



भारतीय प्रौद्योगिकी संस्थान रोपड़
INDIAN INSTITUTE OF TECHNOLOGY ROPAR

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No. 1499-19/CA-Tender/IITRPR/PS/

Dated 19.02.2020

NOTICE INVITING TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM

Indian Institute of Technology (IIT), Ropar invites offers from Chartered Accountant Firms having Office at Ropar/ Chandigarh/ Mohali/ Panchkula for the services mentioned in the scope of work for the financial year 2020-21, which may further be extended for two more years (on yearly basis) on satisfactory services and with mutual consent of both the parties without any increase in the offered rates.

The firms should have experience of doing similar kind of work for Centrally funded Technical Institutes/ IIT's/ NIT's/ Central Universities.

The detailed terms and conditions and prescribed forms can be downloaded from the institute website www.iitrpr.ac.in/tenders. The tender forms complete in all respect alongwith with all required documents should reach the office of the Deputy Registrar, Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Rupnagar-140001 on or before 12.03.2020 upto 3:00 PM. The tenders will be opened on the same date i.e 12.03.2020 at 3:30 PM.

Late bids shall not be entertained

(Registrar)

INDIAN INSTITUTE OF TECHNOLOGY ROPAR

NOTICE INVITING TENDER

FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRMS FOR THE YEAR 2020-21

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1) BID-DATA SHEET

Issue of Tender Forms	Complete Tender Document of 24 pages can be downloaded from the Institute's website www.iitrpr.ac.in
Earnest Money Deposit (EMD)	Earnest money of Rs.25,000/- (Rupees Twenty Five Thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favouring IIT Ropar Revenue Account payable at Ropar .
Last Date of Submission of Tender	12.03.2020 upto 3:00 PM
Opening of Tender (Technical Bid)	12.03.2020 at 3:30 PM
Contact Person	The Registrar, IIT Ropar
Contact Address	Deputy Registrar, Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Rupnagar
Contact Phone Number (s)	01881- 231283,1285

2) TERMS OF REFERENCE

2.1 Background: -

Indian Institute of Technology Ropar (IIT Ropar) is a Central Autonomous body under Ministry of Human Resource and Development (MHRD), Government of India and has been recognized as an Institute of National Importance by an Act of Parliament.

IIT Ropar is maintaining its accounts on Accrual Basis following the applicable Accounting Standards. The Institute is substantially financed by MHRD through Plan and Non-Plan Grants. As per the source of funds, the expenditure of the Institute is attributed to two needs – Recurring and Non-recurring. All receipts and payment data are entered into Tally. The Accounts of the Institute are prepared as per prescribed and uniform common format applicable to the Central Autonomous Bodies.

Data for the information of Bidders

- (a) During the year 2018-19, the Institute's approved budget for Plan Expenditure are to the extent of Rs. 633.90 Crore.
- (b) As per the data available, the Institute has filed the e-TDS returns in respect of approximately 150 employees in 24Q during the year 2018-19 and 150 vendors.
- (c) The Institute has filed GST returns in respect of approximately 20 vendors in ST-3, in the year 2018-19.

2.2 SCHEDULE AND SCOPE OF WORK

The primary activities to be assigned to the Chartered Accountant Firm include

- (i) Internal Audit of Accounts and other sections of the Institute.
- (ii) e-TDS Returns filing.
- (iii) Preparation and Verification of Annual Accounts.
- (iv) Preparation of Endowment Account.
- (v) Filing of GST returns.
- (vi) Filing of Annual Income Tax Returns.
- (vii) Preparation of FC-6 as required under Foreign Contribution (Regulation) Act, 2010 and Foreign Contribution (Regulation) Rules, 2011.
- (viii) Auditing and Certification of Statement of Expenditure and Utilization Certificate of various sponsored Research Projects as per the requirement of funding agencies.
- (ix) Checking of Bank reconciliation statement of Institute Accounts.
- (x) Preparation of Annual Accounts of the Institute.
- (xi) Updation for Statutory Compliances from time to time w.r.t Income Tax, GST etc.

The Chartered Accountant Firm will depute dedicated personnel(s) depending upon the volume of work involved in each activity and will report every month to the Registrar who will act as a counterpart to provide the necessary support to the personnel(s) attached by the Firm to the Institute. The certificate regarding the accuracy of accounts being maintained at the Institute should be given on quarterly basis by firm.

Details of all of the above mentioned activities are presented in the following subsections:-

2.2.1. Scope of work with respect to e-TDS Returns filing.

- I. Creation of text file for filing of e-TDS return by using data file,
- II. Advise the Institute on TDS/TCS provisions,
- III. Preparation and submission/filing of quarterly returns of e-TDS (24Q, 26Q and 27EQ) based on the data of earnings and other records of Institute including generation of e-TCS Form 27A, generation of FVU file, validation of return using NSDL utility etc,
- IV. Preparation and filing of correction/revised statements against the defaults generated by TIN-NSDL and against the notices received from Income Tax Department during the period of engagement irrespective of the period for which the correction statement/return belongs,
- V. Preparation and filing of replies to the income tax department in respect of notices / communications received by Institute in connection with the filing of e-TDS returns during the period of engagement irrespective of the period to which the notices belongs,
- VI. Preparation and filing of correction statements, whenever found necessary by Institute on detection of errors in the data maintained by the Institute,
- VII. Preparation/generation of TDS certificates in Form 16 and Form 16A,
- VIII. Maintaining Employee Master details required for FORM 24Q with Annexures and FORM 16,
- IX. Maintaining Vendor Master details required for FORM 26Q with Annexures and FORM 16A,
- X. Maintaining monthly TDS deduction details of Employees/Vendors,
- XI. Maintaining TDS deduction details, creation of Challans and entry of the deposit details obtained from the bank (Bank Challan serial Number/deposit date),
- XII. Attaching/accounting of employees/vendors TDS to a specific Challan,

- XIII. Adjusting TDS deductions in a Challan,
- XIV. Calculations of any penalty/interest,
- XV. Validation of PAN number with PAN database of NSDL.
- XVI. Any other matter related to the above work required under the Income Tax Act, 1961,

2.2.2. Scope of Work with respect to Preparation and Verification of Annual Accounts.

- I. Passing Reversal entries, where necessary in respect of accrued income and outstanding liability created for expenses and prepaid expenses passed in 2019-20,
- II. Identifying prior period income/expenses, while passing the receipt and payment vouchers,
- III. Ensuring that all adjustments are done on a monthly basis, which flow out of Bank Reconciliation statement. Checking of all monthly Bank Reconciliation Statements in respect of all Banks where the Institute has its accounts,
- IV. Mapping the expenditure as booked under Non-Plan/Plan into different sub-heads as per nature of expenditure,
- V. Ensuring that all the data (i.e. all the vouchers of receipt and payment) are entered into Tally Software which is being used for keeping records,
- VI. Passing of year-end adjustment entries required for accrual basis related to accrued income including interest on investments and FDs, interest on HBA etc, advances and outstanding liability for expenses as well as provision for retirement benefits on the basis of actuarial valuation and provision for depreciation,
- VII. Preparation and Consolidation of Project Accounts, JEE, GATE and JAM Accounts (if any) with Institute Accounts,
- VIII. Passing entries in respect of assets created out of sponsored projects where the ownership vests with the Institute, to merge them with the assets of the Institute under respective conventional classified Heads,
- IX. Preparation of party wise schedules in respect of Travel, Temporary and LTC Advances.
- X. Party wise schedules in respect of Payables and Receivables.
- XI. Obtaining the data required for Actuarial valuation for pension gratuity, leave encashment and arranging to send the same to Actuarial, after getting the same approved from AR

Accounts / DR Accounts,

- XII. Preparing the Annual Accounts of the Institute comprising of Balance Sheet, Income and Expenditure Statement and Receipt and Payment Accounts as per the prescribed format of Accounts for Central Autonomous Bodies.
- XIII. If required, to make a presentation of certified Annual Accounts to the Finance committee/Board of Governors,
- XIV. Preparation of endowment fund accounts as detailed in 2.2.3.

2.2.3 Scope of Work with respect to Preparation of Endowment Account.

- I. To check and to ensure that the transactions of endowment funds are passed only through the two bank accounts maintained for this purpose,
- II. Identify investments against each of the endowment funds,
- III. Ensure that interest earned on those investments is credited to respective endowment funds,
- IV. Ensure that expenditure on the objective of endowments is met out of the interest component or principal component of the endowment as per the terms and conditions of endowment agreed with donor,
- V. Apportion the interest earned on the two saving bank accounts to all the endowment funds as per the closing balance of each fund,
- VI. Prepare a schedule of all endowment as per the format (Annexure-I),
- VII. To prepare consolidated account, expenditure against each fund be consolidated by taking expenditure from Main Accounts and IRD Accounts.

2.2.4. Scope of Work with respect to GST Matters.

- I. Preparation and submission of GST Returns electronically as per statutory requirement,
- II. Attending to previous pending assessments,
- III. Providing all latest amendments through letters periodically and promptly,
- IV. Preparation to appeals in respect of all GST matters,
- V. Any other GST related matter which the Institute may seek the advise/opinion of the Firm.
- VI. Consolidation of all the data required and depositing the GST.
- VI.(a) Advising on applicability of GST on various services rendered by the Institute,

(b) Advising on all matters/items covering its scope and applicability in case of agencies from whom Institute is availing the services,

VII. Co-ordination with Institute in all GST matters and visiting Institute for discussion,

VIII. Assessment of GST and attending the assessment proceedings and preparation of replies for submission to authorities upto the level of Commissioner.

2.2.5 Scope of work in respect of filing of Annual Income Tax Returns

- I. Preparation, vetting and filing of Annual Return of the Institute under Income Tax Act with various disclosures, computation notes and other issues relevant for the purpose of filing of the return,
- II. Preparation/Review of revised return, if required, to be filed in respect of any financial year,
- III. Preparation of detailed replies and submission thereof to the queries raised by Assessing Officer/Assistant Director Income Tax (Exemption), Dy. Director Income Tax (Exemption) during assessment or appellate proceedings or otherwise by tax authority of present/past appeals/proceedings or other hearings,
- IV. Pursuing the refund claims.

2.2.6 Scope of work with respect to preparation of FC-6 form as required under Foreign Contribution Regulation Act ,1976 (FCRA).

- I. Preparation/Audit of FCRA returns online and offline,
- II. Submission of FCRA returns online and offline.

2.2.7 Auditing and Certification of Statement of Expenditure and Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.

2.3 Time Period

The Chartered Accountant firm will be required to provide the desired services initially for a period of One year which can be extended for a further period of two years (on yearly basis) subject to satisfactory performance and mutual consent of both the parties. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of Chartered Accountant firm in the event their services are not found satisfactory at any time during the period.

2.4 Support and Inputs to the Firm

The Institute shall provide office space, computer(s)/printer(s), to the Firm to perform its services.

2.5 Pre-qualification Criteria

The bids of only those firms will be considered which satisfy the following eligibility criteria:

- I. The Chartered Accountant Firm should have its Office in Ropar/ Chandigarh/ Mohali/ Panchkula,
- II. The Chartered Accountant Firm should have at least three partners,
- III. The Chartered Accountant Firm should be registered with The Institute of Chartered Accountants of India (ICAI) and have Income Tax Permanent Account Number (PAN) and GST Registration,
- IV. The Firm should have been in operation for at least 5 years after its registration,
- V. The Firm should be empanelled with the Comptroller and Auditor General of India (C&AG),
- VI. The Average Annual Income (i.e. Average Gross Professional Fees earned during the 3 years) of the Firm in the last 3 financial years i.e. (2016-17, 2017-18 and 2018-19) must be equal to or more than Fifty lakhs (50 lakhs),
- VII. The Firm should have experience in (i) preparation of Annual Accounts of Central Autonomous Bodies, one of which must be an Educational Institute, where payments in respect of expenses in any financial year have remained to the extent of Rs. 200 Crore, (ii) Filing of e-TDS returns (Income Tax), (iii) Filing of GST return of Central Autonomous Bodies/Public Sector Undertakings, in the last five years.

2.6 Payment Terms

The payment shall be made against the services provided by firm, subject to the following terms and conditions:

- I. The payment during the entire contract period shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed during the contract period. The financial price quoted by the contracting firm shall be final. The rates quoted should have validity for at least three financial years. No request for extra payment on account of increase in price on whatever account will be entertained.
- II. Any increase in statutory taxes during the contract period will be borne by the Institute;
- III. TDS under Income tax will be deducted at applicable rates;
- IV. Payment shall be made on quarterly basis at the end of each quarter, starting from June, on submission of bill(s) and Internal Audit Reports.

V. The Institute reserves the right to deduct amount from the bill raised by the firm as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final in this regard.

2.7 Performance Security

The successful bidder will be required to deposit 10% of the bid amount towards Performance Security in the form of Bank Guarantee before execution of the agreement. The Bank Guarantee must be valid for the period of the contract plus 3 months. In case of further extension of the contract the Bank Guarantee will also be renewed by the successful bidder accordingly on yearly basis.

3. SUBMISSION AND EVALUATION OF THE TENDER

3.1 Submission of Tender

Interested firms meeting the pre-qualification criteria are requested to submit their Tender in a sealed envelope. The Tender should contain the following documents:

- i) Earnest Money Deposit (EMD) of **Rs. 25000/-** in the form of Demand Draft in favour of IIT Ropar Revenue Account payable at Rupnagar.
- ii) Prequalification-cum-Technical bid as per **Annexure-A** along with all supporting documents;
- iii) Financial Bid as per **Annexure –B**.

Name of the documents that it contains The Earnest Money Deposit, Prequalification cum Technical Bid and Financial Bid should be submitted in three different envelopes and all envelopes should subscribed “**TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM**” and **all the three envelopes should be sealed in one main envelope and subscribed “TENDER FOR ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM”**. The technical bid shall not contain any indication of the price offered for the job for which tender is given by the firm. In case it is found that the technical Bid contains the price for the job or any direct or indirect indication of it, the entire bid document will be summarily rejected.

All the pages of the Tender document including the annexures and copies of certificates should be signed by the authorized person of the Firm, along with the seal of the firm.

Tender should be submitted in the office of “Deputy Registrar”, Store & Purchase Section, M. Visvesvaraya Building, 2nd Floor, Indian Institute of Technology Ropar, Rupnagar-14000, on or before 12.03.2020 upto 3:00 PM.

3.2 Queries Regarding the Tender

The interested Firms may seek clarification on the Tender document from the Registrar IIT Ropar.

The Firms can visit the **Accounts Section** between **10.00 a.m. to 12.30 p.m.** on any working day.

3.3 Last Date of Submission of Tender

Last date of submission of the Tender is **12.03.2020 up to 3:00 PM.**

3.4 Date of opening of the Tender

The authorized representatives of the firms carrying authority letter may attend the bid opening. The date(s) of opening Technical and Financial Bids will be intimated separately.

3.5 Evaluation of Tender

The Tender will be evaluated by the Purchase Finalization Committee. The detailed evaluation method for Prequalification-cum-Technical and Financial bids is specified below. The technical and financial bids are given weightage of 60 and 40 respectively.

3.5.1 Evaluation of Technical and Financial Bids

Technical and financial bids of all the firms, which meet the prequalification criteria, would be taken up for detailed evaluation as per the technical and financial bid evaluation criteria, on pages 13 & 14. Each firm meeting the pre-qualification criteria would be evaluated and given a technical score out of 60 marks and a financial score out of 40 marks. Those firms, who do not meet the pre-qualification criteria, shall not be evaluated.

The formula for calculation of financial proposal is given at page 14 i.e. the technically evaluated and accepted proposal with least financial cost (L1) will be assigned a score of 40. The score of other technically accepted firms will be evaluated as per the following formula:

$$= (\text{L1 amount}) \times (40) / (\text{Financial amount of bid being evaluated})$$

The firm with maximum total score will be declared successful.

Technical and Financial Evaluation Criteria

01	Experience of the Firm		40
	Firm's Existence in years after its registration		5
	5 years to 7 years	2	
	8 years to 10 years	3	
	More than 10 years	5	
02	Average annual Income of the Firm (in the last 3 financial year)		5
	Rs. 50 to 75 lakhs	2	
	More than 75 lakh and equal to 1.0 Crore	3	
	Above Rs. 1.0 Crore	5	
03	Experience of doing similar kind of work for Central Autonomous Bodies/ Central Government funded Organizations/Institutions/Public Sector Undertakings.		10
	3 to 5 Organizations	4	
	6 to 8 Organizations	6	
	More than 10 Organizations	10	
04	Experience of handling similar work in Govt. Educational Institutions during last five years		20
	(i) e-TDS Returns filing	4	
	(ii) Preparation and verification of Annual Accounts on Accrual basis.	3	
	(iii) Preparation of Endowment Account.	2	
	(iv) Services related to GST Matters	3	
	(v) Filing of Annual Income Tax Returns.	3	
	(vi) Filing of FCRA Returns Preparation of FC-3 form off-line and On-line.	1	
	(vii) Filing of VAT returns.	2	
	(Viii) Auditing and Certification of Utilization Certificates of various sponsored Research Projects as per the requirement of funding agencies.	2	
02	Key Experts and Manpower		20
	Number of Partners in the Firm		
	3 Partners	4	10
	4 to 6 Partners	6	
	More than 6 Partners	10	
	Number of paid staff (Full Time) on the rolls of firm		10
	5 to 10	5	
	11 to 20	7	
	More than 20	10	
03	Total Technical Score (01+02)		60

04	Score on Financial Proposal*	40
	Grand – Total (03+04)	100

***Formula for calculation of Financial Proposal**

The technically evaluated and accepted proposal with least financial cost (i.e L1) will be assigned a score of 40. The score of other technically accepted firms will be evaluated as per following formula:

$$= (L1 \text{ amount}) \times (40) / (\text{Financial amount of bid being evaluated})$$

SI. No.	Criterion	Firm's Strength and Capacity	
1.	The Firm must have its Office in Ropar/ Chandigarh/ Mohali/ Panchkula (<i>Submit copy of supporting document regarding address</i>)	Address of the firm	
		Address of the firm	
		Name and address of the authorized official	
		Telephone No Mobile: E-Mail:	
2.	The CA Firm should be registered with the Institute of Chartered Accountants of India(ICAI) and must possess permanent account number (PAN) under Income Tax registration under GST (<i>Provide copies of all registration certificates</i>)	Registered with ICAI, then mention Registration Number (Date of Registration No.)	
		PAN of the CA Firm	
		Service Tax No.	
3.	The CA firm should be empanelled with Comptroller and Auditor General of India	Empanelment Number	

	(C&AG) (<i>Provide copy of all necessary evidence</i>)		
4.	The CA Firm should be in operation for at least 5 years after its registration (<i>Provide necessary evidence</i>)	Year of Registration/Starting of operation	
		No. of years in operation after registration (in years)	
5.	Average Annual Income of the CA Firm for the last 3 (three) years i.e. (2016-17,2017-18 & 2018-19) ending on 31 st march 2019 Must be equal to or greater than (50,00,000/-) (Fifty Lakhs) [<i>Provided copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March,2019 along with documents as per sub-annexure,proforma:A5]</i>]	Average Annual Income (i.e. Average Gross Professional Fees received/ earned) of the CA firm in last 3(three) years ending on 31 st March,2017 Rs. (in figure) Rs. (in words)	
6.	The CA Firm should have experience of preparation of Annual Accounts of Central Autonomous Bodies, filing of e-TDS returns (income Tax) and GST matters of Central Bodies/Public Sector Undertakings in the last five years (<i>Details to be provided as per Performa A-6. Attach copies of work Orders/ work completion as</i>	No. of Central Autonomous Bodies where similar services were provided in the last 5 (five) years Nos. (in figure) Nos.(in words)	

