

TENDER

**FOR PROVIDING SKILLS TRAINING TO THE
INTERMEDIATE LEVEL STUDENTS OF
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
WITH TALLY, MICROSOFT OFFICE AND E-FILING COURSES
IN AN INTERACTIVE UNIFIED PLATFORM**



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Head Quarters

CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003

Kolkata Office

CMA Bhawan, 12 Sudder Street, Kolkata – 700016

www.icmai.in

Dear Sir/Madam,

The Institute of Cost Accountants of India (Statutory Body under an Act of Parliament) (herein after referred as “Institute”) intends to provide Skill Training to the Intermediate level students with **Tally, Microsoft Office, E-Filing Courses in an Interactive Unified Platform.**

The Institute for the above purpose intends to invite Tender from interested OEM (Original Equipment Manufacturer) / reputed authorized education partner organizations for providing Skills Training to the Intermediate level students with **Tally, Microsoft Office, E-Filing Courses in an Interactive Unified Platform.** The training programs offered will be to meet the current as well as future skills needs of the respective industry. The training will be imparted for state- of-the- art technology. The training programs will be the courses that will make the youth employable to meet the industry needs.

The details regarding eligibility criteria, scope of work to be taken up, Tender schedule, terms and conditions and the prescribed application formats are available on the website www.icmai.com, <https://icmai.in/icmai/#Tenders>, which may be downloaded for use.

The Agency who is capable of executing the tasks indicated in the Tender may submit their proposals in the manner as prescribed in the Tender on or before 17.00 hrs. of 18.06.2025 at the following address:

The Advertised Tender Committee
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street, Kolkata – 700016

The bidders may drop their envelopes (bids) in the Tender Box kept for the purpose on the ground floor of the mentioned address or they may post the sealed envelope at the following address:

Convener
The Advertised Tender Committee
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street, Kolkata – 700016

The bid shall be submitted in two separate sealed envelopes, namely Technical Bid (Annexure I, II, III, VI & VII) and Financial Bid (Annexure IV). Both of Technical and Commercial bids, duly stamped and signed by the bidder, must be submitted at the same time, in separate sealed envelope along with the details of EMD, superscribed as **“Tender for Providing Skills Training to the Intermediate Level Students of ‘The Institute of Cost Accountants of India’ with Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform.”**

DISCLAIMER

- 1) All information contained in this Tender subsequently provided are in good faith. This Tender is not an agreement or an offer by The Institute of Cost Accountants of India to the prospective applicants or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in the formulation and submission of their applications pursuant to this Tender
- 2) This Tender includes statements, which reflect various assumptions and assessments arrived at by The Institute of Cost Accountants of India in relation to the selection of the agency. Such assumptions, assessments and statements do not purport to contain all the information that each applicant may require.
- 3) The Institute of Cost Accountants of India accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any applicant upon the statements contained in this Tender.
- 4) The Institute of Cost Accountants of India may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Tender, without assigning any reason or providing any notice and without accepting any liability for the same.
- 5) The issue of this Tender does not imply that The Institute of Cost Accountants of India is bound to select an applicant or to appoint the selected applicant, as the case may be. The Institute of Cost Accountants of India reserves the right to cancel this request for Tender and/ or invite afresh with or without amendments to this request for Tender, without any liability or any obligation for such request for Tender and without assigning any reason. Information provided at this stage is merely indicative.

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1. Introduction

The Institute of Cost Accountants of India is a statutory body set up under an Act of Parliament in the year 1959. The Institute as a part of its obligation, regulates the profession of Cost and Management Accountancy, enrolls students for its courses, provides coaching facilities to the students, organises professional development programmes for the members and undertakes research programmes in the field of Cost and Management Accountancy. The Institute pursues the vision of cost competitiveness, cost management, efficient use of resources and structured approach to cost accounting as the key drivers of the profession. In today's world, the profession of conventional accounting and auditing has taken a back seat and cost and management accountants are increasingly contributing toward the management of scarce resources and apply strategic decisions. This has opened up further scope and tremendous opportunities for cost accountants in India and abroad.

After an amendment passed by Parliament of India, the Institute is now renamed as "The Institute of Cost Accountants of India" from "The Institute of Cost and Works Accountants of India". This step is aimed towards synergising with the global management accounting bodies, sharing the best practices which will be useful to large number of trans-national Indian companies operating from India and abroad to remain competitive. With the current emphasis on management of resources, the specialized knowledge of evaluating operating efficiency and strategic management the professionals are known as "Cost and Management Accountants (CMAs)". The Institute is the largest Cost & Management Accounting body in the world, having approximately 5,00,000 students and 1,00,000 members all over the globe. The Institution headquartered at Delhi operates through four regional councils at Kolkata, Delhi, Mumbai and Chennai and 117 Chapters situated at important cities in the country as well as 11 Overseas Centres. It is under the administrative control of Ministry of Corporate Affairs, Government of India.

2. Inviting Proposals

Considering the need to provide interactive and practical learning tools in ICAI's skills training for CMA Intermediate Students through a unified platform, the Institute intends to engage with OEM / reputed Partners/Agency and invites **Tender for Providing Skill Training to the Intermediate Level Students of 'The Institute of Cost Accountants of India' with Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform.** This program will be implemented by the Institute and OEM / reputed partners through joint collaboration as per terms of engagement mutually agreeable to both sides.

Information	Skills Training of Intermediate Level Students of 'The Institute of Cost Accountants of India' with Tally, Microsoft Office and E-Filing Courses In an Interactive Unified Platform
Tender Ref. No.	ICMAI/TENDER-INT/UNIFIED PLATFORM/ 2025-26
Tender Issuing Date	29.05.2025
Website	www.icmai.in
Email address	studies.jd2@icmai.in
Last Date of Submission of TENDER	18.06.2025
Mode of Submission	Two separate sealed envelopes, namely Technical bid (Annexure - I, II, III, VI & VII) and Commercial bid (Annexure - IV). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the details of E.M.D., superscribed as "Tender For Providing Skills Training to the Intermediate Level Students of 'The Institute of Cost Accountants of India' with Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform." .
Contact person for any assistance	Dr. Madhumita Sen Gupta Joint Director studies.jd2@icmai.in Direct Number: 033-40364750

3. Objectives of the Program

- a. The underlying objective is to provide Skills Training of Intermediate level students with **Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform** enabling the students to develop a better, global, and long-term career.
- b. New Skill Training is to be imparted to CMA Intermediate students as a part of Training with more industry relevant and student focused program. It is preferable that the entire contents can be accessed from anywhere online. These courses will be able to create a skilled talent pool that will enhance the employability skills of students and enable them to compete for the needs of Industries in India and around the World.

