



INDIAN INSTITUTE OF TECHNOLOGY (IIT) KHARAGPUR

*Kharagpur- 721 302,
Dist. Paschim Medinipur,
West Bengal, INDIA*

Notice Inviting Tender (NIT)

FOR

***Engagement of Internal Auditor for IIT
KHARAGPUR***

Sub: Tender for Engagement of Internal Auditor

Sealed tenders under two cover system (i.e. Technical & Financial) are invited by the Indian Institute of Technology Kharagpur (IIT KGP) for engagement of Internal Auditor initially for the Financial Year 2016-17 and which may be renewed up to three(3) years on yearly basis subject to satisfactory performance.

The tender document with complete details of tender including experience required, scope of work and terms and conditions can be downloaded from the website www.iitkgp.ac.in (Link: Tenders). The same is also available in the Central Public Procurement Portal (CPPP). The tender submission fee of Rs. 2,000.00 must be submitted in the form of Demand Draft drawn in favour of "INDIAN INSTITUTE OF TECHNOLOGY KHARAGPUR" payable at KHARAGPUR along with tender documents.

The last date for submission of Sealed tender is 12th December, 2016 at 15.00 hrs. The technical Bids will be opened on 12th December, 2016 at 15.30 hrs.

EMD is not applicable. Tenders received without tender submission fee shall be summarily rejected. Also, late and delayed tenders shall be summarily rejected.

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. IIT KGP desires to finalize this tender within a limited time schedule. IIT KGP will not entertain any modification subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of, Work requirement etc.

Registrar

Dated: 19th November 2016

1) BID-DATA SHEET

Tender Number: Date:	No.IIT/Internal Audit/2016-17/01 Dt. 19.11.2016
Tender Documents	Tender Documents can be downloaded from the website www.iitkgp.ac.in (Link: Tenders). The same is also available in the Central Public Procurement Portal (CPPP).
Tender Submission Fees	Rs. 2000.00 , by way of Demand Draft in the name of Indian Institute of Technology Kharagpur , payable at KHARAGPUR
Earnest Money Deposit (EMD)	Earnest money of Rs. 50,000.00 (Rupees fifty thousand only) to be deposited along with the Tender Documents in the form of Demand Draft favouring Indian Institute of Technology Kharagpur , payable at KHARAGPUR . Earnest money is refundable.
Pre Bid Meeting	28 th November, 2016 at 16.00 hrs Venue: Committee Room Administrative Building IIT Kharagpur
Last Date of Submission of Tender	12 th December, 2016 at 15.00 hrs
Opening of Technical Bid	12 th December 2016 at 15.30 hrs
Contact Person	Registrar Indian Institute of Technology, Kharagpur Kharagpur-721 302, West Bengal.
Contact Address	Indian Institute of Technology, Kharagpur Kharagpur-721 302, West Bengal.
Contact Phone Number (s) E-mail Address	03222282022/24/151
Website	http://www.iitkgp.ac.in

2) TERMS OF REFERENCE

2.1 Background

The Indian Institute of Technology, Kharagpur (IIT, KGP) was established in May 1950 in Kharagpur, in the eastern part of India and has been recognized as an Institute of National Importance by an Act of Parliament called The Indian Institute of Technology Act 1961 vide Gazette Notification dated 20th December 1961.

At present Institute have around 70 Departments/ Centre/ School/ Section. The Institute is currently having more than 11,500 students, 600 plus Faculty Members and 1200 non-teaching staff.

IIT KHARAGPUR is maintaining its accounts on Accrual Basis following the applicable Indian Accounting Standard. The expenditure of the Institute is attributed to two major heads- Recurring and Non-Recurring. Mainly the expenditure related to construction works, purchase of equipments and books etc. are booked under Non-recurring head and expenditure of recurring nature like salary, maintenance etc. are booked under recurring heads. Both Recurring and Non-Recurring expenditure are further subdivided into different sub-heads as per the nature of the expenditure. All payment related data (On an average about 60000 voucher entries per year including SRIC) are entered into the software , which is being used for keeping records.

Further for Sponsored research work a separate account named SRIC Account alongwith individual accounts of different projects are operated. Moreover, account for Pension Fund(GPF) , Contributory Provident Fund (CPF), Examination, Earmarked / Endowments Fund, Technology Gymkhana, Guest House etc are maintained separately. Transactions done through all these accounts excepting GPF and CPF accounts get incorporated with the Annual Accounts of the Institute.

The accounts of the Institute are prepared as per the prescribed ***Format for Financial Statement applicable to the Central Higher Educational Institution*** , which will be made available to the selected firm.

Most of the payments like salary, reimbursements, scholarships etc. made to the employees/ students of the Institute are done by directly transferring the money to respective bank accounts. Payments to vendors and contractors are made by cheque or electronic transfer. Receipts on account of student admission are directly received in banks through payment Gateways.

2.2 Data entry Procedure in Accounts Section:

Presently separate software including Tally ERP.9 is in use in the Finance and Accounts section. During the process of payment, every payment voucher with corresponding journal vouchers if any, are entered into the computer data base.

2.3 SCOPE OF WORK : The nature of work of the firm shall be as follows:

Sl.No.	Scope Area	Detailed Scope
01	Revenue (Academic, Research Sponsorship, Contribution and Grants)	<ul style="list-style-type: none"> ❖ Reconciliation of Fees charging vis-a-vis collection through Payment Gateways ❖ Review of Grants and Contribution receipt and utilization ❖ Fees waivers and deferrals ❖ Provision and payment of Interest subvention to the students ❖ Review of Income from research Sponsorships ❖ Review of Interest and other Income (if any) ❖ Follow up for pending fees and late payment charges ❖ Entire system of Revenue accounting and recognition it in the books of accounts
02	Procurement and Inventory	<ul style="list-style-type: none"> ❖ Vendor selection and appraisal process ❖ Vendor Master Management ❖ Purchase Order Regularization ❖ Receipt Management of Stock assets ❖ Physical Verification of Stock ❖ Review of Process for control over assets and stock by the Management
03	Statutory Compliance	<ul style="list-style-type: none"> ❖ Review of computation of dues and filling of returns and remittance for statutory dues such as <ul style="list-style-type: none"> • Income Tax • VAT/ GST • Service Tax/GST • Professional Tax • Contract Labour Law • Any other applicable law
04	Finance & Accounts	<ul style="list-style-type: none"> ❖ Review of Account Payable and Receivable ❖ Verification and checking of financial transactions from cash book/bank book and other ancillary record maintained by the Institute. ❖ Review the record/system of bill payment to various contractors and also to review the compliance on them with term of contract with IIT, KGP. ❖ Cash and Bank Management ❖ Checking of periodical Bank Reconciliation Statement

		<ul style="list-style-type: none"> ❖ Review the expenses incurred with the approved Budget. ❖ Vouching/Ledger Scrutiny ❖ Review the last statutory/Internal audit comments and compliances ❖ Review of Annual Accounts of the Institute ❖ Review of expenses on Sponsored Projects (SRIC) and Its Accounts ❖ Review of Subsidiary Accounts at a quarterly Intervals
05	Investments	<ul style="list-style-type: none"> ❖ Fund Management System and Investment both Institute and SRIC
06	Pay Roll	<ul style="list-style-type: none"> ❖ Review of policy and guidelines ❖ Review of Loans, Travel Expenses and Full and Final settlement ❖ Employees payroll , disbursement and deduction
07	Operational Activities	<ul style="list-style-type: none"> ❖ Repairs and Maintenance expenses undertaken by the Civil , waterworks, electrical, sanitation sections of the Institute ❖ Construction projects of the Institute ❖ Guest House ❖ Income and Expenditure of Technology Gymkhana ❖ Income and Expenditure of Alimonies office
08	Assets Management	<ul style="list-style-type: none"> ❖ Fixed Assets Management
09	Others	<ul style="list-style-type: none"> ❖ Report on risk management issue and internal control deficiencies identified and provide recommendation for improving Institute's operation. ❖ Presentation of comprehensive report highlighting major issues, objections, suggestions and corrective measures before the Finance Committee at least twice in a Financial Year. ❖ Suggestion for improvement of the existing System of Accounting, internal control and Management Information System (MIS)from time to time. ❖ The successful firm should deploy at least two qualified Chartered Accountants and 6 Semi – qualified personnel for conducting Internal Audit

