

Notice Inviting Request for Proposal (RFP) for hiring of Chartered Accountancy Firm

REQUEST FOR PROPOSAL (RFP) FOR HIRING OF CHARTERED ACCOUNTANT FIRMS FOR INTERNAL AUDIT AND OTHER RELATED WORK OF NATIONAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH-AHMEDABAD, GANDHINAGAR, OPP AIRFORCE HEADQUARTERS, PALAJ, GANDHINAGAR

RFP No: NIPER-A/2021-22/15

RFP Issue Date and Time : 08 November 2021 1700 Hrs. (Monday)
Pre-bid Meeting : 11 November 2021 1100 Hrs. (Thursday)

Tender Submission Date and Time : 29 November 2021 1400 Hrs (Monday)

Tender Opening Date & Time : 29 November 2021 1600 Hrs (Monday)
(Technical Bid)

Tender Opening Date & Time : to be decided later
(Financial Bid)

Request for Proposal

National Institute of Pharmaceutical Education and Research-Ahmedabad, Gandhinagar (hereinafter referred to as the "Institute") invites sealed request for Proposals from well-established reputed Chartered Accountancy Firms (Hereinafter called 'Firm') having relevant experience for providing Accounting and Auditing services as per scope mentioned here in below. The period of contract is initially for one year and further extendable up to three years (with yearly extension in each case) based on satisfactory completion of contract every year on mutually accepted terms and conditions, subject to price escalation not exceeding 10% for each such yearly extension.

Part-A General Terms and Conditions

1. Offers in the proposal should be written in English and price should be written in both figures and words. The offer should be typed or written in pen ink or ball pen. Use of pencil will be ignored. The relevant supporting documents as mentioned or required should be enclosed along with the offer.
2. Technical & financial proposal envelopes should be individually sealed and then placed in a third envelope to be sealed and super scribed with RFP number, due date of submission. RFPs received beyond last date of proposal submission will be rejected. No RFP will be entertained by E-mail / FAX.
3. The RFP shall be submitted in a sealed envelope bearing the following reference on top left corner: **"No: NIPER-A/RFP/ /2021-22/15"** latest by November 29,2021 by 2.00 P.M. and addressed to:

The Registrar, NIPER-A
Opp Air force Headquarters, Palaj
Gandhinagar – 382355
4. Pre-proposal Meeting is scheduled on 11 November 2021 **11.00 a.m. (Thursday)** at NIPER-A Gandhinagar. The prospective applicants are requested to attend the pre-proposal meeting on scheduled date and time.
5. Terms & conditions and any other factor which may affect the contract, shall be open for discussion for wider competition and competitive prices.
6. At any time prior to the deadline for submission of proposals, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFP document by amendment.
7. The amendment will be published on Institute website. In order to afford reasonable time to the prospective applicant, in which they can take amendment into account in preparing their Proposal, the Institute may, at its discretion extend the deadline for the submission of proposal.
8. Technical requirement proposal will be opened on November 29, 2021 04:00pm . at the Institute in the presence of the Applicants or their authorized representative, who are present at the scheduled time.

9. Date and time of opening of financial proposals will be decided after technical proposals have been evaluated by the Institute. Financial Proposals of only those applicants will be opened, who qualify the eligibility criteria, on the specified date and time. The date, time & place of opening of the financial proposals will be intimated in due course of time.
10. The applicants are requested to read the RFP document carefully and ensure compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the applicant from the RFP exercise.
11. The document, duly signed and stamped on each page, shall be returned in original with the technical proposal as a proof to confirm the acceptance of the entire term & conditions of RFP.
12. Any amendment and / or addition made to the RFP are not permissible after opening of the RFP, incomplete RFP(s), will be rejected.
13. The Institute reserves the right to reject any or all RFP(s), wholly or partly or close the RFP at any stage prior to award of contract without assigning any reason whatsoever.
14. RFP should be submitted in two parts, Part – I (Technical Proposal) & Part – II (Financial Proposal). The cover for Part – I should be super scribed as “RFP for Empanelment of Chartered Accountancy Firm.
15. Invalid bids or bids quoting predatory pricing like Rs 0/- or 1/- will be treated as void.
16. The Bidder shall be required to submit Earnest Money of Rs 27000/- and RFP fee of Rs 1180/- in the form of account payee DD/ Fixed Deposit Receipt/ Bank Guarantee with validity of one year from any of the nationalized bank in favour of NIPER-A payable at Gandhinagar.
17. No bid shall be accepted without the EMD and Tender fee.
18. Bids would be rejected, if the bidder resorted to either directly or through an agent in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.
19. The tenders received after the deadline for submission of tenders prescribed by NIPER-Ahmedabad will be rejected and such tenders shall be marked as late and not considered for further evaluation.
20. NIPER-Ahmedabad may, at its discretion, extend the deadline for submission of bids by amending the bid documents in accordance with clause relating to amendment of bidding documents in which case all rights and obligations of the NIPER-Ahmedabad and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.
21. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid. Further, over-writings on documents, if any should be attested by signatures.
22. The bidders may submit their duly sealed bid by post at the address specified in the notice inviting tenders not later than the time and date specified therein. In the event of the