	evidence) (Please attach additional sheets,)if required.	
7.	Whether similar services as mentioned in SI.No.6 provided to the Educational Institute which is also a Central Autonomous Body where payments in respect of expenses in any financial year have remained to the extent of Rs. 200 crore in the last 5 years (<i>Details to be provided as per performa A-7.Attached copies of works order/ works completion as evidence</i>)	Nos. of Educational Institute(s) which is also Central Autonomous Body where similar Service was provided in the last 5(five) years Nos. (in figure) Nos.(in words)
8.	CA Firm should have minimum 3 (Three) partners (<i>Submit the proof of the Ownership pattern and registration certificates along with details of the Chief Functionaries of the CA firms provided in proforma A-8</i>)	Nos. of Partners Nos. (in figure) Nos.(in words)
9.	Numbers of staff on Payroll(Full Time)/Article ship incumbent/ Apprentices (if any)	i)No. of Payroll Staff (Full Time): ii)No. of Article-ship Incumbent: iii)No. of Apprentices:

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the proposal of the CA Firm.

Date:

Signature:

SEAL:

Name and Designation:

Sub-Annexure

PROFORMA: A5

**Details of CA Firm's Professional Income
[Gross Professional Fees earned]**

Particular	Financial Year 2016-17	Financial Year 2017-18	Financial Year 2018-19	Average Annual Income
Annual Income* (Rs. in Lakhs)				

* Furnish the Audited Accounts of the Firm along with copy of the acknowledgement of Income Tax return for all the 3 (three) years

SEAL:

Signature :

Date:

Name and Designation :

Sub-Annexure

PROFORMA: A6

**Details of CA Firm's Experience of Similar Services
During the last 5(five) years]**

Sl. No.	Name of the Assignment	Name of the Assignment [Start date / End date]	Name of the Client	Nature of the Assignments (Pl. specify whether the work involved all jobs as detailed in scope of work)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the Information provided above.
Please attach additional sheets, if required.

SEAL:

Signature :

Date:

Name and Designation :

Sub-Annexure

PROFORMA: A7

**Details of CA Firm's Experience of Similar Services in Central
Autonomous Bodies, which is an Educational
Institute(s)
[During the last 5(five) years]**

Sl. No.	Name of the Assignment	Name of the Project and Duration of the Project [Start date / End date]	Name of the Central Autonomous Body	Nature of the Assignments (Pl. specify whether work involved all jobs as detailed in scope of work)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					
6.					

Furnish the copy of the documentary evidence in support of the Information provided above.
Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:

Sub-Annexure

PROFORMA: A8

Details of CA Firm's Partners

Sl. No.	Name of the Member	Designation	Membership No.	Status (FCA/ACA)	Remarks
1.					
2.					
3.					
4.					
5.					

Furnish the copy of the documentary evidence in support of the information provided above. Please attach additional sheets, if required.

SEAL:

Signature:

Date:

Name and Designation:

ANNEXURE-B

FINANCIAL BID

Sl.No.	Description of Fees	Fees		Payment Schedule
		Rupees (in Figure)	Rupees (in Words)	
A.	Fees for the Financial Year 2020-21 **			The service provider will raise bills as mentioned in payment terms

***** The quoted fee should be inclusive of Professional Fee, Travelling, Food and Other Expenses.***

N.B.: Statutory Changes in Service tax rate if any shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates and norms wherever applicable

We undertake that the rates quoted above by us will not change during the Contract period and its extended period. We also accept the payment schedule/payment terms.

SEAL: _____

Signature:

Date:

Name and Designation:
