

ROPEWAYS & RAPID TRANSPORT
SYSTEM DEVELOPMENT CORPORATION H.P. LIMITED (RTDC)

LIMITED QUOTATIONS

Sealed quotations are hereby invited from the Chartered Accountants for engaging one full time finance and account official for conducting day to day activities of this corporation on outsource basis as per details given below:-

Sr. No.	Job Details /Description	Monthly professional fee/charges
1	Providing the services of one full time finance and account official for conducting day to day activities of this corporation on outsource basis	

The quotations shall reach in the office of the undersigned on or before 27/12/2019 by 11.00 A.M. and shall be opened on the same day at 11.30 AM. in the presence of representative of CA firms who may wish to be present at the time of opening of quotations. The sealed quotation shall be inscribed on its top right corner "QUOTATIONS FOR PROVIDING THE SERVICES OF ONE FULL TIME FINANCE AND ACCOUNT OFFICIAL" due to be opened on 27/12/2019 at 11:30 A.M.

TERMS AND CONDITIONS

1. The Bidder must be a Chartered Accountant.
2. The finance and account official provided by the CA firm shall be CA (Inter)/MBA(finance)/ M.com with 2-3 years of experience in finance and accounting of the company.
3. The successful bidder shall deposit the performance security amounting to Rs. 50,000 (Rs. Fifty Thousand only) in the shape of FDR pledged in the name of General Manger, RTDC, US Club, Shimla-1.
4. The services of the finance and account official will be engaged initially for one year which can be extended further if need be on mutually agreed basis and the outsourced official shall have no right to claim for their regularization of their service in the Corporation.
5. T.A., D.A. will be admissible if the services are required to be deployed at field offices as per demand.
6. The finance and account official being offered shall be well versed with the knowledge of finance, accounts, procedures, reports etc. as required under Companies Act 2013.
7. In case the performance of the deployed official is not found satisfactory at any stage, the CA firm shall provide the replacement of the manpower within a week from the date of the intimation to CA firm.
8. Only one leave shall be admissible per month in case the person goes on leave for more than one day, it shall be binding on the CA /CA firm to provide a replacement for the same and amount to be paid to the absentee will be deducted proportionately during the period of absence.
9. The CA firm shall ensure that no information about the software, hardware, database and other records of this Corporation is passed to any party in any form.

10. The CA firm shall submit a bill/invoice for the services rendered by the official by 5th of every subsequent month and the Corporation shall release the payment within a week time after submission of bill/invoice.
11. The Corporation shall have the right to deduct the taxes at source as applicable.

(Er. Rohit Thakur)
General Manager,
Ropeway & Rapid Transport System
Development Corporation, Shimla.
Email: - cgmrdchp@gmail.com
Mob. No. 94184-57129

No. RTDC/Fin. Power/56/2019 :- 874-878 Dated :- 12/12/19.

Copy forwarded to:-

1. Notice Board
2. ~~The~~ Director Transport, Parivahan Bhawan, Shimla with the request to upload on the department's website.
3. ~~&~~ Vipul Sood & Co., Chartered Accountants, Saraswati Bhawan, North Oak, Sanjauli Shimla-06.
4. ~~&~~ Jitender Manoj & Associates, Chartered Accountants, Aakash Kunj Bhawan, Opposite new fruit Mandi, Kamlanagar, Sanjauli, Shimla-171006 (H.P.)
5. Mukesh K Sharma & Associates, Chartered Accountants, 118B, SDA Commercial Complex, Kasumpti-171009 (H.P.)

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