- specified date for the submission of the bid being declared a holiday for NIPER-Ahmedabad, the bid will be received up to the appointed time on the next working day.
23. Submission of bid documents should not automatically be construed that the bidder is considered qualified. NIPER-Ahmedabad authority has the right to reject any bid on technical grounds without assigning any reason.
 24. NIPER-Ahmedabad shall not be responsible for any delay, loss or non-receipt of bid document sent by post.
 25. In the process of evaluation, comparison of bids, NIPER-Ahmedabad reserves the right to reject any or all bids.
 26. All corrigenda will only be notified on the NIPER-Ahmedabad website www.niperahm.ac.in and CPPP.
 27. The acceptance of the quotation will rest with the Director, NIPER-A, who does not bind to accept the lowest quotation and reserves the right to herself to reject or accept, partially or all the quotations received, without assigning any reason. The Director, NIPER-A further reserves the right to withdraw the tender or part thereof or modify the requirements without assigning any reason and the right to relax any of the conditions in the best interest of the Institution.
 28. Director, NIPER-Ahmedabad shall be the final authority for settlement of any dispute, and his/her interpretation of any clause/term/condition(s) of this document shall be final and binding, and the jurisdiction of Court of Law shall be Gandhinagar

Part-B Eligibility Criteria and Scope of Work

1. Eligibility Criteria: Agencies fulfilling the following requirements shall only be eligible to apply: -
 - (a) The Firm must be registered with Institute of Chartered Accountants of India and copy of Registration Certificate must be submitted.
 - (b) The Firm must be registered with Comptroller and Auditor General of India (CAG) in 2021-22
 - (c) The Firm should have its Registered Head office in Ahmedabad/Gandhinagar. Branch office will not be considered.
 - (d) The Firm must have at least experience of 10 years in Auditing and Accounting of Educational Institutes (Autonomous/Government). At least two latest copies of similar nature of satisfactory work completion certificate must be enclosed with technical proposal.
 - (e) The Firm must be doing the work of "Internal Audit" and "Preparation of Final Accounts" of Institutes supported by Government Grants on regular basis.
 - (f) Firm with a minimum of 2 partners of which at least 1 partner should be FCA
 - (g) The Firm must have an average turnover of Rs. 40 Lakh for the last three Financial Years. Certified financial statements, duly certified by Chartered Accountant (CA) for the past three years, shall be enclosed with the technical proposal in support thereof along with copies of Income Tax return.
 - (h) The CA firm or any of its partners/members has not been debarred and / or blacklisted by any Central Government and / or any State Government Department(s) and the Applicant should not have any litigation in any of the Court(s). An affidavit to that effect on Non-Judicial Stamp paper duly notarized shall

be enclosed with the technical proposal. The Performa of the affidavit is attached with the RFP as Appendix B.