2.4 Duration of Contract:

The firm will be required to provide the desired services initially for a period of **One year** i.e. for the **FY 2016-2017** and which may be renewed up to three (3) years on yearly basis subject to satisfactory performance. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of firm in the event their services are evaluated as unsatisfactory with one month notice.

2.5 SUPPORT AND INPUTS TO THE FIRM

The Institute shall provide adequate office space to the firm to perform its services. In terms of hardware the Institute will provide computers and printers to the firm. The Institute will provide all primary data to the firm for carrying out the jobs listed in the nature of work. However no accommodation will be provided by the Institute to the deputed personnel of the firm.

2.6 PRE-QUALIFICATION CRITERIA

The Chartered Accountant firm eligible for the bidding process must satisfy the following eligibility criteria:

1. The Chartered Accountant firm should be based in West Bengal or should have a branch in West Bengal.
2. The Chartered Accountant firm should have at least 8 (eight) partners.
3. The Chartered Accountant firm should be registered with The Institute of Chartered Accountants of India. They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration.
4. The firm should have been in operation for at least 10 years after its registration.
5. The firm should be empanelled with Comptroller and Auditor General of India (C&AG).

Without which the application of the firm will not be considered.

6. Average Annual Income (i.e. Average Gross Professional Fees earned during the consecutive last 3 years) of the firm in the last 3 financial years ending on March 31st 2016 must be equal to or more than Rs. 2 crore (Two crore)
7. The firm should have experience in handling Internal Audit/ Statutory Audit of at least 3 (three) Educational Institutions/ PSUs/ Govt. Organization during last preceding five (5) years.

The prospective bidders may note that only on fulfilment of above pre-qualification criteria, the technical bid may be considered for evaluation.

2.7 PAYMENT TERMS

The payment shall be made against the services provided by firm as per the nature of work, subject to the following terms and conditions:

1. 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.
2. Any increase in service tax rates during the contract period will be borne by the Institute.
3. TDS under Income tax will be deducted at applicable rates.
4. The Institute reserves the right to deduct any amount from the bill 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.
5. The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.

2.8 PERFORMANCE SECURITY

The successful bidder will be required to deposit **10%** of the bid amount towards Performance Security in the form of Demand Draft in the name of **Registrar, Indian Institute of Technology, Kharagpur**, payable at **KHARAGPUR or in the form of bank guarantee from any scheduled bank** with acceptance of the offer letter. No interest will be paid on the Performance Security by the Institute.

2.9 VALIDITY OF PRICE

The price should be valid for 90 days from the date of opening of Price Bids.

2.10 ACCEPTANCE OF BIDS & WITHDRAWALS:

The right of final acceptance of the tender is entirely vested with the Director, IIT, KGP who reserves the right to accept or reject, any of the tenders in full or in parts without assigning any reason whatsoever. There is no obligation on the part of IIT, KGP to communicate with rejected bidders. After acceptance of the tender, the bidder shall have no right to withdraw his tender. The tender acceptance authority may also reject all the tenders for reasons such as change in scope of work, lack of anticipated financial resources, court orders, accident, calamities etc. and other unforeseen circumstances.

