



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016



TENDER NOTICE

Ref. TENDER/HR/MANPOWER/RC&C/2021-24

November 10, 2021

Manpower Service Provider / Firm / Agency / Contractor for Supply of Manpower PAN India Basis.

The Institute of Cost Accountants of India (herein after called Institute) intends to engage one agency having capacity and proven track record to provide suitable manpower services through the process of tendering. The Institute and the agency identified thereby should form parties to the contract to be signed between the Institute and the selected agency & the terms and conditions –

1.	Type of work	Manpower Supply PAN India
2.	Date of Announcement	10 th November, 2021
3.	Last date for submission of Tender	30 th November, 2021 (on or before 4 pm)
4.	EMD Amount	Rs. 1,00,000/-
5.	Performance Security deposit.	Rs. 2,50,000/- (To be submitted on the award of contract)
6.	Address of Submission	Tender Box, Ground Floor, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
7.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted through courier must mention on the main envelope ' <u>TENDER/HR/MANPOWER/RC&C/2021-24</u> '
8.	Contact Person	Shri Pritesh Kumar Email id: - hr1@icmai.in Landline: 033 – 40364707, Monday to Friday during office

➤ **IMPORTANT NOTES:**

- Unless the context otherwise requires, the term 'Institute' or 'ICAI' wherever used in this document, shall mean 'The Institute of Cost Accountants of India'.
- Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, spare capacity, proven competence to handle major works, etc. in the enclosed Formats.



- Applications containing false and/or incomplete information are liable for rejection. The Institute shall obtain the Confidential Reports from the clients of the applicants and inspect the works to verify the various details and the credentials.
- Decision of the Institute in regard to selection of the panel of contractors shall be final. The Institute is not bound to assign any reasons therefore.

1. THE AGENCIES SHOULD PROVIDE / SCOPE OF WORK / RESPONSIBILITY OF AGENCY:

- 1.1 Supply of manpower PAN India basis.
- 1.2 The contracting Manpower Company/Firm/Agency/Contractor shall engage necessary manpower as required by this Institute from time to time.
- 1.3 The said person employed by the contracting agency shall be the employee of the contracting agency and it shall be the duty of the contracting agency to pay their salary/wages to the staff provided to the Institute in time i.e. before 6th of every month through ECS transfer only. The proof of such payment to be provided every month at the time of claiming the charges from the Institute.
- 1.4 Payment of bonus to employee, as per minimum wages of respective states, on time.
- 1.5 To provide Bio-data of each person deployed by them in format prescribed by this office.
- 1.6 Issuance of the letter of deployment, identity cards, etc. to every deployed manpower and a copy of same shall be submitted to the Institute.
- 1.7 To open the Bank Accounts of the deployed Manpower working under the contractor / Agency; Payment to deployed personnel should be made through Bank only. No cash payment will be allowed.
- 1.8 To arrange a substitute within 10 days in the event of any person leaving the job due to his/her personal reasons.
- 1.9 To provide the electronic challan cum return (ECR) in respect to wages, EPF, EPS etc. For each manpower along with the bill every month in hard copies.
- 1.10 To maintain register of personnel employed, employment card, muster roll, wage register, deduction register etc. To send a copy of bank advice, sent to bank for payment of deployed person monthly.
- 1.11 It will be the responsibility of the contractor that the bank account of the deployed persons will be credited within 3 days from sending the bank advice to the bank.

2. PROVIDENT FUND:

- 2.1 The Agency shall get independent EPF code before deployment of Manpower against the contract.
- 2.2 The Agency shall allot PF account number, UAN number and get the nomination form, duly filled in, from each deployed Manpower by him at the time of deployment (engagement).
- 2.3 In case, the person already has PF account number, allotted to him, previously, then transfer of PF account with balance will be sole responsibility of the contractor
- 2.4 The agency shall provide due assistance to the deployed personnel for all PF related matter such as withdrawal, loan, transfer, etc., but only in the purview of PF Act, Rules and Regulations.



- 2.5 The EPF contribution in respect of any employee shall be deposited on or before 15th day of the following month in which the wages fall due or as and when amended.
-

3. EMPLOYEES STATE INSURANCE:

- 3.1 Allotment of ESI account, filling of nomination form and registration of self/family are the sole responsibility of the contractor.
- 3.2 The agency shall facilitate collection of ESI cards for the insured persons.
- 3.3 The ESI contribution in respect of each employee (deployed personnel) shall be deposited on or before 15th day of the following month in which the wages fall due or as and when amended.
-

4. BONUS:

- 4.1 The agency shall be liable to pay statutory bonus to all deployed persons, as per the minimum wages act of their respective states and under the Payment of Bonus Act.
-

5. ELIGIBILITY CRITERIA:

- 5.1 Bidder must be a profit making organization in the previous three financial years with an annual turnover of at least Rs. 15 crore per year is preferable for last three financial years. Audited bank statement of last three years to be enclosed.
- 5.2 Experience more than 8 years.
- 5.3 The applicant should not have been blacklisted by any government/government agency during its entire period of existence. Self-certification in this regard must be submitted.
- 5.4 The tenderer / applicant must be a registered in multiple states.
- 5.5 Must have an establishment in and around Kolkata; Property tax/Electricity bill/Rent Agreement must be submitted.
- 5.6 The Service provider should have all valid statutory registrations like
- Registration with EPF, registration with ESI.
 - Registration under Contract Labour (regulation & abolition) act 1970 and rules.
 - Registration of GST number.
 - Registration under P. Tax with the states where manpower required for the Institute (List are attached in preceding pages.)
 - PAN Number
 - Incorporation certificate.
 - EMD exemption certificate, if exempted
- 5.7 Except those are exempted from submission of E.M.D., if fails to submit E.M.D. will be liable for rejection of bids.
-

6. INSTRUCTION TO THE BIDDERS:

- 6.1 Canvassing in connection with the tender is strictly prohibited and the tender of anyone



- resorting to canvassing shall be liable for rejection on that ground alone.
- 6.2 Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by examining committee.
- 6.3 Bidders shall bear all costs associated with the preparation and submission of its bid.

7. GENERAL TERMS AND CONDITIONS:

- 7.1 The deployed manpower may be the employee / contractual employee of the bidder firm but they cannot be employee of The Institute of Cost Accountants of India.
- 7.2 For all intents and purpose the service providing agency shall be the "Employer" within the meaning of different Manpower Legislations in respect of the manpower employed and deployed in this office. The persons deployed by the contractor in the office shall not have claims of Master and Servant relationship nor have any principal and agent relationship with or against the Institute.
- 7.3 The person deployed by the service providing agency shall not have any claim or be entitled to pay, perks and other facilities admissible to ad-hoc, regular/confirmed employees of this office during the occurrence or after expiry of the contract.
- 7.4 In case of termination of this contract on its expiry or otherwise, the persons deployed by the service providing agency will not be entitled to and will have no claim for any absorption nor for any relaxation for absorption in the regular/any other capacity in the office.
- 7.5 The Manpower deployed by the Agency should be polite, cordial and efficient while handling the assigned work and their actions should promote good will and enhance the image of the Institute. The Bidder /Agency shall be responsible for any act of indiscipline on the part of the Manpower deployed by the Agency.
- 7.6 The manpower deployed by the Manpower Company/Firm/Agency/Contractor shall required to work normally as per the working days of the respective regions and chapters.
- 7.7 In case, the person employed by the contractor commits any act of omission/commission that amounts to misconduct/indiscipline/ incompetence, the contractor shall be liable to take appropriate disciplinary action against such persons, including their removal from the site of work.
- 7.8 The Contractor shall replace immediately any of its personnel found unacceptable to this office because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving a notice from this office.
- 7.9 It is mandatory for the successful bidder to maintain the secrecy/confidentiality of the documents to be printed. Violation of secrecy directions shall lead to criminal / civil legal action as applicable.
- 7.10 This office shall not be responsible for any damages, losses. Claims, financial or other injury to any person deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
- 7.11 The Service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to persons deployed. The office shall, in no way be responsible for settlement of such issues whatsoever.



- 7.12 The agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other company/firm/agency/contractor without the prior written consent of this Institute.
- 7.13 The agency shall neither deploy nor withdraw any Manpower at any time without knowledge of the Institute. In case of withdrawal / leaving of any deployed person due to resignation / termination / death or any other reason whatsoever the same needs to be substituted as per eligibility criteria. The Bidder / Agency shall provide a substitute well in advance if there occurs any probability of the Manpower leaving the job due to his own personal reasons.
- 7.14 On award of contract, the agency will be responsible to response every query of the Institute on time, failing which will lead to termination of contract and forfeiture of Performance Security.
- 7.15 On the expiry of the agreement as mentioned above, the service provider will clear all the contract workers accounts by paying them all their legal dues. In case of any dispute on account of termination of employees or non-employment by the workers of the service provider, it shall be the entire responsibility of the service provider to pay and settle the same failing which lead to forfeiture of "Performance Security"
- 7.16 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation. Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 7.17 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 7.18 Institute reserves the right to repudiate the contract and entrust the work to any other third party in the event of breach of terms and conditions of this agreement or in the event of unsatisfactory performance observed by the Institute; such case/s will lead to forfeiture of Security Deposit.
- 7.19 The Institute reserves the right to award the contract in full or part to any tenderer/applicant without assigning any reasons.
- 7.20 The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the tenders without assigning any reasons thereof.
- 7.21 Tenders incorporating additional conditions are liable to be rejected.
- 7.22 The quoted rates of offer quoted through tender will be valid for a period of 120 days.
- 7.23 Agencies or Organizations who have been rejected earlier by the Institute for unsatisfactory performance at this site, need not apply.
- 7.24 Institute shall not be liable for any postal delays whatsoever in receipt of EOI documents and EOI received after the stipulated date and time shall not be entertained. EOIs submitted without EMD will be summarily rejected.
- 7.25 If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 7.26 The participating bidder has to submit this tender document signed and sealed on each page, together with Technical Bid, as acceptance of the terms and conditions mentioned herein.

7.27 The order will be placed for the best interest of the Institute.

8. FINANCIAL TERMS AND CONDITIONS:

- 8.1 Submission of earnest money deposit (EMD) of Rs. 1,00,000/- DD in favour of “The Institute of Cost Accountants of India”, payable at Kolkata is one of the compulsory conditions for the qualification of technical bid. The bidders who are registered with Micro and Small Enterprises (MSES) as defined in MSE procurement policy issued by the department of micro, small and medium enterprises (MSME) are exempted from the submission of earnest money. Necessary documents for such registration shall be submitted in Technical Bid.
- 8.2 The DD towards EMD submitted by the unsuccessful bidders will be returned on or before 30 days after the award of the contract. No interest on EMD will be paid by the Institute.
- 8.3 EMD of the successful bidder will be converted into Performance Security as mentioned in below point
 - 8.3.1 Performance Security – to ensure due performance of the contract, performance security of Rs. 2,50,000/- (rupees Two lakhs and fifty thousand only) to be paid by the successful bidder to whom the contract will be awarded. The bidder, if deposited EMD will deposit a sum of Rs. 1,50,000/- (one lakh fifty thousand) as deposited EMD will be converted in Performance Security and total deposit will be Rs. 2.50 lakhs. Performance security may be furnished in the form of an account payee demand draft or online payment.
 - 8.3.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of the contract.
 - 8.3.3 The performance Security would be refunded to the successful bidder within 60 days on receipt on completion of the contract. No interest would be paid on the amounts.
 - 8.3.4 The Institute reserves the right to deduct appropriate amount from the security deposited in lieu of any unpaid statutory dues or any other dues. In case of pendency of any dispute related to non- payment/less payment of salary/non compliance of statutory obligations by the manpower agency contractor which may results into financial liabilities for the institute, in such cases the Institute reserves its right to withhold such performance security deposit for a period beyond 1 year after expiry / termination of the contract or otherwise the amount will be refunded without any interest. EMD of successful bidder will be turned into Performance Security.

9. PAYMENT OF WAGES TO DEPLOYED MANPOWER:

- 9.1 Salary and pay fixation will be done by the Institute though it will be the responsibility of contractor to ensure that no one will be paid below the minimum wages of its respective state; any fixation below than minimum wages as prescribed by their respective state and all relevant statutory requirements are incorporated in the amount to be paid to each employee.
- 9.2 The contracting agency to pay their salary/wages to the staff provided to the Institute in time i.e. before 6th of every month through ECS transfer only. The proof of such payment to be provided every month at the time of claiming the charges from the Institute.
- 9.3 Payment of wages to the deployed personnel by the agency is no way linked with the release of



- pending bills of the contractor/ agency by the Institute.
- 9.4 Contractor shall be capable to pay monthly wages at least to 3 months from his own resources in case of delay in payment by Institute due to unavoidable circumstances.
 - 9.5 The Institute will provide the monthly attendance details of deployed manpower to prepare a bill by contractor. On the basis of bill, contractor shall pay the wages, ESI and EPF to each employee. After transferring the monthly wages, EPF and ESI to his deployed manpower, contractor shall submit the bill to the Institute with pay bill, EPF and ESI Details
 - 9.6 The Institute reserves the right to pay allowance and any internal adjustment about the payment to contractual staff which will be instructed to the successful bidder and the successful bidder has the obligation to fulfill the requirement of the Institute
 - 9.7 Pay-slip shall be provided to deployed manpower and pay statement shall be submitted to the Institute every month.
 - 9.8 Service charges on total billing to be paid to successful vendor and the same shall be entered by vendor in the financial bid. Successful vendor shall submit the receipts of payment paid to employees every succeeding month. All statutory payments such as E.P.F., E.S.I., L.W.F. shall be paid by vendor and paid receipts be submitted to the Institute with monthly bills, otherwise bill shall not be considered for payment.

10. COMPLIANCE OF LAWS AND STATUTORY PAYMENTS:

- 10.1 Contractor shall comply with all the statutory requirements as are applicable from time to time and shall be solely responsible for fulfillment of all legal obligations under various statutes including Contract Labour Act 1970, Minimum Wages Act, and Workmen Compensation Act EPF, ESI & Miscellaneous Provisions Act, etc.
- 10.2 The Agency shall keep the Institute indemnified against any dues / compensation or any other liability of any nature whatsoever due to non-fulfillment of any of the statutory provision under any statute / bye-laws / notification etc. The Institute shall have full right to recover any claim and liabilities incurred towards payment of any dues, compensation or cost from contractor and deduct it from his outstanding subsequent bills/security deposit.
- 10.3 The contractor shall be liable for any issues arising in relation to EPF, ESI and shall deal with it taking responsibility of the related procedures.
- 10.4 The contractor shall also be liable for depositing all taxes, levies, Cess etc. on account of service rendered by him to the office to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
- 10.5 The contractor / Agency shall furnish the records / documents / ECR & transaction ID in respect of Statutory Deposits against each Manpower to the Officer concerned of the Institute as and when required, failing which the Management has every rights to terminate the contract with one-month notice to that effect.
- 10.6 The Agency shall maintain all relevant registers in the respective premises of the Institute which may have to be presented for inspection by the concerned Labour welfare Authorities. The agency shall also put up a notice board displaying the minimum wages prescribed by the Government from time to time.
- 10.7 Institute may ask the documentary evidence in respect of payment of statutory liabilities as and when required to be furnished.



- 10.8 In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the office is put to any loss/obligation, monetary or otherwise, the office will be entitled to get itself reimbursed out of the outstanding bills or the Security deposit cum Performance guarantee of the agency, to the extent of the loss or obligation in monetary terms.
- 10.9 Any license required for the services from any authority shall be obtained by the contractor.
-

11. MODE OF PAYMENT:

- 11.1 No payment shall be made in advance; all payments shall be made on submission of bills.
- 11.2 Taxes as applicable will be extra.
- 11.3 The Institute shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding / succeeding para.
- 11.4 Tax Deduction at Source (TDS) if any will be deducted from the bill.
- 11.5 The payment will be made in electronic mode only within 45 days of submission of bills.
-

12. PERIOD OF CONTRACT:

- 12.1 The period of contract shall be initially for one year w.e.f. 1st December, 2021, which will be renewed every year till completion of three years' subject to stipulated performance observed by the HR Department and upon completion of three years it may extend for further period of two years at same rate, terms & conditions upon mutual agreement of both parties.
- 12.2 The contract may be curtailed or terminated by the Institute owing to deficiency of service, substandard quality of manpower deployed, breach of contract, reduction or cessation of the requirement of service. The contract shall continue to be in force in the same manner, unless terminated in writing. The service charges quoted on per employee/per month basis by the contractor shall be fixed for entire period of contract i.e. for three (3) years and no request for any change/modification shall be entertained.
- 12.3 The agency shall deploy its resources immediately after the contract is signed.
- 12.4 The agreement can be terminated by either party giving three (3) months' notice in advance failing which lead to forfeiture of "Performance Security".
-

13. CANCELLATION / TERMINATION OF CONTRACT:

- 13.1 If at any point of time during the period of contact, it is observed by the Institute that the service rendered by the contracting agency are not to the satisfaction of the Institute or any terms of contract are violated, the Institute reserves the right to terminate the contract with immediate effect without any notice or compensation thereof. In such cases Performance Security will be forfeited.
-

14. SETTLEMENT OF DISPUTE:

- 14.1 All disputes regarding interpretation of the contents of the agreement or its implementation shall be resolved by mutual discussion/reconciliation in good faith by the agency and The Institute of Cost Accountants of India.



14.2 This agreement shall be governed by the laws of India for the time being in force and subject to exclusive jurisdiction of courts at Kolkata.

15. PENALTY CLAUSE:

In the event of Contractor failing to execute the work at any time to the full satisfaction of the Institute, the Competent Authority reserves the right to cancel the contract or withhold the payment due to agency in part or full and to forfeit the Performance Security

- Fails to provide service in conformity with the contract document, or
 - Fails to carry out work in accordance with the schedule of services, or
 - Suspends the work without authority from Institute or
 - Commits or suffers or permits any breach or observes or persists in any of the above mentioned breaches of the contract, after notice in writing to the Agent by Institute requiring such breach to be remedied or if the Agent abandons the work.
 - In the event of any deficiency in the service rendered by the Service Provider, any time during the currency of the engagement, The Institute shall impose a suitable penalty which may be recovered from the bill/s of the Service Provider. The decision of The Institute shall be binding on the Service Provider.
 - Institute reserves the right to forfeit the Performance Security as well as impose such monetary penalty as it may feel reasonable in case the Agency fails to deliver as per the scope of work.
-

16. INPUT TAX CREDIT:

- In case GST credit is delayed/ denied to Institute for any other reason not attributable to the Institute shall be recoverable from vendor along with interest & penalty.
 - In case Institute will not be able to avail the tax credit due to discrepancy in the data uploaded or any incomplete work/ service will notify the agency and agency will be liable to rectify the same.
 - Penalty amount so determined along with GST if applicable thereon shall be recovered from the agency.
-

17. TERMINATION CLAUSE:

The Institute reserves its right to terminate the contract for any reason at its absolute discretion including but not limited to the following:

- If the tenderer is adjudicated insolvent by a Competent Court or files for insolvency or if the Tenderer being a company is ordered to be wound up by a Court of Competent Jurisdiction
- Tenderer commits any breach of the terms of this contract/ tender document
- The tenderer is involved in wrongful billing
- In the event of unsatisfactory service
- If the information furnished in the Technical Offer is found to be incorrect.
- The decision of the Institute in terminating the contract will be final and binding on the tenderer.

18. SUBMISSION OF BIDS

The formats of the all Annexure duly signed by the firm with stamp, shall be furnished failing which lead to rejection of bid. Tenders duly signed by the bidder shall be submitted in two parts in separate sealed envelopes superscribing Technical bid (Annexure A) and 'Financial bid (Annexure B)'. Both the envelopes should be put into a third envelope superscribing with "**Manpower Services PAN Basis**" (Bid Reference – **TENDER/HR/MANPOWER/RC&C/20210-24**) to be dropped in tender box at the ground floor of the Institute on or before 04:00p.m., 30th November, 2021 or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Shri Pritesh Kumar.

19. CONDITIONS & CRITERIA FOR EVALUATION:

19.1 Financial bids of only those agencies that are technically qualified shall be evaluated.

19.2 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.

19.3 Evaluation criteria –

Attributes	Points
Experience	Minimum 8 years – 30 points
	For Every additional year - 2 upto 10 points
Experience with State/Central /PSU	Minimum 2 entities – 10 points
	For Every additional entity - 2 upto 10 points
Turnover	Minimum 15 crore – 10 points
	For Every additional 1 crore - 1 upto 10 points
Registration with P Tax as per Annexure C	Minimum 10 states – 10 points
	For Every additional State - 2 upto 10 points

Minimum Qualifying points will be 60 (Sixty)

19.4 In case, tie is observed in the price bid, the applicant with greater experience since commencement of the entity will be considered for the award of contract, if otherwise eligible.



INFORMATION SHEET

1	Name of the agency/bidder	
2	Registered Office Address	
3	Name of Partners/ Directors/ Proprietor as applicable	
4	Name of the contact person	
5	E-mail Address	
6	Contact Number	
7	Status of the Firm (A copy of certificate of incorporation in case of company/ private ltd., affidavit if proprietary firm and a copy of partnership deed in case of partnership be attached).	Individual/ Partnership/Company/Pvt.Ltd.
8	Year of Incorporation/Establishment of the Company/firm	
9	Detailed profile of the organization, management, Manpower, specialization of staff, variety of services etc.	
10	Professional Tax No.	
11	GSTN no.	

Signature :

Name :

Designation :

Name of the Organisation :

SEAL AND SIGNATURE OF THE TENDERER



TECHNICAL BIDS

Annexure A

Sl.	Qualifying Criteria	Response of Applicants	
1	Services rendered and Minimum Turn-Around – Time for each service		
2	Turnover in last three financial year i.e.	F.Y.	Rs.
		F.Y.	Rest.
		F.Y.	Rest.
3	Empaneled as Service Provider (Manpower) with At least three (CPSEs) or State (PSEs) or autonomous body or Central Govt Depts or State Govt. Depts. and three leading Private Sectors. (with documentary evidence)	CPSEs	
		State PSEs	
		Central Govt Depts / autonomous body	
		State Govt Depts.	
4	Full-fledged office and infrastructure at Western Region/Southern Region/Eastern Region/ Northern Region equipped with all modern facilities viz.telephone, fax, computer, e-mail address, internet etc.		
5	Separate declaration as to the authenticity of the information/documents		

Signature :

Name :

Designation :

Name of the Organisation :

SEAL AND SIGNATURE OF THE TENDERER



Price Bid Format

Annexure B

S. No.	Particulars	Percentage in both word & figures
A	Agency Service Charges – (on CTC)/Person deployed)	

NOTE

a)	Agency service charges are towards administration, execution and supervision/coordination of activities/any other expenses as per scope of work. Agency service charges should be uniform for all the location.
----	---

Signature :

Name :

Designation :

Name of the Organisation :

SEAL AND SIGNATURE OF THE TENDERER



Annexure C

Sl	State
1	Delhi Office
2	West Bengal
3	Bihar
4	Orrisa
5	Uttar Pradesh
6	Tamil Nadu
7	Andhra Pradesh
8	Maharashtra