- (i) Firm must ensure that no litigation is in process against it and a certificate to the effect must form part of the documents.
- (j) The Chartered Accountants Firm shall not be eligible to apply if:
 - The firm or any of its partners has any pecuniary or other interest in the NIPER such as faculty, examiner, observer etc.
 - Any of the partners of the firm or their relative is / was an employee of NIPER-A during the current year and immediate past five years i.e., from 1st April, 2016 to till date.
 - The audit firm is having association with foreign audit firms.
- (k) Declaration: The Chartered Accountant Firm while expressing their interest shall be required to submit a declaration that they do not suffer from any of the above disqualifications and the details furnished in this regard are true and correct. Any incorrect information furnished will lead to rejection of the application.

2. Scope of Work:

1. Pre-audit of
 - (a) All type of payments, receipts, debit notes and Journal vouchers
 - (b) Bank Guarantees and other documents of security
 - (c) Salary payments including TDS deduction and compliance of statutory laws
 - (d) Records regarding leave, attendance, LTC, transfer from one place to other, No liability certificate, salary increments, sanction of loans, advances and the recoveries thereof etc.
 - (e) Verification of Construction bills and vetting thereof.
2. Auditing of Utilization certificate prepared for various grants as and when required by the Funding Agencies/ Other Authorities. Assistance in preparation of Final Accounts of the Institute.
3. Pre-audit of Purchase orders and contracts (including amendments) for Budget estimates/project estimates and administrative approval/Expenditure sanction. The terms of purchase contract are complied with by the party unless waiver is granted by competent authority and Store items/Commodities/Assets are declared as unusable/scrap only as per rules and are sold as per the procedures prescribed.
4. Verify whether provisions of various statutes such as PF Act, Income-Tax, GST Law, Excise and Customs laws, Professional tax, Service Tax law, FEMA, FCRA and other applicable laws and rules are complied with including timely payment of statutory dues and filing of returns along with preparation of Data and other files required to file the return. While verifying compliance of various laws it will also be seen those concessions, if any, available are fully availed. Compliance of PFRDA, IRDA, RBI and other regulatory bodies.
5. a) Verify that Fixed Assets appearing in NIPER books are registered in the name of NIPER and proper Asset records are maintained. Assets of NIPER including cash, stores, Guest house items, fixed assets, library books, are adequately and continuously insured.

- b) Physically verify the above assets at least once in a year. Acknowledgement of material /asset lying with third parties or given on loan shall be verified and also to verify the certificate of existence of the assets and free of charge lying with these parties.
6. Check whether timely instructions for renewal or encashment of investments such as FDRs/Bonds are given. Physical verification of investment made by NIPER will be carried out at least once in a year.
 7. Periodical in depth scrutiny of trial Balance, Ledger etc. old balances in various account shall be reviewed in detail. Constant review of internal control system and working methods and provide from time-to-time suggestions for improvement to the management.
 8. The following events/occurrences shall be reported specifically:
 - Losses due to theft, negligence, fraud, breach of trust etc
 - Large idle balances with bankers in current account.
 - Bank guarantees expired before settlement/not honored on presentation.
 9. Any Other work to complement the above scope of work or as directed by the Director, Registrar or FAO of the Institute.

Part-C Document preparation and submission

1. **Technical Proposal:** Technical proposal should contain information regarding constitutional documents (Memorandum and Articles of Association or Registration of Firm etc), Business Turnover, experience in the sector, Compliance to Laws and other relevant documents of the company / firm to enable judging the suitability of the applicant. Self-attested copies of all supporting document(s) should be enclosed with technical proposal in the prescribed format
i.e. Appendix A which should inter alia contain the documents as per succeeding paras.

2. Financial Proposal:

- (a) The financial proposal (Exclusive of applicable taxes) will be in the format enclosed with RFP as Appendix D in separate sealed cover. Failure to provide price proposal in a sealed separate cover will result in invalidation of the offer.
- (b) The Proposal should be clearly filled or typed and signed in ink legibly giving full address of the Applicant. Applicant should quote the price in figures as well as in words the amount quoted by him. Alteration if any, unless legibly attested by the Applicant with his full signature, shall invalidate the RFP. The RFP should be duly signed by the authorized persons. In case there is any difference in the amount between figures and words, the amount indicated in words will be treated as the valid offer.

3. **RFP Evaluation:** Institute will evaluate all the proposals to determine whether these

are complete in all respects as specified in the RFP documents. Evaluation of the proposals shall be done in two stages as:

(a) Stage – I (Technical Evaluation):

i. Institute shall evaluate technical proposals to determine, whether these qualify the essential eligibility criteria, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical proposal are submitted and whether proposals are completed and generally in order.

ii. After evaluation of technical proposals, a list of the qualifying Applicant(s) shall be made. Short-listed Applicant(s) shall be informed of the date, time and place of financial proposals opening and they may depute their representative/s to attend the same on the scheduled date & time.

(b) Stage – II (Financial Evaluation): The financial proposals shall be evaluated on the basis of Service Charges and any other charges quoted by Applicant(s).

i. Award of Contract: After due evaluation of the financial proposals, the Institute will award the contract on LCS to the lowest bidder/applicant (hereinafter referred to as the “Service Provider”).

ii. Commencement of Contract: The Service Provider shall commence the work on receipt of letter of intent (LOI) / work order which shall be accepted by the Service Provider within not more than 7 days from the date of receipt of letter of intent (LOI) / work order.

iii. Performance Security

a) The Service Provider shall be required to furnish a Performance Security on or before contract commencement for an amount of Rs 1, 00, 000/- (Rupees of One Lakh only) in the form of irrevocable bank guarantee issued by any nationalized bank in prescribed format or FDR.

b) The performance security, as furnished by the Applicant, shall remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the Service Provider under the agreement to be executed by and between the Institute and the Service Provider.

c) In case the period of contract is extended further by the Institute in consultation with the Service Provider, the validity of performance security

shall also be extended by the Service Provider accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the Service Provider obligations for the extended period.

- d) Failure of Service Provider to comply with the requirements of above clauses shall constitute sufficient grounds for annulment of contract and forfeiture of earnest money / performance security.

iii. Termination of Contract: The Institute reserves the absolute right to terminate contract forthwith, if found that contract continuation is not in public interest such as:-

- a) If the Service Provider fails to provide the services as envisaged herein within the period(s) specified in the contract or any extension thereof as may be granted by Institute. If the Service Provider fails to perform any of the obligation(s) under the contract.
- b) If at any later date, it is found that the documents and certificates submitted by the Service Provider have been incorrectly furnished / represented, in any manner, are forged or have been manipulated, the work order issued to the Service Provider shall be cancelled and performance security issued to the Institute shall be forfeited without any claim whatsoever on Institute and the Service Provider shall be liable for action as appropriate under the extant laws.
- c) The Service Provider is not eligible for any compensation or claim in the event of such cancellation alive.

- 4. The Applicant shall submit one copy of RFP document and addenda thereto, if any, with each page of this document signed and stamped to as a proof to confirm the acceptance of RFP term & conditions by Applicant.
- 5. The proposal of any Applicant who has not complied with one or more of the conditions of eligibility criteria and/or fail to submit the required documents as mentioned/ or required in RFP document are liable to be summarily rejected.
- 6. The Institute reserves the right to reject any or all RFPs, wholly or partly or close RFP at any stage prior to the award of contract without assigning any reason whatsoever.
- 7. Preparation Cost: The Applicant shall solely bear all costs associated with the preparation and submission of the proposals, including the Office visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the RFP process. In no case such costs shall be reimbursed by the

Institute.

8. Local Conditions:

- (a) It shall be the responsibility of each Applicant to fully inform / acquaint / familiarize himself with local conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All Applicant(s) intending to proposal shall visit and make themselves thoroughly acquainted with the local site conditions.
- (b) The Institute shall presume that the Applicant has understood and agreed that all the relevant factors have been kept in view while submitting the proposal. No financial adjustment arising thereof shall be permitted by Institute, on the basis of any non-clarity of information about local conditions being pleaded by the Applicant. Further, no claim for financial adjustment being made by the contract awarded on this RFP document will be entertained by the Institute.

Part-D Service providers obligation and liabilities

1. Quantum of work and Deployment of Resources

The Chartered Accountant Firm will depute a qualified Chartered Accountant at the Institute, at their own cost. Other Members of the team, if any employed by the CA firm, must be at least Postgraduate in Commerce. The FCA must visit the Institute for monthly discussion on progress and performance of the work. In addition, the CA deputed should be stable and should not be replaced on regular intervals. Any change in CA employee deputed should be well informed and communication for the same should be given before 15 days of his replacement. Frequent replacements will be treated as indiscipline of service provider and may lead to termination of contract.

The Service Provider shall comply by all laws, rules and regulations framed there under or any other statutory obligations which are in force from time to time. The Service Provider shall indemnify the Institute from any claims in this regard. The Responsibility of correctness and accuracy of accounting records will lie with the Service Provider.

- 2. A reasonable Penalty may be imposed on the Service provider by the Institute, as decided by it, if it is found that the Service Provider failed to perform its obligations in any manner. Such penalty may be deducted from the payment to be made to the Service Provider after giving a written notice.
- 3. The certificate regarding the accuracy of accounts and correctness of transactions being maintained at the Institute should be given on monthly basis by the firm.
- 4. **Service Provider will maintain high standards of integrity and professional ethics and morality while handling the work of the Institute and dealing with the Institute and its officials. If it is found that this condition of confidentiality is compromised by the Service Provider then the Institute will be at liberty to**

take further steps (e.g. requesting ICAI for cancellation of license of the Firm) against the Service Provider.

5. **NIPER-A Gandhinagar is an institute of national importance and hence, the accounting records and information related to the Institute shall be handled by the Service Provider in a confidential manner and must not be shared with any outsider. No record of the Institute shall be taken outside of the Institute in any case.**
6. Notwithstanding anything contained herein above, the Institute reserves the right to discontinue the services of the service provider in the event their services are evaluated as unsatisfactory at any time during the period.
7. Institute Obligations:
Institute shall provide the necessary infrastructure facility to the Service Provider as can be reasonably provided by the Institute.
8. Other Important Terms:
 - a. Any losses sustained by Institute due to negligence of Service Provider's services in the form of any loss / damage of property (including those attributable to individual employees/ manpower engaged by the service provider) will be recoverable from the Service Provider, as the money value shall be estimated by the Institute. The decision of the Institute in this regard will be final and binding on the Service Provider.
 - b. The Service Provider shall not be allowed to transfer, assign, pledge or subcontract its rights and liabilities under this contract to any other agency.
 - c. Any action on part of Applicant to influence any Officer of the Institute or canvassing in any form shall make the RFP liable for rejection.
 - d. The Service Provider shall take adequate care in engaging qualified and suitable manpower, including appropriate verification of their character and antecedent. If in the opinion of the Institute authorities, the performance of any of manpower deployed is satisfactory or he / she is not amenable to discipline or their behavior is not conducive to retain them for the work, he / she should be replaced immediately on such request.
 - e. Manpower deployed by the Service Provider shall be employee of the Service Provider and Service Provider will be solely responsible for any claim whatsoever arise against any service covered under the contract.
 - f. The Institute shall not be responsible or liable under any laws / or rules or in any case that is in force or that may come in force from time to time in respect of the claim raised by manpower deputed by the Service Provider.
 - g. It will be the prime responsibility of the Service Provider to provide a suitable substitute to the Institute, if any manpower are absent from duties.
 - h. The payments of services by the Institute will be effected on quarterly basis in conformity with the other terms and conditions of the RFP.
9. Arbitration:
 - a. In case of any dispute or difference arising out of or in connection with the RFP conditions / job order and Contract, the Institute and the Service Provider will address the dispute / difference for a mutual resolution and

failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute.

- b. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Gandhinagar. The decision of the Arbitrator shall be final and binding on both the parties.

10. Jurisdiction: The court(s) at Gandhinagar alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this RFP / contract. It is specifically agreed that no court outside and other than Gandhinagar court shall have jurisdiction in the matter.

11. Clarification: The prospective Applicant requiring any clarification regarding the RFP document is requested to contact Admin section of the Institute.

12. Minor variations in the terms and conditions of the contract as specified can be adopted with the concurrence of both the parties wherever required to fulfill the objectives of the contract.

Format for Technical Proposal (on letter head)

S No	Descriptions	Information to be filled by the Applicant (if required separate sheets may be enclosed)	
1.	Name, Address, Mobile No & E mail ID of Applicant with complete contact details		
2.	Type of Organization (Whether proprietorship, partnership, Private limited, limited company)		
3.	Name and Address of the Directors Proprietor /Partners		
4.	Year of formation of the company/ experience as a CA firm		
5.	Details of Registration	R No	Copy enclosed : Y / N
6.	Income Tax return for the last three financial years (attach copies)	Copy enclosed : Y/ N	
7.	Total turnover of the firm during last three financial years (attach copies)	Copy enclosed : Y / N	
8.	(a) Service Tax Number/ Certificate	No	Copy enclosed : Y / N
	(b) PAN Number	No	Copy enclosed : Y / N
9.	Details of RFP Document Fee	DD No	Date
10.	Details of Earnest Money	DD No	Date
11.	Any other information		

List of Major Clients, including Govt. Organizations / Academic Institutions.

S.No.	Name of Client with contact Details	Category / Nature of work	Duration of Contract	Volume handled
1.				
2.				
3.				
4.				

Note: - Please furnish at least two references of senior executives of any client organization as under:-

S. No.	Name with Designation	Name of Company/Firm	Landline No.	Mobile No.	Email ID	Address
(a)						
(b)						

Copies of relevant documents are to be enclosed in support of above information.

Turnover during the last three years

S. No.	Years	Turnover in Rupees (in words and figures)	Copy Enclosed / Not Enclosed
1.	2020-21		Y / N
2.	2019-20		Y / N
3.	2018-19		Y / N

Copies of relevant documents are to be enclosed in support of above information.

Undertaking

- (a) I hereby certify that all the information furnished above are true and correct to the best of my knowledge. I have no objection to Institute verifying any or all the information furnished in this document with the concerned authorities, if necessary.
- (b) I also certify that, I have understood the complete scope of work; all terms and conditions indicated in the RFP document and completely accept all of them.

DETAILS OF ADMINISTRATIVE STAFF ON COMPANY ROLL (on letter head)

Name of Company:

S.No.	Designation	Total Number	Names	Qualification	Professional Experience	Contract Nos.	Remarks
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

(Signature of the Applicant)

Note:

(a) Please mention the name of executive level employees only.

(b) Total Number of Employees enrolled before RFP date

Seal & Signature of the authorized signatory of the agency

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN RFP

(To be executed & attested by Public Notary / Executive Magistrate applicable non judicial Stamp paper by the Applicant)

1. I/ We _____ (Applicant) hereby declare that the Applicant namely

M/s _____ has not been blacklisted or debarred in the past by Union / State Government or any Organization from taking part in Government RFPs in India and has no litigation in any of the Labour Court(s).

(Or)

I / We _____ (Applicant) hereby declare that the Applicant namely M/s. _____ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government RFPs for a period of _____ years wef _____ to _____. The period is over on _____ and now the firm / company is entitled to take part in Government RFPs.

2. In case the above information found false, I / we are fully aware that the RFP / contract will be rejected/cancelled by Director, NIPER-A Gandhinagar, and EMD / Performance Security shall be forfeited.

3. In addition to the above, Director NIPER-A Gandhinagar will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary / Executive Magistrate)

Name _____

Address _____

Seal & Signature of the authorized signatory of the agency

PROFORMA FOR FINANCIAL PROPOSAL (on letter head)

Ref No

Date:

1. I / we herewith submit the Financial Proposal for the providing Accounting and Auditing services, as per the details give in RFP document and assessed the scope of works thoroughly and have also gone through the RFP documents and understood the terms & conditions stipulated therein before quoting the rates hereunder.
2. Our service charge is _____per month and _____per year.
3. Our fee inclusive of all the statutory liability, duties, taxes, fees, other charges except GST.

D E C L A R A T I O N

4. I / We undertake that the payment to the employees will be made as per minimum wages rates prescribed by Govt. of India from time to time under Minimum Wages Act.
5. We have gone through the terms & conditions stipulated in the RFP document and confirm to a proposal by the same.
6. No other charges would be payable by Institute.

Seal & Signature of the authorized signatory of the agency