3. SUBMISSION AND EVALUATION OF THE TENDER

SUBMISSION OF TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

- i) **Prequalification-cum-technical bid** in **Annexure-A** along with all supporting documents along with Earnest Money Deposit (EMD) of **Rs.50000.00** in the form of Demand Draft as mentioned in point 3.2 and Tender Fee for **Rs.2000.00** in the form of Demand draft as mentioned in point 3.2 should be kept in a separate envelope super scribing “ **TECHNICAL BID**”
- ii) Financial Bid in **Annexure- B** should be kept in a separate envelope super scribing “**FINANCIAL BID**”

All the pages of the Tender document including the annexes and copy of certificates/document should be signed by the authorized person of the Firm along with seal of the firm. Both Technical bid and Financial Bid envelopes should be kept in a separate envelop. The envelope should be superscribed:

“TENDER FOR ENGAGEMENT OF INTERNAL AUDITORS FOR IIT KHARAGPUR”

Submitted by: **(Name, Address, E-mail and Telephone Number of the Firm)**

Submitted To: **The Registrar**

Indian Institute of Technology, Kharagpur

Kharagpur- 721 302, Dist. Paschim Medinipur, West Bengal, INDIA

The Applicant can submit the Tender by Registered Post /Speed Post/Courier or submit the same in person, so as to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be accepted.

3.2 TENDER SUBMISSION FEES AND EARNEST MONEY DEPOSIT

Tender Submission fee is Rs. **2000.00**. The Tender document can be downloaded from the website of the Institute i.e www.iitkgp.ac.in (link: **Tenders**). The same is also available in the Central Public Procurement Portal (CPP). The tender fee should be paid by way of demand draft in the name of **Indian Institute of Technology Kharagpur**, payable at **KHARAGPUR** . The Demand Draft should be submitted along with the technical bid.

Earnest Money Deposit of Rs. **50000.00** by way of Demand draft in the name of **Indian Institute of Technology Kharagpur**, payable at **KHARAGPUR** should be submitted along with the bid. The EMD amount will be returned to unsuccessful firms after finalization of the bid. In respect of the successful bidder the EMD will be returned after acceptance of the offer letter alongwith the performance security. No interest will be paid on the Earnest Money Deposit.

3.3 Pre-Bid Meeting

The Pre bid will be held as per the following scheduled:

Date: 28th November 2016

Time: 1600 hrs

Venue: Committee Room ,Administrative Building, IIT Kharagpur

The interested firms may attend the said meeting.

3.4 LAST DATE OF SUBMISSION OF TENDER

Last date of submission of the Tender is **12th December, 2016 upto 1500 hours**.

3.5 DATE OF OPENING OF TENDER

The Tender will be opened for technical evaluation on 12th December ,2016 **at 1530 hours** in the Committee Room of the Institute. The authorized representatives must carry authorization letter to attend the bid opening. The date of opening of financial bids will be communicated later.

3.6 EVALUATION OF Bids:

3.6.1 PRE-QUALIFICATION CRITERIA:- *As mentioned in Clause 2.6*

3.6.2 TECHNICAL PROPOSAL

The Tender will be evaluated by Tender Evaluation Committee constituted by the Competent Authority, IIT Kharagpur. The detailed evaluation method for Prequalification-cum-Technical and Financial Bids is specified below. The Technical and Financial bid will be given weightage of 70 and 30 respectively.

Technical bids of the firms, which meet the prequalification criteria and secure minimum of 70% of total technical score of 70 shall be taken up for financial evaluation. In case of non fulfilment of any pre-qualification criteria, technical bid of the respective bidder shall be rejected.

The Financial bids of those firms will be opened who secured at least 49 marks out of 70 marks in the Technical Bids.

under Technical evaluation will be taken into consideration for awarding contract.

