



JAIPUR METRO

# JAIPUR METRO RAIL CORPORATION LTD.

## REQUEST FOR PROPOSAL FOR HIRING THE SERVICES OF FINANCIAL EXPERT & TAX ADVISOR

Admin Building, Metro Depot, Bhrigu Path,  
Mansarovar, Jaipur-302020

Tel. :- 0141-2822210, 2822211

E-mail: [jmrc.finance@rajasthan.gov.in](mailto:jmrc.finance@rajasthan.gov.in)

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in)

Director (Finance)  
Jaipur Metro Rail Corporation Ltd.  
JAIPUR

# Jaipur Metro Rail Corporation Ltd.

(A Government of Rajasthan Undertaking)

Registered Office: Admin Building, Metro Depot, Bhriku Path, Mansarovar, Jaipur-302020

CIN: U60221RJ2010SGC030630

Tel.: 0141-2822210; Fax: 0141- 2822211

Website: [www.jaipurmetrorail.in](http://www.jaipurmetrorail.in); email: [df@jaipurmetrorail.in](mailto:df@jaipurmetrorail.in)

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JAIPUR METRO



F.2 (404) JMRC/FIN/FE/ 2020-21/ 287

Date:- 19/8/2021

M/s Shyam L. Agarwal & Co.,  
Chartered Accountants,  
438 & 439 Mahima's Trinity  
Swey Farm, New Sanganer Road,  
Jaipur - 302019

## Request for proposal

Sub: - Request for Proposal for Financial Expert & Tax Advisor under single source procurement method

Sir,

Request for Proposal is being invited under Rule-17 of RTPPR under Single source procurement method for hiring of the services of Financial Expert & Tax Advisor for Jaipur Metro Rail Corporation Ltd for the period of two years. Terms of Reference of the aforesaid work is enclosed herewith for your reference.

You are requested to submit your bid / proposals by 11:00 AM on 26.08.2021 to Director (Finance), Jaipur Metro Rail Corporation Ltd., Jaipur in a sealed envelope.

Encl: As above

Director (Finance)

Director (Finance)

Jaipur Metro Rail Corporation Ltd.  
JAIPUR

**TERMS OF REFERENCE  
FOR HIRING THE SERVICES OF  
FINANCIAL EXPERT & TAX ADVISOR  
FOR JAIPUR METRO RAIL CORPORATION LTD.**

**1. BACKGROUND & OBJECTIVES**

Jaipur Metro Rail Corporation Limited is a Government Company incorporated under the Companies Act, 1956 and having its registered office at Admin Building, Metro Depot, Bhriugu Path, Mansarovar, Jaipur 302020. Company is especially set up by the Government of Rajasthan for execution of the Jaipur Metro Rail work. The Phase-IA i.e. Mansarovar to Chandpole is completed and Commercial operation has commenced from 03.06.2015. The Phase -1B i.e. Chandpole to Badi Chaupar is completed and commercial operation has commenced from 23.09.2020.

**2. SCOPE OF WORK**

- To provide consultancy service related to preparation of Annual Accounts.
- To provide consultancy in relation to preparation of replies of various audit para / observations.
- To advice on the Tax deduction at source on the payment to be made by the JMRC and for E-filing of the Tax deduction return on quarterly basis.
- To advice on the tax matter, for filing the Income Tax Return of JMRC and appear before the Tax authorities for and on behalf of JMRC.
- To advice on the GST transaction made by the JMRC and for E-filing of the GST return on monthly & quarterly basis.
- To provide consultancy on any other matter referred by CMD or Director (Finance).

**3. COMPLIANCE OF RTPP ACT, 2012 & RULES 2013**

The bidder is advised to read RTPP Act, 2012 & Rules 2013. He is expected to comply with the provision of the Act.

**4. TERMS OF PAYMENT**

Financial Expert and Tax Advisor will submit bill to the Jaipur Metro Rail Corporation on monthly basis. Payments will be subject to deduction of taxes if any.

The Corporation may, by written notice of suspension, suspend/forfeit all payment if Financial Expert and Tax Advisor fail to perform any of obligations assigned to him with levy of penalty.

**Director (Finance)**

**Jaipur Metro Rail Corporation Ltd.  
JAIPUR**

## 5. OTHER TERMS AND CONDITIONS

- The proposal should be valid for a minimum period of sixty (60) days from the last date for submission.
- Kindly note that JMRC is entitled to amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFP before the last date for submission of proposal.
- JMRC reserves the right to verify any information contained in a proposal.
- JMRC reserves the right not to accept the proposal without assigning any reason thereof.
- The bidder should not be debarred / blacklisted, at the time of bidding, in any state government entity.

## 6. TIME PERIOD OF ASSIGNMENT

- The assignment shall be for two years only.

  
**Director (Finance)**  
Jaipur Metro Rail Corporation Ltd.  
JAIPUR



Annexure-A

**Form for price bid for providing the services of Financial Expert & Tax Advisor to  
Jaipur Metro Rail Corporation Ltd., Jaipur**

Chairman & Managing Director,  
Jaipur Metro Rail Corporation Ltd.,  
Jaipur

Sub:- Proposal for Financial Expert & Tax Advisor.

Sir,

We, the undersigned, offer to provide the service for Financial Expert & Tax Advisor in accordance with the request for proposal dated \_\_\_\_\_ and our Resume. Our financial proposal is attached herewith.

This proposal shall be binding upon us up to two years from the date of submission of proposal. We shall abide by the terms & conditions mentioned in this bid.

We understand you are not bound to accept any proposal you receive.

Yours sincerely,

Authorized signatory  
Name and title of the signatory,  
Name of the firm and address  
(With Stamp)

  
**Director (Finance)**  
Jaipur Metro Rail Corporation Ltd.  
JAIPUR

("Financial bid for Financial Expert & Tax Advisor.")

Format-B

Financial Bid

Sr. No.	Description of Service	Consultancy Fees	
		Rs. (In figures)	(Rs. in words)
(a)	Total fees for providing services for Financial Expert & Tax Advisor's work at Jaipur Metro Rail Corporation as per scope of work complete to the satisfaction of client inclusive all expenses but exclusive GST (as per prevailing rates).		
(b)	Add:- GST as per prevailing rates		
(c)	Total Consultancy fee including GST as per prevailing rates (a) + (b)		

Note : GST shall be paid as per prevailing rates.

Authorized signatory  
(With Stamp)

  
Director (Finance)  
Jaipur Metro Rail Corporation Ltd.  
JAIPUR

## Format-C

# Undertaking (On behalf of firm)

I, \_\_\_\_\_ partner of M/s. \_\_\_\_\_ Chartered Accountants do hereby verify and declare

- i. That the particulars given by me/ us are complete and correct and that if any of the statement made or the information so furnished in the application from is later found not correct or false or there has been suppression of material information, the firm would not only stand disqualified from allotment but would be liable for disciplinary action under the Chartered Accountants Act, 1949 and the regulation framed there under:
- ii. That the firm or partners have not been debarred or cautioned by ICAI during the last three years, (if debarred, give details);
- iii. That individually we are not engaged in practice otherwise or in any other activity which would be deemed to be in practice under Section 2 (2) of the Chartered Accountants Act, 1949;
- iv. That the constitution of the firm as on 1st January of the relevant year shown in the resume is same as that in the constitution certificate issued by the ICAI.

S.No.	Name of partners	Membership Registration no.	PAN No.	Date of payment of the fees for the relevant year _____ A/B*

\*A For membership

B For issue of certificate of practice

(Signature of partner and Seal of the Firm)

Place:

Date:

  
**Director (Finance)**  
Jaipur Metro Rail Corporation Ltd.  
JAIPUR