



## **CSVTU FOUNDATION FOR RURAL TECHNOLOGY AND ENTREPRENEURSHIP, BHILAI**

**RFP for “Empanelment of CS & CA firms/Individuals for providing all necessary services related to fulfilment of ROC compliances to CSVTU-FORTE and associated startups”**

**CSVTU FOUNDATION FOR RURAL TECHNOLOGY AND ENTREPRENEURSHIP, BHILAI**

**Newai, P.O. Newai, Dist. Durg, PIN 491107  
Ph. No. : 0788-2200062, Fax No. : 0788-22445020**

**Website: [www.csvtu.ac.in](http://www.csvtu.ac.in),  
E-mail: [director\\_forte@csvtu.ac.in](mailto:director_forte@csvtu.ac.in)**

# CSVTU FOUNDATION FOR RURAL TECHNOLOGY AND ENTREPRENEURSHIP, BHILAI

RFP for

**“Empanelment of CS & CA firms/Individuals for providing all necessary services related to fulfilment of ROC compliances to CSVTU-FORTE and associated startups”**

Ref No. : CSVTU-FORTE/2024/03

Date:- 30/01/2024

CSVTU Foundation for Rural Technology and Entrepreneurship (CSVTU-FORTE) is offering Request for Proposal (RFP) from CS & CA firms for providing all necessary services related to fulfilment of ROC compliances to CSVTU FORTE and its associated startups/partners/channel partners/promoters etc.

Interested agencies may visit the website [www.csvtufote.com](http://www.csvtufote.com) for information about CSVTU-FORTE and its objectives. Response to this Request for Proposal (RFP) shall be deemed to have done careful study and examination of this document with full understanding of its implication. This section provides general information about the issuer, important dates and addresses and the overall eligibility criteria for the parties.

RFP document can be obtained from CSVTU-FORTE website [www.csvtufote.com](http://www.csvtufote.com)

**Last date of submission of RFP Form: 12-02-2024**

## NOTICE INVITING REQUEST FOR PROPOSAL (RFP)

### FACT SHEET

1.	Request for Proposal No.	CSVTU-FORTE/2024/03, Dated: 30/01/2024
2.	Name of the Work	<b>Empanelment of CS &amp; CA firms for providing all necessary services related to fulfilment of ROC compliances to CSVTU-FORTE and associated startups</b>
3.	Name of the issuer of this	<b>CSVTU Foundation for Rural Technology and</b>

	Request for Proposal	<b>Entrepreneurship, CSVTU, Bhilai</b>
4.	Last Date for Submission of RFP	<b>12-02-2024</b>
5.	Address of Communication	<b>Director, CSVTU-FORTE, CSVTU Bhilai Campus, P.O. - Newai, Bhilai, District - Durg (CG) – 491107 E-mail: director_forte@csvtu.ac.in</b>
6.	Proposal Fees	<b>INR 1000/- in form of DD drawn in favour of “CSVTU Foundation for Rural Technology and Entrepreneurship”</b>

## **DEFINITIONS:**

In this document the following words and expressions have meaning hereby assigned to them.

CSVTU-FORTE: Means CSVTU Foundation for Rural Technology and Entrepreneurship.

APPLICANT: Means the CA & CS firms/Individuals eligible for Empanelment.

## **1. Scope of Work**

CSVTU-FORTE hereby invites interested CA & CS firms/Individuals to submit a Request for Proposal (RFP) for the Empanelment as service provider for providing all necessary services related to fulfilment of ROC compliances to CSVTU-FORTE and its associated startups/partners/channel partners/promoters etc. The selection of service provider shall be based on scrutiny of applications by a competent committee of CSVTU-FORTE at regular intervals. The CSVTU-FORTE reserves all rights to invite offers for engagement of other applicants from time to time for any of these works. The empanelment shall not bind the CSVTU-FORTE in any way whatsoever.

## **2. Requirements from applicant**

The Applicant is required to fulfil following requirements from their side after successful empanelment –

- a) The empanelled service provider will be required to provide its services such as RoC compliances, Financial audit, company registration, DIPP/DPIT certification, DPR preparation, incubation agreement, company valuation prior to investments, equity sharing, term sheet preparation, FSSAI registration, CSR proposals and associated compliances per the needs of CSVTU-FORTE and its associated startups/partners/channel partners/promoters etc.
- b) The above mentioned services on part (a) above will be as per the needs of CSVTU-FORTE and its associated startups/partners/channel partners/promoters etc.
- c) The empanelled service provider will also be required to demonstrate and periodically get checked/update the necessary documents and financial records whenever asked by CSVTU-FORTE.

### 3. Responsibility of CSVTU-FORTE

- d) CSVTU-FORTE will provide a platform to service provider/applicant firm to offer its services to CSVTU-FORTE and its associated startups/partners/channel partners/promoters etc. on chargeable basis with necessary rebates offered to the clients.
- a) CSVTU-FORTE will provide necessary office space, access to its other infrastructure facilities such as computer lab, cafeteria, meeting rooms, and internet facilities etc to the service as per its needs on free or nominal charge basis.
- b) CSVTU-FORTE will provide opportunities to the service provider to offer its services in training the startups/partners/channel partners/promoters etc. in developing necessary financial skills through various workshops/ training programs/capacity building programs/ skill development programs etc. as per the needs of the associated stakeholders. The empanelled service provider will be given necessary honorarium for these services.
- c) CSVTU-FORTE may also extend support to the service provider for its specific needs in the domain of expertise available with CSVTU-FORTE for overall growth and progress of service provider, on free or nominal charge basis.
- d) CSVTU-FORTE may also assist the service provider to expand its networking/business for mutual growth and benefit.

### 4. Empanelment of Consultant/Firm/Company

#### a) EMPANELEMENT PROCEDURE

The broad procedure for empanelment of Service provider shall be as under.

- I. Publication of Request for Proposal (RFP): CSVTU-FORTE invites the application from eligible firms to submit their proposal in the desired format (given in Formats – I to V below) to participate in the empanelment procedure.
- II. Submission of RFP: The participants will submit the RFP to CSVTU-FORTE along with the details as required in the prescribed manner.
- III. Scrutiny by the CSVTU-FORTE – The CSVTU-FORTE will scrutinize all the submissions and eligible firms shall be invited for presentation.
- IV. Final selection of the firm shall be done on the basis of credentials and presentation, and letter of award will be given to the selected service provider.

#### b) PERIOD OF EMPANELMENT:

The empanelment would be initially for a period of 1 year and it shall be renewed every year after the satisfactory completion of initial 1 year of work and if it is not renewed then it will be expired by itself. The renewal application shall be submitted 1 month before expiry date of empanelment to the Director, CSVTU-FORTE, CSVTU Bhilai, P.O.-Newai, District-Durg, Chhattisgarh, PIN-491107.

c) **TERMINATION OF EMPANELMENT**

If in the view of the CSVTU-FORTE, the performance of any channel partner is not satisfactory, or if the service provider fails to safeguard the interest of CSVTU-FORTE, CSVTU-FORTE may at its sole discretion, terminate the engagement of the service provider, for particular work as well as terminate /suspend his empanelment with the CSVTU-FORTE by giving written notice before not less than 30 days to the service provider. The CSVTU-FORTE's decision in this matter shall be final and binding.

**5. INFORMATION AND INSTRUCTIONS TO APPLICANTS**

a) **GENERAL.**

All information requested for in the enclosed forms should be furnished against the respective columns in the form. If information is furnished in separate documents, reference to the same should be given against respective column. If information is 'Nil' it should also be mentioned as 'Nil' or 'No such case'. If any particular query is not applicable in case of the applicant, it should be stated as 'Not applicable'. The applicants are cautioned that non-submission of complete information called for in the required formats, or making any change in the prescribed forms may result in the application being summarily rejected.

- i. All the information must be submitted in Hindi or English.
- ii. The documents should be sent by speed post / registered post or hand delivery. CSVTU-FORTE will not entertain any application after the prescribed time limit on any grounds.
- iii. The applicant's name & signature should appear on each page of the application form.
- iv. The applicant is advised to attach any additional information he thinks would be necessary in regard to his capabilities. No further information will be entertained after submission of application unless it is required by CSVTU-FORTE. CSVTU-FORTE reserves the right to call for additional information and clarification of information submitted from the applicants
- v. The application form duly completed and signed shall be submitted in sealed cover. The sealed cover shall be super scribed as: **Application against RFP for "Empanelment of CS & CA firms/Individuals for providing all necessary services related to fulfilment of compliances to CSVTU-FORTE and associated startups"** for Empanelment in CSVTU-FORTE and shall be received by the Director, CSVTU-FORTE, CSVTU Bhilai Campus, P.O. - Newai, Bhilai, District - Durg (CG) – 491107, India as per the timeline mentioned in advertisement on newspaper or in the **CSVTU-FORTE website "www.csvtuforte.com"**.