Technical and Financial Evaluation Criteria

Sl. No.	Particulars	Total Marks	Allocation of Marks	Remarks
01	Firms Experience			
a)	Firm's Existence in years a	5		
	10 Years –12 years		1	
	> 12 Years –15 years		3	
	> 15 Years		5	
b)	Average Annual Income of the Firm (in the last 3 financial years) ended on 31st March 2015	10		
	Rs 200 Lakhs to Rs.300 Lakhs		5	
	> Rs.300 Lakhs and upto Rs.500 Lakhs		7	
	Above Rs. 500 Lakhs		10	
c)	Experience of handling Internal Audit of at least 3 (three) Educational Institution/ PSU/ Govt. Organization during last five (5) years	30	4 each	
	4 marks for each organization subject to maximum of 30 (with in a period of preceding 5 years ie. ending the Financial year 2015-16)			
d)	Experience of handling similar work in Central funded Educational Institute/ Other Educational Institution, PSU, Govt. Organization Institution during last five (5) years	10		
	Experience in IISERs, IIT, IIM ,NITs and Central funded Universities.		6	
	Experience in other Govt. Educational Institution/ PSU/ Other Educational Institution.		4	
	Sub Total (01)	55		
02.	Key Experts and Manpower			
a)	Number of Partners' in the	5		
	3- 5 Partners		3	
	> 5 Partners		5	
b)	Number of Full Time staff on the roll of Establishment	10		
	5- 10 Staff (Out of which at least 3 Semi Qualified/Qualified Staff)		5	
	>10-20 Staff (Out of which at least 5 Semi Qualified/Qualified Staff)		7	
	>20 Staff (Out of which at least 10 Semi Qualified/Qualified Staff)		10	
	Sub Total (02)	15		
03.	Total Marks of Technical Evaluation (01+02)	70		
04.	Score on Financial Proposal	30		
05	Combined Score (03+04)	100		

Date & Signature of Bidder

3.6.3 EVALUATION OF FINANCIAL PROPOSAL

The lowest evaluated financial proposal will be given maximum score of 30. The score of other firms would be calculated as per the formula:

$$F \text{ (Other than lowest bidder)} = (\text{Price Quoted by Lowest Bidder} / \text{Price Quoted by the bidder}) \times 30$$

Final Price to be used for Financial Bid evaluation of the technically qualified bidder will be for the Financial Year 2016-17 and all applicable Taxes.

3.6.4 AWARD OF CONTRACT:

The composite score of Technical and Financial evaluation will be taken for final computation. Evaluation will be performed assuming that the contract will be awarded to the bidder whose composite evaluated score stands highest and eligible for contract award, and found to be qualified to perform the contract.

In the event of Composite Evaluated Score being same for two or more firms, the firm who quoted the lowest amongst them will be eligible for contract. In case financial bid being same, the marks secured by the firm in experience in handling in Internal Audit

3.7 Settlement of Disputes:

It is incumbent upon the bidder to avoid litigation and disputes during the tenure of the contract. However, if such disputes take place between the parties, efforts shall be made to settle at the level of IIT, Kharagpur through mutual discussion. The Bidder shall make request in writing to the Director for settlement of any dispute within 30(thirty) days of arising of the cause of dispute failing which no disputes/claims shall be entertained by IIT, Kharagpur. The decision of the Director, IIT, Kharagpur will be final and binding on the parties. If differences still persist, the settlement of the dispute may be sought in the court of law having territorial.

3.8 Jurisdiction: The Court of Kolkata in the State of West Bengal only will have the jurisdiction to deal with and decide any legal matters or disputes what-so-ever arising out of this contract.

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No.	Criterion	Firm's Strength & Capacity	
1.	The firm should be based at West Bengal/Kolkata or have a branch at Kolkata <i>(Submit supporting document regarding address)</i>	Name of the Firm	
		Address of the Firm	
		Address of Branch at Kolkata	
		Name and address of the authorized Official	
		Telephone No. Mobile : E-mail :	
2.	The Chartered Accountant firm should have at least eight partners;	Provide certificates from the Institute of Chartered Accountants of India	

3.	The Chartered Accountant firm should be registered with the Institute of Chartered Accountants of India.	If registered then mention Registration Number	
	They must have Income Tax Permanent Account Number (PAN) and Service Tax Registration	PAN of the firm	
	(Provide all registration certificates)	Service Tax Registration No.	
4.	The firm should be empanelled with Comptroller & Auditor General of India (C&AG) (Provide registration certificate)	Empanelled with C&AG	Yes/No.: _____
5.	The firm should be in operation for at least 10 years after its Registration	Year of Registration/ Starting of operation	
		Nos. of years in operation	