4. Instructions to Applicant

- a. Failure to comply with the requirements of this paragraph may render the Proposal non-compliant and the Proposal may be rejected. Applicant must:
 - i. Include all documentation specified in this document.
 - ii. Follow the format, specified in this document and respond to each element in the order as set out in this document.
 - iii. Comply with all requirements as set out in this document.
- b. Proposals received after the due date and the specified time (including the extended period if any) for any reason whatsoever, shall not be entertained
- c. The Proposals submitted by telex/telegram/fax etc. shall not be considered. No correspondence will be entertained on this matter
- d. The Institute will not be responsible for any delay or non-receipt or non-delivery of the Tender. No further correspondence on this topic will be entertained.
- e. The Institute has the right to modify and amend any of the stipulated conditions / criterion depending upon project priorities and exigencies
- f. Proposals can be submitted by a single institution imparting technical/professional education to students or by a group of institutions involved in providing technical/professional education to students -provided that, at least 2 directors / trustees of the entities currently hold responsible positions in all the educational entities which are identified as a member of the group.
- g. Earnest Money amounting to **Rs.10,00,000/- (Rupees Ten lakhs Only)** can be deposited to:

Details for ECS Payment:
A/C Name: The Institute of Cost Accountants of India
Bank: PUNJAB NATIONAL BANK
Branch: New Market, Kolkata - 700087
A/C No.: 0093002109030025
IFSC Code: PUNB0009300
Swift Code: PUNBINBBISB
PAN: AAATT9744L
GSTN: 19AAATT9744L1ZP

The earnest money of unsuccessful Bidder/s will be refunded without any interest/bank commission/collection charges within 30 days after awarding the contract to the successful bidder.

- h. Tenders without earnest money shall be rejected on the spot and will be considered technically disqualified. However, Bid Security is to be obtained from the bidders except Micro and Small Enterprises (MSEs), as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or is registered with the Central Purchase Organisation or the concerned Ministry or Department. Bidders registered with the Ministry of Micro, Small and Medium Enterprises (MoMSME), Government of India are exempted from the submission of earnest money; subject to submission of relevant certificate. However, Performance Security Deposit will be applicable for the awarded bidder.

*** PLEASE NOTE THAT ONLY MICRO AND SMALL ENTERPRISES ARE EXEMPTED FROM SUBMISSION OF EMD AND NOT THE MEDIUM ENTERPRISES.**

- i. Performance security in form of Bank guarantee to the extent of 5% of the value of the contract (i.e. to the extent of minimum guaranteed users for the initial contract period of 2 years) from any Commercial Bank, must be provided by the successful applicant to the Institute on signing of the contract. This Bank guarantee is revocable by the Institute in case of any dispute arising from major deviation from mutually agreed delivery parameters. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder. The Bid Security/EMD will be refunded to the successful bidder on receipt of Bank Guarantee.
- j. If at any point of time during the period of contract, 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
- k. **The contract shall be initially for a period of 2 (two) years from the date of signing of contract.**
- l. **The contract may be extended annually for another 2 (two) years at same rate, terms & conditions, subject to satisfactory performance, as observed by the Institute.**

5. Compliant Proposals/ Completeness of Response

Applicants are advised to study all instructions, forms, terms and conditions, requirements and other information in the document carefully. Submission of the Tender shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.

Failure to comply with the requirements of this paragraph may render the Tender as non-compliant and the Tender may be rejected.

Applicant must:

- a. Include all documents specified in this Tender;
- b. Follow the formats of this document and respond to each element in the order as set out in this document;
- c. Comply with all requirements as set out within this document.

6. Eligibility Criteria for Participating in the Tender

Group or Organization wishing to participate in the Tender must satisfy the following qualification criteria. The process will comprise of screening and selection based on the supporting documents submitted as mentioned in the below table.

Sl.	Clause	Documents Required	Compliance Y/N
1	Applicant should have a minimum 5 (Five) years of business experience as on 31 st March 2025	Self-attested copy of Certificate of Incorporation/ Registration	
2	Applicant should be operating in India for a minimum of 5 (Five) years	PAN Card Copy	
3	Applicant should be in the field imparting skill development /Vocational programs/higher education with a minimum of 5 (Five) years	Self-attested copy with details	
4	The average annual turnover of the agency for the preceding 3 financial years should be at least Rs.15 crores.	Photocopy of Audited Financial Statements for the preceding 3 Financial years.	
5	Applicant should be only a skilling/Education or training dedicated business entity/group	Self – Certificate	
6	Applicant should have experience of working with at least 1 (One) Government University/ Private University/Institute recognized by Statutory body for Tally/e-filing license-based training for Students.	Work Orders / MoUs / Completion Certificates	
7	Applicant should provide the Manufacturer's Authorization Form from the respective OEMs like Tally & Interactive Unified Platform (for e-filing and Microsoft Office Simulations)	Manufacturer's Authorization Form	
8	For Interactive Unified Platform (for e-filing and Microsoft Office Simulations), the proposed Platform must be Make in India Platform. The Platform must offer Experiential & Self-Paced Learning for students. The Agency or the OEM should have relevant approvals from competent authorities for providing simulations, experiential / interactive and self-paced learning courses for taxation and statutory compliance portals (GST, Income Tax, MCA etc.)	Declaration from OEM and relevant proofs to be attached.	
9	Applicants should not have been blacklisted at any time by any Central Government / State Government / PSU in the past	Self-Certificate	
10	The Agency should have the mobile app (Android/IOS) from the OEM for the proposed unified platform.	Declaration from OEM	
11	Consortium is Allowed for the bidders having business tie-ups for more than 3 years	MOU Copy needs to be enclosed	
12	Conflict of Interest	Bidder should submit undertaking that no conflict of interest shall arise in case of selection of Applicant for execution of scope of work	

7. Submission of Tender

The Tenders need to be submitted as per the formats enclosed in **Annexure – I**. The Tenders shall be supported by the documents as listed in Annexure - I.

- a. While preparing the Tenders, the Applicant is expected to examine this document in detail. Material deficiencies in providing the information requested in the document may result in rejection of the Tenders.
- b. The Applicant shall bear all costs associated with the preparation and submission of their Tenders and the Institute shall not be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- c. The Institute is not bound to accept any Tender(s) and reserves the right to annul the selection process at any time prior to the selection.
- d. The Tender shall be signed in original and stamped on each page.
- e. Any Tenders or its modification received by the Institute after the deadline shall be declared late and rejected.
- f. The Tender shall be valid for a minimum period of 120 days from the last date of submission of the Tenders

8. Procedure of Training

- a. Training shall be given to the Intermediate students/users for 100 Hours (Tally- 40, Microsoft Office- 40 and E-Filing -20) with assessment after completion of training.
- b. Students should be given at least 3 opportunities to complete the final assessment test to be conducted by the Agency in Online Time Bound MCQ Assessment.
- c. Training shall be divided into two steps:
 - (i) Delivering training sessions through Hybrid/Residential mode
 - (ii) Certification for the successful students
- d. Institute may provide certificate of participation to the students after getting confirmation of participation from the Agency
- e. Training completion certificate with logo (ICMAI and OEM) shall be provided to the successful students.
- f. Further modalities of training (if any) shall be decided by the competent authority of the Institute in due course of time.

9. Method of Selection of Bidder

- a. A Technical Consultant selected by the Institute shall carry out a detailed evaluation of the Tenders received by it in order to determine whether they are substantially responsive to the requirements set forth in the Tender. The evaluation process will have technical evaluation & financial evaluation.
- b. The Technical Consultant will assess the original copies of all documents (signed and stamped) and presentations of the Applicant on specific parameters related to their capacity to deliver.
- c. Sanction of contract/empanelment will be done by the competent authority of the Institute after assessing documents submitted and presentation.
- d. Inability to submit requisite supporting documents/ documentary evidence, may lead to rejection.

- e. The Tender Committee may ask to seek clarifications on their Tenders from the Applicant.
- f. The Tender Committee reserves the right to reject any or all proposals on the basis of any deviations. Empanelment of Applicant will be done solely at the discretion of the Tender Committee.
- g. The Technical Consultant reserves the right to decide on the number of agencies to be empaneled/ courses in which agencies may be empaneled and the number of colleges allocated at its sole discretion.
- h. The Institute reserves the right to accept or reject any Tender, and to annul the evaluation process and reject all proposals at any time prior to sanction of contract, without thereby incurring any liability to the affected proposal or Applicant.
- i. Each of the responses shall be evaluated as per the criteria and requirements specified in this document in **Annexure - III**.
- j. The qualifying score for both Technical Round -1 and Round -2 is 70% and above. Those who will qualify in the Technical Round -1 will be eligible to participate in the Technical Round - 2. Those who will qualify in Technical Round -2 will move into the next round (Financial Bid)

Financial Bid will be opened for those Applicants who are qualified in the technical evaluation.

Selection of Bidder

- Tender will be awarded to the Bidder with the highest score based on the Quality and Cost Based Selection (QCBS) Method (60:40) [i.e. 60% weightage of technical score as per Annexure III & 40% weightage of financial score as per annexure IV], subject to fulfilling the Qualification Criteria and Minimum Technical Score.
- The Bidder securing qualifying score of 60 out of 100 (as per Annexure III) as fixed for qualification in "Technical Evaluation" will be considered eligible.
- The financial bids shall be opened only for the technically qualified bidders. The L1 bidder will be assigned the score of 100 (i.e., the highest score allocated to price bid) and the other bidders will be assigned the scores on percentile basis.
- Based on the combined Technical and Financial Scores (i.e. 60% of Weighted Technical Score and 40% of Weighted Financial Score) final selection will be made.

For example, four Bidders A, B, C and D are technically qualified and out of 100 score of technical bids (Annexure III), they have obtained 70, 80, 85 and 90 scores respectively.

Suppose their Financial Bids per user are Rs.100, Rs.110, Rs.120 & Rs.140 respectively. Out of the score of 100 of price bid, financial scores of the Bidders will be computed as under:

Sl. No.	Name of the Bidder	Financial Bid (Rs.)	Financial Score
1	A	100	$100/100 \times 100 = 100.00$
2	B	110	$100/110 \times 100 = 90.91$
3	C	120	$100/120 \times 100 = 83.33$
4	D	140	$100/140 \times 100 = 71.43$

The Combined Score will be calculated as under:

Sl. No.	Name of the Bidder	Weighted Technical Score (a)	Weighted Financial Score (b)	Combined Score (a+b)
1	A	$70.00 \times 60\% = 42.00$	$100.00 \times 40\% = 40.00$	82.00
2	B	$80.00 \times 60\% = 48.00$	$90.91 \times 40\% = 36.36$	84.36 (H1)
3	C	$85.00 \times 60\% = 51.00$	$83.33 \times 40\% = 33.33$	84.33
4	D	$90.00 \times 60\% = 54.00$	$71.43 \times 40\% = 28.57$	82.57

As per the above Table, Bidder B's bid shall be recommended as highest scorer for acceptance to the competent authority.

Note: In case of any tie in the score (Technical + Financial) the higher technical scorer among the bidders will be selected.

10. Disqualification

The Tender would be disqualified at any time during the evaluation process at the sole discretion of the Institute for the following reasons:

- Submitted the Tender after the response deadline.
- Made misleading or false representations or suppressed relevant information in the TENDER (including documents, forms, statements, attachments, presentations, etc.) submitted as proof of the eligibility requirements or as part of the Tender.
- Failure to meet any of the eligibility criteria as mentioned in the document.
- Failure to provide clarifications, non-responsive and/or substantive responses, when sought.
- Debarred/ Blacklisted by any Government/ Semi Government/ Government owned Agency including Quasi-Government Sector Organization for corrupt, fraudulent practices or reasons related to non- performance in an engagement on the date of opening of Tender. Please use the format provided in the annexure.
- Found to be having conflict of Interest for this assignment.
- On any other ground as may be deemed fit by the Institute.

11. Confidentiality

- From the time the Tenders are opened to the time the selection is declared, the Applicant should not contact the Institute on any matter related to its Tender evaluation. Information relating to the evaluation of Tender and award recommendations shall not be disclosed to the Applicant who submitted the Tender or to any other party not officially concerned with the process, until the publication of the selection declaration.
- Any attempt by the shortlisted Applicant or anyone on behalf of the Applicant to influence improperly the client in the evaluation of the Tender or agreement award decisions may result in the rejection of its Tender.

12. Scope of Work/ Responsibilities of the Bidder

The scope of work/responsibilities of the bidder is given below:

- a. For Intermediate Level Students, the Institute will order minimum 12000 licenses for Tally, Microsoft Office Simulations (Word, Excel, PowerPoint) and E-filing with Practical Hands-On Simulations in an Interactive Unified Platform per examination term of 6 months during the period of contract and the 12000 licenses will be utilized in a single term of examination (i.e. Aug – Jan session or Feb – July session). However, the license shall be activated for 1-year duration only when the student gets registered with the Institute and the Institute sends details to the agency. The Institute will order minimum 12000 licenses in all the following examination term during the tenure of the contract.
- b. Minimum order quantity per year is 24000 users (12000 users per term) and the order shall be placed in a lot of 2000 users / multiple of 2000 users.
- c. After consumption of minimum order quantity of 24000 users per year, additional order may be placed in a lot of 1000 user / multiple of 1000 users (as per the requirement of the Institute). The applicable rate of License and Training Fee for the additional users of 1000 lot will be the same as quoted by the bidder.
- d. For Intermediate Level Students, Facilitate Standard Tally, Microsoft Office and E-Filing Courses (cloud based) for 100 Hours (Tally- 40, Microsoft Office- 40 and E-Filing -20) with study materials and access to practice server for the master trainers of the Institute and the student can access to the module from remote places through user id and password.
- e. Agency should facilitate standard course content (cloud based) and provide course duration as mentioned in the skill training syllabus for Intermediate students along with study materials and access to proposed interactive unified platform for the student, and students can have the access from remote places through user id and password (web-based/mobile-app).
- f. Provide all technical details for the Institute to have the right hardware for providing this training successfully.
- g. The Agency shall engage Coordinator(s) who will be physically stationed at the ICAI office and serve as liaison officer(s) between ICAI and the Agency. The Coordinator(s) shall also be responsible for addressing student queries in consultation with ICAI. The remuneration of the Coordinator(s) shall be borne by the Agency.
- h. Applicant should be supporting the Institute for enabling the access to the Interactive Unified Platform and ensuring that all students can access the Unified platform from remote places.
- i. Should conduct Hybrid/Residential training sessions on Tally, Microsoft Office, E-Filing courses in an Interactive Unified Platform to all the students/trainers. This Hybrid/Residential training session will include one centralized Online training session per examination term of 6 months and one Physical training session to a maximum of 10 Centers designated by the Institute per examination term of 6 months for Intermediate level students/trainers.
- j. Agency will design, develop and implement Continuous Progressive Online MCQ based Interim assessment.
Students should be given at least 3 opportunities to complete the Final Assessment Test to be conducted by the Agency in Online time bound MCQ based.
- k. Train the Trainers: The agency shall be responsible for providing support in enabling the faculty by conducting train the trainers to the Institute faculty members' in online mode. This should facilitate the faculty to conduct the proposed Skills Training of Intermediate & level students with **Tally, Microsoft Office and E-Filing Courses in an Interactive**

Unified Platform for the Institute's students. Faculty shall take these courses themselves and trainers from the agency to be made available online for clarification of any doubts.

- l. Provide digital Joint Course Completion Certificates to successful students.
- m. Monthly MIS Report to be submitted by the Agency to the Institute in terms of actual hours spent in the proposed Combined/Unified Platform Containing Interactive and Practical Learning Tools by the students.
- n. Access of Admin. Panel to be given to the Institute by the Agency to monitor the attendance/performance of the students who have participated in Training.
- o. The agency shall develop an IT environment through which individual student feedback can be seamlessly captured via Student Login Portal.
- p. Number of unused license/logins should be properly mentioned in the MIS Report every month along with successful login report
- q. After completion of one year, the unused licenses (if any) shall be reallocated to the newly registered students for further 1 year, without any additional cost.
- r. The student database provided by the Institute must be treated as confidential by the Agency and shall be used solely for the purpose of assigning logins and conducting training, in accordance with the Institute's requirements.
- s. Details of Modules and Course Contents required for Skill Training for Intermediate Level Students to be included in the Interactive Unified Platform are as given below. The below mentioned curriculum related to E-Filing module is subject to revision at regular intervals, and it is responsibility of the applicant to deliver the curriculum as designed by the Institute at regular intervals. With respect the proprietary products like Tally / MS-Office, the applicant must offer the latest version of the educational product to the students of the Institute.

ICMAI Skills Training Modules & Syllabus for CMA Intermediate – 100 hours

1	Tally	40
	STREAMLINING THE CHART OF ACCOUNTS IN TALLY	
	1.1 Introduction	
	1.2 Company Creation and Setting up Company Features In TallyPrime	
	1.3 Getting Started With TallyPrime	
	1.4 Chart of Accounts	
	DOCUMENTING AND MANAGING BUSINESS TRANSACTIONS	
	2.1 Introduction	
	2.2 Recording Transactions In TallyPrime	
	2.3 Recording Accounting Vouchers In TallyPrime	
	2.4 Recording Pure Inventory Vouchers In TallyPrime	
	MANAGING ACCOUNTS PAYABLE AND RECEIVABLE WITH TALLY	
	3.1 Introduction	
	3.2 Activation And Usage of Bill-Wise Details	
	3.3 Credit Limit Control In TallyPrime	
	3.4 Payment Performance of Debtors	
	3.5 Bills Payable And Receivable Reports	
	3.6 Generating Reminder Letters And Confirmation of Accounts In TallyPrime	
	BANKING SERVICES	

	4.1 Introduction	
	4.2 Banking Payments	
	4.3 Cheque Printing	
	4.4 Cheque Management	
	4.5 Deposit Slip	
	4.6 Payment Advice	
	4.7 Bank Reconciliation	
	4.8 Post-Dated Cheque Management	
	4.8 Post-Dated Report	
	4.9 Payment Request Through Payment Gateways	
	FINANCIAL MANAGEMENT CONTROL FEATURES	
	5.1 COST CENTRE	
	5.1.1 Introduction	
	5.1.2 Cost Centre and Cost Categories	
	5.1.3 Cost Centre Reports	
	5.2 BUDGETING	
	5.2.1 Introduction	
	5.2.2 Creation of Budgets	
	GENERATING FINANCIAL STATEMENTS AND MIS REPORTS	
	6.1 Final Accounts Reports In TallyPrime	
	6.2 MIS Reports In TallyPrime	
	6.3 Bird's Eye View/Drill Down Display From Anywhere To Anywhere	
	6.4 Date-Based Reporting In TallyPrime	
	6.5 Financial Statement Analysis Tools In TallyPrime	
	6.6 Stock Summary Analysis	
	6.7 Save View of Business Reports In TallyPrime	
	6.8 Report Filters To Quickly Access Business Information	
	BUSINESS ACCOUNTING AND GST (INDIRECT TAXATION)	
	7.1 Introduction To GST	
	7.2 E-Way Bill	
	7.3 GST E-Invoicing	
	7.4 GST In TallyPrime	
	7.5 Hierarchy Of Calculating Tax In Transaction	
	7.6 Recording GST-Compliant Transactions	
	7.7 E-Invoice Report	
	7.8 E-Way Bill Report	
	7.9 Input Tax Credit Set Off Against Liability	
	7.10 GST Tax Payment	
	7.11 Generating And Filing GST Returns For Regular Dealer	
	7.12 GSTR Reports Reconciliation	
	7.13 Handling Multiple GST Registrations In a Single Company	
	BUSINESS ACCOUNTING AND TDS (INDIRECT TAXATION)	
	8.1 Introduction To TDS	
	8.2 TDS Process	
	8.3 TDS In TallyPrime	
	BUSINESS ACCOUNTING AND TDS (INDIRECT TAXATION)	

	9.1 Activation of Security Control and Creation of Security Levels	
	9.2 Backup And Restore	
	EFFICIENTLY FINALIZE YOUR FINANCIAL YEAR-END ACCOUNTS AND TRANSITION SEAMLESSLY INTO THE NEXT FISCAL YEAR	
	10.1 Introduction	
	10.2 Changing Current Period and Continue Voucher Entry In The Same Company Data	
	10.3 Company Data Handling Through Export and Import Of Data	
	10.4 Split Company Data	
	10.5 Create a New Company and Maintain Books of Accounts For The New Financial Year	
	10.6 Creating Group Company Data	
	10.7 Comparative Final Accounts Reports of Two Companies	
	10.8 Tally Audit Trail, Data Verification And Analysis	
2	Advanced MS Office Training (Excel, Word, PowerPoint)	40
	MS Word Essentials	
	Document Creation & Formatting	
	1. Understanding Word Interface	
	(1) Ribbons, toolbars, file formats	
	(2) Creating & saving documents	
	2. Text Formatting & Styles	
	(1) Bold, italics, underline, color, alignment	
	(2) Headers, footers, page margins	
	(3) Numbering, bullet points, multi-level lists	
	3. Tables & Graphics	
	(1) Creating tables, merging/splitting cells	
	(2) Inserting images, SmartArt, charts	
	Advanced Editing & Document Automation	
	1. Proofing & Editing	
	(1) Spell check, grammar check, track changes	
	(2) Find & replace, AutoCorrect	
	2. Mail Merge	
	(1) Mail Merge for letters and emails	
	PowerPoint Essentials	
	Slide Creation & Design	
	1. PowerPoint Interface & Basics	
	(1) Creating slides, layouts, themes	
	(2) Formatting text, inserting images	
	2. Using Multimedia & Animations	
	(1) Adding SmartArt, shapes, WordArt	
	(2) Inserting audio & video	
	(3) Applying transitions & animations	
	Advanced Presentation Techniques	
	1. Charts, Infographics & Data Visualization	
	2. Creating charts & graphs, embedding Excel data	
	3. Infographics for business presentations	
	Interactive & Professional Presentation Skills	
	1. Action buttons, hyperlinks, slide navigation	

	2. Presenter view, slideshow timing	
	Final Project: Creating a Dynamic Presentation	
	1. Applying animations, interactivity, and storytelling techniques	
	Mastering Excel	
	Excel Basics & Formatting	
	1. Introduction & Navigation	
	(1) Excel interface, ribbons, toolbars	
	(2) Typing, cell selection, copy-paste	
	(3) Formatting: fonts, colors, borders	
	(4) Table creation, inserting/deleting rows and columns	
	2. Page Layout & Printing	
	(1) Page setup, print settings, headers/footers	
	3. Basic Operators & Referencing	
	(1) Arithmetic operations (SUM, AVERAGE, MIN, MAX)	
	(2) Logical operators (> , < , = , NOT)	
	(3) Absolute & relative referencing	
	Essential Excel Functions	
	1. Basic Functions	
	(1) COUNT, COUNTA, COUNTBLANK	
	(2) ROUND, ROUNDUP, ROUNDDOWN, MROUND	
	2. Sorting, Filtering & Conditional Formatting	
	(1) Sort, Filter, Paste Special	
	(2) Text to Columns, Flash Fill, Freeze Panes	
	3. Basic Graphs & Charts	
	(1) Creating bar, line, and pie charts	
	Advanced Excel Functions & Lookup	
	1. Logical & Lookup Functions	
	(1) IF, IFS, AND, OR	
	(2) VLOOKUP, XLOOKUP	
	(3) COUNTIF, COUNTIFS, SUMIF, SUMIFS	
	2. Text & Data Functions	
	(1) LEFT, RIGHT, MID	
	(2) LEN, CONCATENATE, TRIM	
	Data Cleaning & Pivot Tables	
	1. Data Cleaning Techniques	
	(1) Remove duplicates	
	2. Pivot Tables & Pivot Charts	
	(1) Creating & modifying pivot tables	
3	Digital Statutory e-filing and Tax Compliances	20
	Basics of Income Tax and E-Filing of ITR	
	Introduction to E-Filing & PAN	
	1. E-PAN – Process, application, and generation	
	2. ITR Registration – Steps for online registration	
	3. Overview of Tax Software – Introduction to e-filing platforms	
	Income Tax Return (ITR) E-Filing	
	1. E-Filing of ITR-1 – Understanding & filing process	
	2. Required documents & eligibility	

3.	Common mistakes & corrections	
	Income Tax Computation	
1.	Computation under different heads of income	
2.	TDS/TCS (Tax Deducted at Source) computation	
	Introduction to GST Compliance	
	GST Registration and NIL return	
1.	E-Filing under GST – Overview & process	
2.	GST Registration – Step-by-step guide	
3.	Steps for NIL Return Filing	
	GST Return Filing	
1.	GSTR-1 Filing – Step-by-step process	
2.	GSTR-3B Filing – Monthly return filing	
3.	Import Export Code (IEC) – Registration process and compliance	
	EPFO & ESIC Compliance	
	EPFO & ESIC filing	
1.	Employees' Provident Fund Organization (EPFO) – Online process	
2.	Employees' State Insurance Scheme of India (ESIC) – Registration	
3.	EPFO/ESIC Sign-Up Process	
	EPFO & ESIC Payment Generation	
1.	EPFO Payment Generation – Online payment methods	
2.	ESIC Payment Generation – Step-by-step payment guide	
	MSME & MCA 21 Compliance	
	DSC & MSME	
1.	Micro, Small, and Medium Enterprises (MSME) – Registration & benefits	
2.	Digital Signature Certificate (DSC) – Application, usage, and renewal	
	MCA 21 E-Filing – Process for business filings	
1.	MCA registration and Company name application	
2.	Director related filings	

The proposed Interactive Unified platform for intermediate level should have the following features/capabilities.

1. E-PDF study material hosting
2. Multimedia Learning videos
3. Simulations/Practical hands-on tasks/Case studies
4. MCQ Assessments
5. Learning Outcome Management System with Performance tracking
6. Data Analytics with time tracking
7. Mobile app (Android & IOS)
8. Admin Dashboard Access
9. Student Learning progress tracking
10. Cloud based SAAS model.

13. Presentation

The shortlisted bidder would have to make a presentation before the concerned selection committee before their final selection and signing of the contract. The bidder should be able to demonstrate the capability on any day if called for technical presentation and demonstration.

Even though bidders may satisfy all the required criteria, they may be disqualified if they have made misleading or false representation or facts or deliberately suppressed the information to be provided in the forms, statements, and enclosures of this document.

14. Right to Accept any Tender and to Reject any or all Tenders

The Institute reserves the right to accept or reject any Tender and to annul the evaluation process and reject all Tender at any time prior to award of contract, without liability or any obligation and without assigning any reason or any obligation to inform the affected Tender s or Applicant of the grounds for the Institute action.

15. Financial Terms and Conditions

- a. Financial Evaluation would be made on lowest (L1) basis on the basis of service charges quoted by the Tenderer/Applicant.
- b. 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.
- c. Earnest Money amounting to Rs.10,00,000/- (Rupees Ten lakhs only) can be deposited via ECS. The EMD amount of unsuccessful bidders will be returned within 30 days, without any interest.
- d. Performance security in form of Bank guarantee to the extent of 5% of the value of the contract (i.e. to the extent of minimum guaranteed users for the initial contract period of 2 years) from any Commercial Bank, must be provided by the successful applicant to the Institute on signing of the contract. This Bank guarantee is revocable by the Institute in case of any dispute arising from major deviation from mutually agreed delivery parameters.
Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder.
The Bid Security/EMD will be refunded to the successful bidder on receipt of Bank Guarantee.
- e. 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.
- f. In case of breach of any of terms and conditions mentioned in this Tender document or contract, the Institute will have the right to cancel the work order without assigning any reason thereof and to impose penalty to the tune of 50% of the Tender value and the Performance security deposit shall also stand forfeited. An agreement between the Institute and the vendor shall be signed in this regard.

16. Signing of Agreement

Upon selection, an agreement shall be executed between the Institute and Applicant/Agency/ Partner as per mutually agreed terms.

17. Settlement of Dispute

- a. 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.
- b. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi/Kolkata.

18. Force Majeure

In case the performance of the Contract is delayed due to an act of God, war, abnormally bad weather, or earthquake or floods or similar calamities, serious loss or damage by fire or civil commotion, local combination of workers strike or lockout or non-availability of material or any other cause which is as per the absolute discretion of ICAI is beyond Bidder's control and if any such force majeure condition herein mentioned occurs and continues for a period exceeding 15 days, the Parties hereto undertake to sit together and devise for expeditious and proper performance of the obligations of the Parties under this Contract.

19. Time Schedule

The Agency who is capable of executing the tasks indicated in the Tender may submit their proposals in the manner as prescribed in the Tender on or before 17.00 hrs. of 18.06.2025 at the following address:

Convener
The Advertised Tender Committee
The Institute of Cost Accountants of India CMA
Bhawan, 12 Sudder Street,
Kolkata – 700 016

The bid shall be submitted in two separate sealed envelopes, namely Technical bid (Annexure I, II, III, VI & VII) and Commercial bid (Annexure IV). Both of Technical and Commercial bids, duly stamped by the bidder, must be submitted at the same time, in separate sealed envelope along with the details of E.M.D., superscribed as **“Tender for providing Skills Training to the Intermediate level students with Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform”**.

Submit your Queries:

You are requested to ask for any query related to this Tender through e-mail at studies.jd2@icmai.in
No phone calls will be entertained in this regard.

APPLICATION FOR TENDER

DATA FORMAT OF APPLICANT ORGANISATION

Date of submission of application: _____

Details of the Applicant		
1	Name of the Applicant	
2	Head Office Address	
3	Status of the firm and associated group (Whether Proprietorship/Partnership Firm/ Private Limited Company/ Section - 8 Company/ Section-25 Company (Companies Act, 1956/2013)/Public Limited Company/ Society/ Trust/ Association)	
4	Details of Incorporation/Registration of the firm	
5	Details of Commencement of Business	
6	GST registration no.	
7	Permanent Account Number (PAN)	
8	Name & Designation of the contact person to whom all references shall be made regarding this Tender	
9	Telephone No. (with STD Code)	
	Email and Mobile no. of the contact person:	
11	Website	
12	Past experience in providing services similar to the requirements described in this document (Nature of work and No. of years) (MoUs/Work orders to be attached)	
13	Total No. of Students Trained in last three (3) years in the proposed course (for each course)	

1. Financial Bid envisaged for the Project
2. Please attach following documents also with the application:
 - a) Copy of PAN Card copy of the partners
 - b) Copy of GST Registration Certificate.
 - c) Registration Certificate/Certificate of incorporation
 - d) Certificate of commencement of Business issued by the Registrar of Companies
 - e) Memorandum and Articles of Association.

I hereby declare that all the information and statements made in this Tender are true and accept that any of our misrepresentations contained in it may lead to our disqualification.

I hereby further declare that our company has not been debarred/ blacklisted by any Government/ Semi Government/ Government owned Applicant including Quasi- Government Sector Organization.

I certify that I am the competent authority in my company authorized to make this declaration.

Yours sincerely,

Authorized Signatory [In full and initials]:

Name and Title of Signatory:

Company/ Organization Seal

Date:

Place:

TECHNICAL EVALUATION - ROUND 1

Sl. No.	Criteria	Max. Marks	Marks Obtained	Remarks
1	Years of business experience: a) Between 3 to 5 years: 5 marks b) Between 5 to 10 years: 10 marks c) Above 10 years: 15 marks	15		
2.	Years of experience in imparting skill development / Vocational programs/higher education a) Between 3 to 5 years: 5 marks b) Between 5 to 10 years: 10 marks c) Above 10 years: 15 marks	15		
3	Years of partnership with OEMs (Tally and Unified Interactive Platform for e-filing and Microsoft Office Simulations) a) Between 1 to 3 years: 5 marks b) Above 3 years: 10 marks	10		
4	Average annual turnover (last 3 financial years i.e. 2021-22, 2022-23 & 2023-24): a) Between Rs.15 Crores to Rs.20 Crores: 7 marks b) For every 5 Crores above Rs.20 Crores: 1 mark for each up to maximum of 10 marks	10		
5	Agency's past association with ICAI / similar Institutions	10		
6	Number of Students trained in Microsoft Office & E-Filing from one single customer a) Between 5000 to 50000 students: 5 marks b) For every additional 5000 students 2 extra marks up to 15 marks maximum c) This can be in the name of the Agency or the OEM of Proposed Platform or any other partner of the Proposed Platform OEM. Multiple orders / contracts from one single customer are also acceptable	15		
7	Demonstration For Learning Platform of a) Tally Prime - 5 Marks b) MS-Office (MS Excel, MS Word, MS PowerPoint), E-Filing with Hands on Simulations- 15 Marks	20		
8	Recognition a) Approval / MOU for the courses offered by the Applicant in Finance or Related domains (Banking/ Insurance...etc), by Skill India Council, Govt. of India, / NCVET Approval – 2 Marks b) Approval from platform authorities promoted by Ministry of Education, Like Swayam / Swayam+ / NPTEL - 3 Marks (Documentary proofs to be Attached)	5		
	TOTAL	100		

Note:

1. Applicant should submit documentary evidence to be eligible for award of points in each category.
2. For the calculating years of experience and turnover the experience and turnover of Group / Trust /Society/ Association in the business line of Education and Skill Development shall be considered
3. Those securing 70% of the total marks of Round – 1 will be considered eligible and will participate for Technical Evaluation of Round -2
4. Technical Evaluation: The bid would be evaluated on QCBS method of 60% weightage to technical evaluation and 40% weightage to Financials.
5. The experience of consortium partners would be accepted jointly based on the documents submitted.

TECHNICAL EVALUATION - ROUND - 2

The Applicant should mention their detailed course curriculum, master trainer program, assessment procedure and delivery process in not more than 300 words for **providing Skills Training to the Intermediate Level Students of ‘The Institute of Cost Accountants of India’ with Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform**. The Applicant will also have to share the timeline for the launch of the program as well as a typical timeline for a batch from start to finish. The Applicant will also have to go through the presentation process either online or offline mode as decided by the Institute.

Those applicants who will secure 70% and above marks will be eligible for participating in the financial bid.

Will also have to do the presentation (Online / offline to be decided by the Institute)

All the above points should be explained in not more than 300 words. (Qualifying marks 70)

Areas of Explanation	Information from the Applicant
Details of Course Curriculum (25 marks)	
Details of the training / master trainer program – TOT (25 marks)	
Details of Assessment (25 marks)	
Details of delivery / student services in Hybrid/Residential mode etc. (25 marks)	

Note:

If required, physical visit to the shortlisted bidders’ offices may also be conducted by the Institute.

FINANCIAL BID FORMAT

PART -I, CMA INTERMEDIATE LEVEL SKILL TRAINING

Sl. No.	Particulars	Rate per user for License & Training [excluding taxes] (Rs.)	Terms of Payment	Remarks
1.	License Fee Tally		100% Licenses will be released upon clearance of the original invoice with payment	Activation should be done within 1 week from the date of the issuance of work order with payment. License per user should be valid for 1 year.
2.	License Fee Microsoft Office & E-Filing simulations in a Unified Platform		100% Licenses will be released upon clearance of the original invoice with payment	Activation should be done within 1 week from the date of the issuance of work order with payment. License per user should be valid for 1 year.
3.	Training Fee Hybrid/Residential		(a) 40% of Training Fee of the actual participants will be released after getting confirmation from the bidder about the Commencement of Hybrid(Online/Offline)/ Residential training programme	Training to be conducted in Hybrid/Residential mode. Invoice is to be raised after a month gap from the submission of the invoice of earlier stage.
			(b) Next 40% of Training Fee for each term of the actual participant [as per the Clause (a) above] will be released on completion of training	No candidate shall be allowed to sit in the Assessment Test without attending training sessions and successful login in the system
			(c) 15% of Training Fee of the actual participants [as per the Clause (a) above] will be released after successful completion of Assessment Test and publication of Assessment Result of the students	Up to two additional centralized online training sessions shall be conducted by the bidder in each term to ensure that at least 50% of the students have participated in the training programme. The invoice for the remaining students of the term may be submitted in one or two lots, provided that the minimum participation threshold of 50% has been met.

			(d) Balance amount of Training Fee of the actual participants [as per the Clause (a) above] will be kept on hold as 'Retention Money' and will be released after completion of one year from the date of activation of License, subject to completion of all the parameters mentioned in the Tender documents.	After completion of one year, the unused licenses (if any) shall be reallocated to the newly registered students for further 1 year, without any additional cost.
	Total (1 + 2 + 3)			

_____ % GST will be paid extra.

Note:

1. For Intermediate Level Students, Minimum order quantity per term of examination is 12000 users i.e. minimum 24000 users per year and the order shall be placed in a lot of 2000 users / multiple of 2000 users.
2. After consumption of minimum order quantity of 24000 users per year, additional order may be placed in a lot of 1000 user / multiple of 1000 users (as per the requirement of the Institute). The applicable rate of License and Training Fee for the additional users of 1000 lot will be the same as quoted by the bidder.
3. Rate should be quoted based on latest version of proposed Tally, Microsoft Office and E-Filing Courses in an Interactive Unified Platform.

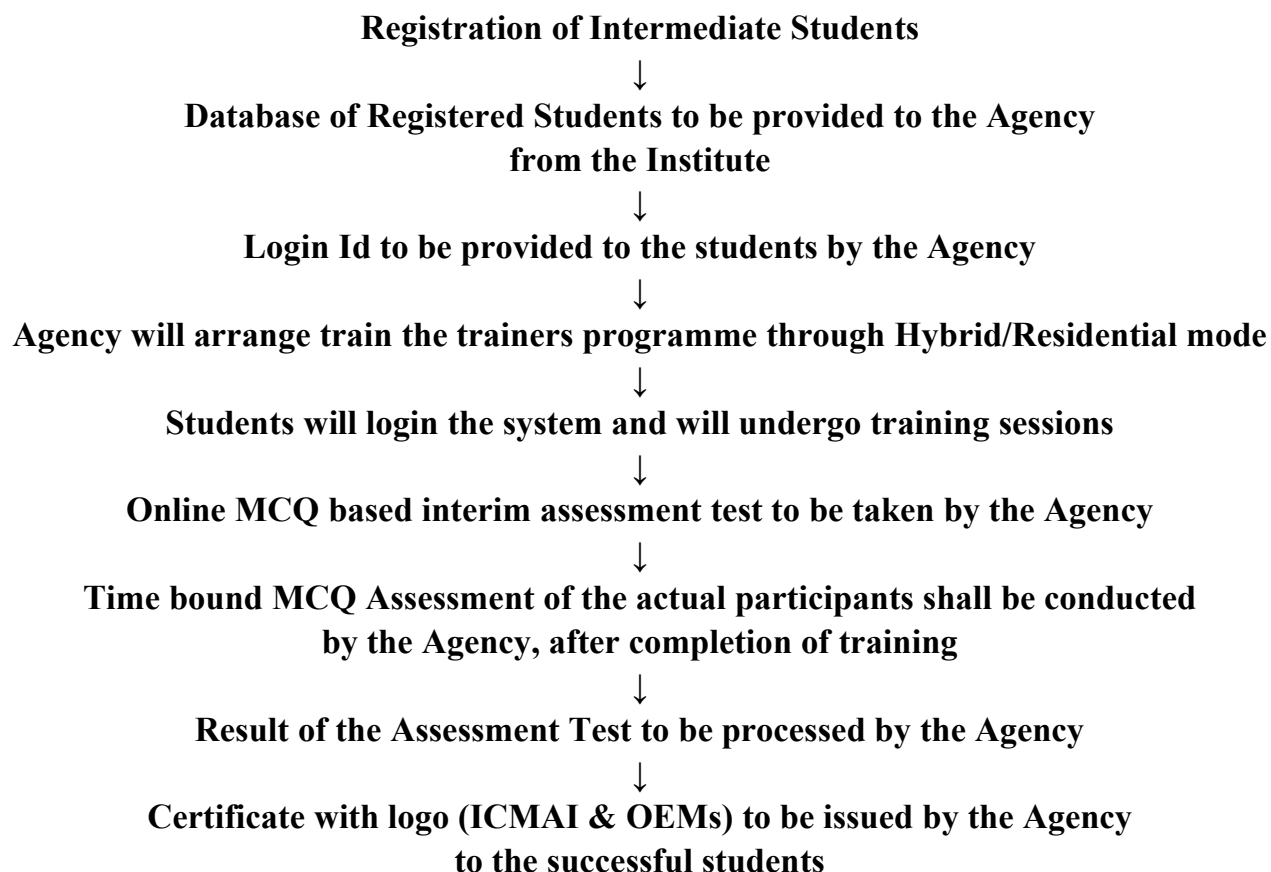
: Selection of Bidder:

Tender will be awarded to the Bidder with the highest score based on the Quality and Cost Based Selection (QCBS) Method (60:40) [i.e. 60% weightage of Technical score as per Annexure III & 40% weightage of Financial score as per annexure IV], subject to fulfilling the Qualification Criteria and Minimum Technical Score.

[Please refer Point no. 9 - Method of Selection of Bidder]

SKILLS TRAINING FOR INTERMEDIATE LEVEL STUDENTS OF 'THE INSTITUTE OF COST ACCOUNTANTS OF INDIA' WITH TALLY, MICROSOFT OFFICE AND E-FILING COURSES IN AN INTERACTIVE UNIFIED PLATFORM

FLOW CHART OF ACTIVITIES



Note:

1. Monthly MIS Report to be submitted by the bidder to the Institute in terms of actual hours spent in the Unified platform by the students.
2. Number of unused license/logins should be properly mentioned in the monthly MIS Report.
3. Agency will design, develop and implement Continuous Progressive Online MCQ based interim assessment.
Students should be given at least 3 opportunities to complete the Final Assessment Test to be conducted by the Agency in Time Bound MCQ Assessment.
4. After completion of one year, the unused licenses (if any) shall be reallocated to the newly registered students for further 1 year, without any additional cost.
5. Further modalities of training (if any) shall be decided by the competent authority of the Institute in due course of time.

SELF DECLARATION FOR NOT BEING BLACKLISTED

(The Declaration Letter is to be submitted by Company Secretary/Authorized Representative and Signatory on Company's Letterhead with his/her dated Sign and Seal)

To,
The Secretary (Officiating)
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street
Kolkata – 700016

In reference to the Tender No..... dated as a representative(s) of..... (name of the Applicant's organization), I/We hereby declare that our organization
..... is having unblemished past record and was not declared blacklisted or ineligible to participate for bidding till the time of submission of response to this Tender by any State/Central Govt. or PSU due to unsatisfactory performance, breach of general or specific instructions, corrupt/fraudulent or any other unethical business practices.

For and on behalf of: Signature:

Name:

Designation:

(Company Seal)

(Authorized Representative and Signatory)

MANUFACTURER'S AUTHORIZATION FORM

The Advertised Tender Committee
The Institute of Cost Accountants of India
CMA Bhawan, 12 Sudder Street, Kolkata – 700016

Dear Sir/Madam,

Ref. Your Tender Ref. No....., dated

We,, who are proven and reputable manufacturers of (name and description of the goods offered in the tender) having development center at....., hereby authorize M/s..... (name and address of the agency) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred tender enquiry documents for the above goods manufactured by us.

We also hereby extend our full warranty, as applicable as per the tender document, if any, for the goods and services offered for supply by the above firm against this tender document.

Regards,

Name _____

Designation _____

Email ID _____

Place _____