 and 45H/15 between latitudes 24°27'30" and 24°29'30" and longitudes 73°49' and 73°52'.

**1.2 Period of contract and working hours:** - Six months from the date of issue of work order. Working hours: 8.00 AM to 4.00 PM.

**1.3 Rate:** The rate to be quoted for one accounts graduate person on per monthly basis, exclusive of GST in the proforma for Price Bid The present applicable rate of GST is 18% and may be reimbursed as per GST rules.

**1.4 Scope of work:** The accounts graduate is required for accounts related work at Finance & Accounts Department including payroll, settlement of retirement benefits, taxation, calculation of amount payable to various parties, medical bills etc. and any other work as and when assigned by the Officer Incharge. Qualifications of required person should be graduate in commerce.

**1.5 Applicable Laws and Acts:** - The provision of Mines Act, RTPP Act and Labour Laws as applicable, to the contract and their compliance will be the sole responsibility of the bidders. The bidder is required to abide by all statutory requirements as applicable.

**1.6 EMD:** - The bidder shall deposit as interest free a sum of Rs. 2500/- (Two Thousand Five Hundred Rupees only) as Earnest Money Deposit along with the offer by Demand Draft. It should be in favour of "RSMML" payable at Udaipur or Jhamarkotra. **Offers without EMD are deemed to be rejected.**

**1.7 Criteria for deciding lowest bidder:-** The bidder whose quoted rate is resulting into the lowest financial outgo for the company will be considered as L1 bidder. Financial out go shall be computed as "(quoted rate by the bidder) X (total contract period).

**1.8 Negotiation:** - If required, negotiation shall be conducted with the lowest bidder only.

**1.9 Tender submission:** - You are requested to submit an offer in a closed sealed envelope containing;

1. Annexure "A":- should contain rates to be quoted.
2. Annexure "B":- should contain general details of the tenderer.
3. LTE" duly filled, signed and sealed.
4. Demand draft of EMD.

The closed envelope should superscribe with

- (i) LTE No. **RSMM/Phos/F&A/24-25/01 dated 17.01.2025**
- (ii) Confirmation of EMD submission details and
- (iii) **"For hiring One Accounts Graduate Person through CA Firm for Finance & Accounts Department, Jhamarkotra Mines"**

**1.10 Tender should be Addressed & Submitted to:** -

"SM (F&A), Marketing Dept. RSMML Corporate Office, Udaipur".

**1.11 Last Date and Time of submission:** - The tender will be received up to 3.00 pm on 05.02.2025 and will be opened on the same day at 3.30 pm in his office in the presence of bidders or their representative who may like to be present.

## 2. Special terms and conditions for successful bidder.

**2.1 Compliance of Mines Rules:** - Successful tenderer has to issue identity cards and necessary compliance of mining rules such as training at VTC, filling different mining forms etc.

**2.2 Details:** - Successful Bidder has to depute one accounts graduate as per qualification listed above for desired work at Finance & Accounts Department.

**2.3 Payment:** Payment will be made within one month from the submission of bill in triplicate. Following documents are required for payment

- I. PAN of hired person.
- II. Attendance sheet of hired person duly verified.
- III. Payment sheet and bank payment details to hired person.

**2.4 Compensation:** Contractor has to depute one accounts graduate person within 15 days from the date of issuing LOA/ work order. Compensation of Rs. 100 per day will be levied for absence of deputed person from work.

**2.5 Security Deposit:** - Successful bidder shall be required to furnish Security Deposit amount equal to 10 % of value of contract (interest free), which will be returned to them after six months of successful completion of contract work. Or

On application of the Bidder, Security deposit amount may be deducted from submitted bills/ Invoices.

**2.6 Compliance of Legal and statutory obligations:-** . Compliance of applicable labour laws and statutory obligations is to be done by successful bidders. The bidder is required to abide by all statutory requirements as applicable.

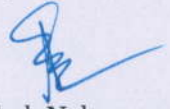
**2.7 Compliance of Safety Rules:** - Deputed person should follow safety rules and wear safety shoes etc.

**2.8 Validity of offers:** - Submitted offers should be valid for 120 days from the date of opening of tenders.

**2.10 Award of the Contract:** - The Company shall communicate to the successful Bidder to accept their tender offer and thereafter the successful Bidder will have to execute an agreement on the prescribed format, which shall be consist tender document, DLOA /work order at contractor cost and expenses. The Performa shall be provided by the RSMML.

**2.11 Extension of contract:-** Contract may be extended as per provisions of RTPP act.

RSMML reserves the right to accept/reject one or all the offers received without assigning any reason whatsoever.



Ashok Nalwaya  
DGM (F&A)  
Jhamarkotra Mines

I/We have studied the above terms and conditions and having understood the same in true sense and spirit, I/We shall abide by and adhere to the above terms and conditions fully.

Signature of Tenderer with official stamps

Place & Date:

Annexure- A

LE No. RSMM/Phos/F&A/24-25/01

Date :17.01.2025

**PROFORMA FOR PRICE BID**

**Name of the Bidder:** \_\_\_\_\_

Sr. no.	Particulars	Amount in Rupees per month in figures & in words (exclusive of GST)
1.	Professional fees for providing one accounts graduate through CA Firm at SBU&PC Rock Phosphate, Jhamarkotra Mines, Udaipur (Rajasthan)”	

**Note:-**

- I. All incidental or contingent works required for performance of work as above shall be done by the bidder at its cost & expense and it would not qualify for extra payment.
- II. No Travelling allowance/ Dearness allowance shall be granted for attending office.
- III. The rates quoted by the bidder will be exclusive of Goods and Service Tax (GST), however the rates will be inclusive of any other levies and duties, as applicable on this contract (up to last date of submission of bids). The rates shall also be inclusive of cost of additional and other allied work etc.
- IV. If there is any contradiction found in the rates written in numbers and words, then the rates written in words will be considered as final.

**Signature and Name of Bidder with Official Seal**

Annexure- B

LE No. RSMM/Phos/F&A/24-25/01

Date : 17.01.2025

Sl.no	Description	Details
1	Name of Bidder	
2	Detailed office address of the Agency and Name of authorized Contact Person	
3	Contact number /Mobile Number	
4	E-mail address for official communication	
3	PAN/TAN/GST Number (copy to be enclosed)	
4	Bank Details Bank Account NO. Name: Branch: Address: Type of Account: SB/Current /any other IFSC Code	
5	Details of EMD 1) Amount (In Rs.) 2) Draft No./ Banker Cheque No. 3) Date 4) Issuing Bank	
6	MSME registration no. if registered	
7	Type of bidder :- Proprietorship / Partnership firm/ Private Ltd./Public ltd.	
8	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. (If no a certificate is to be attached in this regard.)	

**Signature and Name of Bidder with Official Seal**