- vi. The cost incurred by applicants in preparing this application, in providing clarifications or attending discussions / meetings in connection with this document shall be borne by the applicant and the CSVTU-FORTE in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the process.

## **1. ELIGIBILITY AND MINIMUM CRITERIA FOR PREQUALIFICATION:**

- a) The applicant firm/ service provider should be based in Chhattisgarh preferably in Durg/Raipur districts.
- b) The empanelled service provider will be required to submit necessary certifications/licenses of Govt. of India in support of its eligibility.
- c) Minimum experience of 5 years will be preferred.

## **2. CORRUPT OR FRAUDULENT PRACTISES**

- a) The organizations shall observe the highest standard of ethics during the selection process and execution of the work.
- b) The selection Committee will reject a proposal if it determines that the applicant organization has engaged in corrupt or fraudulent practices while participating in the selection process.

## **3. DISPUTE REDRESSAL AND POWER OF AMENDING THE RFP DOCUMENT**

In the event of any dispute or difference arising regarding RFP document or any special condition of the document, the same will be referred to CSVTU-FORTE for final decision and will be binding to all. CSVTU-FORTE shall also have the power to amend any clause of the document before opening of the proposals and the same shall be notified to publically via official website.

**Format I – Details of Applicant**

Please use extra sheets if required

Name of Firm/service provider	
Postal Address	
Phone Numbers	
Mobile Number	
Email (if available)	
Name of Authorized Representative	
Designation	
Mobile	
Email	
Website (if available)	
List of services provided by the applicant firm/service provider (Please provide details with pricing and	
List of major clients (if applicable)	
Annual turnover (if available)	

For and on behalf of (Firm/Individual Name):

Signature: Name:

Designation:

(Authorized Representative and Signatory)

**Format-II**

**Profile of Organization**

<b>Legal Constitution of Applicant</b>	
Type of the Applying Entity (Registered firm/company/individual etc.)	
Name of Registering Authority	
Registration Number	
Date of Registration	
Place of Registration	
PAN No. of Organization (if available)	
Licenses available with the firm (Please attach self attested copies of all licenses)	

For and on behalf of (Firm Name):

Signature:

Name:

Designation:

Note:

1. Please provide copy of the registration certificate from the appropriate Registering Authority.
2. Please provide copy of Aadhar Card and PAN Card (if available).



**Format – III**

**Profile of Owner / Proprietor**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Educational Qualification</b>	
<b>Total Year of Experience</b>	
<b>Contact No</b>	
<b>Email</b>	

Paste Recent Passport Size Photograph
Signature

**Summary of Professional Qualification/ Training/ Skills /Experience (100 words)**

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**Personal Detail & Qualification**

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

**Experience**

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name & Address

**I hereby solemnly declare that the above mentioned information is true to my knowledge & belief.**

**Date:**

**Place:**

**Signature**

**Format – IV**

**Profile of Team Members (Please Fill the same for each member separately)**

<b>Name</b>	
<b>Date of Birth</b>	
<b>Educational Qualification</b>	
<b>Total Year of Experience</b>	
<b>Contact No</b>	
<b>Email</b>	

Paste Recent Passport Size Photograph	
<table border="1"><tr><td style="text-align: center;">Signature</td></tr></table>	Signature
Signature	

**Personal Detail & Qualification**

SN	Year of Passing	Degree / Certificate	School/College Name/	Board/ University Name	City	State

**Experience**

SN	From (Date)	Till (Date)	Duration (in Years)	Position Held	Project Perused	Employer Name

**I hereby solemnly declare that the above-mentioned information is true to my knowledge & belief.**

**Date:**

**Place:**

**Signature**

Note: Please attach resume with project description and duly signed by the same person.

**Format – V**

**FORMAT OF UNDERTAKING**

FORMAT OF UNDERTAKING, TO BE FURNISHED BY ORGANIZATION HEAD WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION UNDERTAKING REGARDING BLACKLISTING / NON – DEBARMENT

To,

The Director,

CSVТУ-FORTE, Newai, P.O. Newai, Dist. Durg, PIN 491107

We hereby confirm and declare that we, M/s -----, is not Blacklisted/ De-registered/ Debarred by any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the Works/ Services since the establishment of our organization.

For and on behalf of (Firm Name):

Signature:

Name:

Designation: