

**ग्रामीण गैर कृषि विकास अभिकरण (रूडा)**  
योजना भवन, तिलक मार्ग, जयपुर दूरभाष-0141-2225619

क्रमांक : रूडा/निविदा/लेखा संधारण/2025-26/1616

दिनांक : 09.07.2025

**बोली आमंत्रण सूचना-2025-26**

ग्रामीण गैर कृषि विकास अभिकरण (रूडा) जयपुर में कार्यालय लेखा संधारण कार्य हेतु अनुभवी चार्टर्ड अकाउंटेंट फर्म की सेवाओं की आपूर्ति के लिए कार्यादेश जारी होने की दिनांक से एक वर्ष तक के लिए पंजीकृत फर्म/संवेदक से निम्नानुसार खुली बोलियां आमंत्रित की जाती हैं:-

क्र. सं.	कार्य का विवरण	अनुमानित लागत एक वर्ष हेतु (रूपये में)	निविदा शुल्क राशि (रूपये में)	अमानत राशि (रूपये में)	निविदा प्रपत्र विक्रय की अंतिम दिनांक व समय	निविदा प्रपत्र जमा कराने की अंतिम दिनांक व समय	निविदा खोले जाने की दिनांक व समय
1	2	3	4	5	6	7	8
1	लेखा संधारण कार्य हेतु चार्टर्ड अकाउंटेंट फर्म	3.60 लाख (जीएसटी अतिरिक्त)	200	7200	18.07.2025 समय 12.30 PM तक	18.07.2025 समय 2.00 PM तक	18.07.2025 समय 3.00 PM तक

इच्छुक एवं योग्य बोलीदाताओं द्वारा निविदा के साथ निविदा प्रपत्र शुल्क एवं अमानत राशि का डी.डी. / बैंकर्स चेक, जो RURAL NON FARM DEVELOPMENT AGENCY (RUDA), JAIPUR के नाम से देय हो, को अलग-अलग संलग्न कर सीलबंद लिफाफे में ग्रामीण गैर कृषि विकास अभिकरण (रूडा) जयपुर कार्यालय में दिनांक 18.07.2025 को 2.00 PM तक जमा करवाया जाना आवश्यक होगा।

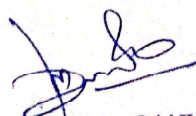
उक्त बोली प्रपत्र <https://sppp.rajasthan.gov.in> पोर्टल एवं विभागीय वेबसाइट [www.ruda.rajasthan.gov.in](http://www.ruda.rajasthan.gov.in) से डाउनलोड किया जा सकता है। अन्य विवरण एवं शर्तें प्रपत्र में अंकित हैं।

  
उप महाप्रबंधक

**RURAL NON FARM DEVELOPMENT AGENCY (RUDA) JAIPUR**

**Tender form for submission of Open Bidding for**  
**Accounts and Book Keeping Services**

S. No.	Information Desired	Information being presented
1.	Name and Address of the Firm	
2.	Date of Establishment (Enclose Details)	
3.	Is your Firm a Proprietorship, Partnership or registered under the Companies Act. Please give details & enclose Certificate.	
4.	PAN No. (enclose copy)	
5.	GST No. (enclose copy)	
6.	Set up of Firm (Complete details of Staff, Enclose list)	
7.	List of Govt. Clients with Details of Services provided by your organization (enclose supporting documents)	
8.	Details of Turn-over of last three years (2021-22 to 2023-24). Balance Sheet, Profit & Loss Accounts duly verified by C.A. (enclosed attested copies)	
9.	Experience (Minimum 5 years)	
10.	Details of the Tender Fees Details of the Bid Security Money	
11.	Quoted Offer on monthly basis as per terms & condition no. 2 (GST quoted separately)	

  
**DGM, RUDA**

**Signature**

Accounts tender



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## **RURAL NON FARM DEVELOPMENT AGENCY (RUDA) JAIPUR**

### **Open Bidding for Accounts and Book Keeping Services** **Details of Service Requirement and Terms & Conditions**

#### **Service Requirement:**

1. Maintaining Accounts of the Office of RUDA, which includes preparation of vouchers, their proper classification budget head wise, their entries into Cash Book, Ledger and Journal to Tally Programme.
2. Generate all types of Challans/Schedules/Bills.
3. In accordance with the Accounting Rules in force, Pre Audit of the Accounts rendered by various agencies against the advance made to them out of RUDA's Funds.
4. To work on TDS/GST/Pay Manager/IFMS/PFMS/Govt. Websites.
5. Preparation of cheques for disbursement of payments.
6. Reconciliation of different Bank Accounts of RUDA on quarterly basis.
7. Preparation of replies of pending Audit Paras in consultation with the RUDA Accounts personnel.
8. Making available the relevant record for all types of Audits i.e. Statutory, Internal and Government Audit.
9. Preparation and timely making available the Monthly and Quarterly Financial Progress Report.
10. Storage of Accounts Data in the Computer and regularly maintain the Data Backup as a precaution against any mishap or failure of Computer Machinery.
11. Retrieval of the Stored Data as and when required by RUDA Management.

#### **Terms & Conditions:**

1. The Bid should be submitted in the prescribed format. The applicant Firms not fulfilling the conditions laid out in the form will not be considered. The tender duly filled should be submitted to RUDA office latest by **2.00 PM** on dated **18.07.2025**.
2. The applicant Firms should calculate their manpower requirement on the basis of the details of services mentioned above and the offers may be quoted accordingly on monthly basis. (Minimum two persons required). The persons should be graduate in Commerce and minimum one person should have minimum 10 years experience of computer accounting work on Tally software with double entry system in Govt. Organization, good knowledge of Income tax, TDS & GST work, Net Banking, Ms Word, Ms Excel, Internet, Emails, etc. with fast typing speed in English and Hindi language.

  
**DGM RUDA**

Accounts tender



**In the order to avoid violation of the Minimum Wages Act for the manpower deputed by your firm for this work, the firms are advised to keep due consideration of minimum wages directions of Govt. of Rajasthan issued time to time before quoting to rates for tender.**

3. Every page of bid document & conditions must be signed by the bidder before submission of form.
4. GST may be quoted separately. All other charges will be inclusive.
5. Conditional offers made by the firms shall not be accepted under any circumstances.
6. The successful bidder firm will have to enter into an agreement with RUDA on a Non Judicial Stamp Paper worth Rs. 500/- to provide the services to RUDA for a minimum period of 1 year. This period may be extended further for another one year with mutual consent as per rules.
7. The manpower deployed by the successful bidder firm shall work in close supervision of the Accounts Officers of RUDA.
8. It shall be binding on the successful bidder firm to maintain absolute Data Integrity. In order to ensure this the successful bidder firm will have to deposit Performance Security in RUDA's office which will be equivalent to 5% payable by firm to the RUDA. This Performance Security deposit may be given through demand draft or bank guarantee in favor of RURAL NON FARM DEVELOPMENT AGENCY (RUDA). This amount shall be refunded to the firm after satisfactory completion of the contract period.
9. RUDA reserves its right to accept or reject any offer without assigning any reason.
10. RUDA also reserves its right to cancel the contract at any stage if the services agreed upon are found unsatisfactory. Decision of Managing Director, RUDA will be final in this regard.
11. The bidder has to furnish an undertaking that the organization has not been blacklisted in the past by any Government/Private Organization. Furnishing incorrect information by bidder will render their bid liable for forfeiture of earnest money deposit. The EMD of unsuccessful bidders will be returned after completion of the tender process. No interest will be paid on EMD.
12. The provisions of Rajasthan Transparency in Public Procurement (RTPP) Act, 2012 and RTPP Rules, 2013 made thereunder, shall be applicable for this procurement. Furthermore, in case of any inconsistency in any of the provisions of this bidding document and the RTPP Act/Rules, the latter shall prevail.
13. In case of any dispute, the jurisdiction of the Courts will be Jaipur City only.

  
Dy. General Manager