6.	<p>Average Annual Income of the firm for the last 3 (three) years ending on 31st March, 2016 must be equal to or greater than Rs.200 Lakhs.[Provide copies of the Audited Financial Statements for all the 3 (Three) years upto 31st March,2016 along with a Certified in A-1 proforma as per annexure]</p>	<p>Average Annual Income (i.e. Average Gross Professional Fees received/earned) of the CA Firm in last 3 (three) years ending on 31st March, 2016)</p> <p>Rs.....(in figure)</p> <p>Rs. (in words)</p> <p>.....</p>	
7.	<p>The firm should have experience in Internal Audit, of at least 3 (three) Educational Institution/PSU/Govt. Organization during preceding five (5) years ending the financial year 2015-16</p> <p>(Details to be provided in proforma A-2 Attach copies of work order/works completion as evidence)</p>	<p>Nos. of IISERs, IIT, IIM, NITs and Central funded Universities where similar Service was provided during preceding five (5) years ending the financial year 2015-16.</p> <p>Nos. (in works).....</p> <p>Nos. (in figure).....</p>	
8.	<p>Whether similar services as mentioned in SI.No.7 provided to the Govt. Educational Institutes/ Other Educational Institution/ PSU/ Govt. organization Institution during preceding five (5) years ending the financial</p>	<p>Nos. of other Govt. Educational Institution/PSU/Other Educational Institution where similar service was provided during preceding five (5) years ending the financial year 2015-16</p> <p>Nos. (in words)</p> <p>Nos. (in figures)</p>	

	year 2015-16	
9.	Nos. of Payroll staff (Full Time)/ Article ship incumbent/Apprentices (if any)	<p>i) <u>No. of Payroll staff (Full Time) :</u></p> <p>ii) <u>Nos. of Article-ship incumbent :</u></p> <p>iii) <u>Nos. of Semi Qualified Staff :</u></p>

SEAL:

Signature : _____

Date:

Name & Designation : _____

Proforma to Annexure-A

PROFORMA : A-1

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

Particular	Financial Year 2013-2014	Financial Year 2014-2015	Financial Year 2015-2016	Average Annual Income
Annual Income* ({ in Lakhs)				

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

SEAL:

Signature : _____

Date:

Name & Designation : _____

**Details of Firm's Experience of Similar Services in
IITs, ISERs, IIMs ,NITs and Central funded Universities.
[during preceding (5) years ending the financial year 2015-16].**

]

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Client	Nature of the Assignments & services provided (Please specify whether the work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature : _____

Date:

Name & Designation : _____

PROFORMA: A-3

**Details of Firm's Experience of Similar Services in
Other Educational Institution /PSU/Govt. Organization
[during preceding (5) years ending the financial year 2015-16].**

Sl. No	Name of the Project	Duration of the Project [Start date / End date]	Name of the Organization Institutions	Nature of the Assignments (Pl specify whether work involved Internal Audit)	Nature of the Supporting Documents provided
1.					
2.					
3.					
4.					
5.					

* Furnish the copy of the documentary evidence in support of the information provided above. If require, add/append a page in this format

SEAL:

Signature : _____

Date:

Name & Designation : _____

PROFORMA: A-4

Details of Firm's Partners, of Name Registration Nos.

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. If require, add/append a page in this format*

SEAL:

Signature : _____

Date:

Name & Designation : _____

FINANCIAL BID

Sl. No.	Description of Fees	Fees		Payment Schedule
		Rupees in Figure	Rupees in words	
A.	Fees for the Financial Year 2016-17 **			The Service Provider will raise the quarterly bills in duplicate on submission of the quarterly Internal Audit Report to the Institute.
B.	Out of Pocket Expenses (if any) per year			
C.	Total Fees to be paid (A+B)			

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

N.B.: (i) *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 & norms wherever applicable*
(ii) *Service Tax will be applicable as per rule.*

We undertake that the rates quoted above by us will not change during the Contract period and accept the payment schedule as described in the appropriate column.

Seal:

Signature_____

Name & Designation_____

