



Bid Number/बोली क्रमांक (बिड संख्या):
GEM/2024/B/5260723
Dated/दिनांक : 19-08-2024

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	09-09-2024 10:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	09-09-2024 10:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	60 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Education
Department Name/विभाग का नाम	Department Of Higher Education
Organisation Name/संगठन का नाम	National Institute Of Technical Teachers Training And Research (nitrts)
Office Name/कार्यालय का नाम	Kolkata
Item Category/मद केटेगरी	Financial Audit Services - As per Tender Document; CA Firm
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Single Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	3 Days
Estimated Bid Value/अनुमानित बिड मूल्य	509760
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
EMD Amount/ईएमडी राशि	12960

ePBG Detail/ईपीबीजी विवरण

Advisory Bank/एडवाइजरी बैंक	State Bank of India
ePBG Percentage(%) / ईपीबीजी प्रतिशत (%)	3.00
Duration of ePBG required (Months) / ईपीबीजी की अपेक्षित अवधि (महीने).	14

(a). EMD EXEMPTION: The bidder seeking EMD exemption, must submit the valid supporting document for the relevant category as per GeM GTC with the bid. Under MSE category, only manufacturers for goods and Service Providers for Services are eligible for exemption from EMD. Traders are excluded from the purview of this Policy./जेम की शर्तों के अनुसार ईएमडी छूट के इच्छुक बिडर को संबंधित कैटेगरी के लिए बिड के साथ वैध समर्थित दस्तावेज प्रस्तुत करने है। एमएसई कैटेगरी के अंतर्गत केवल वस्तुओं के लिए विनिर्माता तथा सेवाओं के लिए सेवा प्रदाता ईएमडी से छूट के पात्र हैं। व्यापारियों को इस नीति के दायरे से बाहर रखा गया है।

(b). EMD & Performance security should be in favour of Beneficiary, wherever it is applicable./ईएमडी और संपादन जमानत राशि, जहां यह लागू होती है, लाभार्थी के पक्ष में होनी चाहिए।

Beneficiary/लाभार्थी :

Director
National Institute of Technical Teachers Training and Research, Kolkata, Block-FC, Sector-3, Salt Lake City, Kolkata, 700106
(Director Nitttr Kolkata)

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM_No.1_4_2021_PPD_dated_18.05.2023](#) for

compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Number of Years of firm/company's existence as per ICAI certificate:As per Tender Document

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.:As per Tender Document

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects:As per Tender Document

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification:As per Tender Document

Number of XX fulltime CA's required and YY professional audit staff:As per Tender Document

Financial Audit Services - As Per Tender Document; CA Firm (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Scope of Work	As per Tender Document
Type of Financial Audit Partner	CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	As per Tender Document
Type of Industries/Functions	As per Tender Document
Frequency of Progress Report	As per Tender Document
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per Tender Document
State	NA
District	NA
Addon(s)/एडऑन	
Post Financial Audit Support	Yes

Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़

Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	To be set as 1	Additional Requirement/अतिरिक्त आवश्यकता
1	ASHADUR RAHAMAN	700106,NITTR Kolkata, BLOCK - FC, SECTOR - 3, SALT LAKE CITY, KOLKATA, Mobile No. 8443808713, 9123719663	1	<ul style="list-style-type: none">Number of Months for which Post Audit Support is required : 1

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**1. Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.

12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---

Draft
Shubh
24/07/24

**Request for submitting proposal for
Procurement of Consultancy Services by appointing
Chartered Accountant Firm on purely contract basis**

at

**National Institute of
Technical Teachers' Training and Research, Kolkata**



TENDER DOCUMENT

FOR

**PROCUREMENT OF CONSULTANCY SERVICES BY
APPOINTING CHARTERED ACCOUNT FIRM**

**National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake City, Kolkata-700106**

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Background and Broad Scope of Work

1.1 About the Institute

National Institute of Technical Teachers' Training & Research (NITTTR), Kolkata was established in 1965 as Technical Teachers' Training Institute (TTTI), Calcutta at the premises of Jnan Chandra Ghosh Polytechnic, Calcutta. This was the first of four such regional Institutes (other three being at Chandigarh, Bhopal and Chennai) established by then Department of Education, Govt. of India as fully centrally funded autonomous institution. Since 1980, the Institute is located at Salt Lake City. The primary focus of the Institute is to provide in-service training to the teachers and staff of Degree and Diploma level technical institutions and conduct activities related to the quality improvement of the technical education system of the country. NITTTR, Kolkata has been actively involved in improvement of quality of the technical education system in various states including those in the north-east through innovative academic interventions, providing assistance to policy makers at the national and state levels, in formulation of educational plans, projects and their implementation in the fast changing scenario. The Institute has also established two extension centres at Guwahati (in 1999) and Bhubaneswar (in 2000) for reaching out to its clients in North-Eastern states and Odisha respectively. By virtue of working closely over the last few decades, this institute has developed a thorough understanding of the technical educational needs of the states in the eastern region including those in the North-east.

NITTTR, Kolkata has two campuses one at Block-FC, Sector-III, Salt Lake, Kolkata-700106 and the other one is at DN-61, Sector-V, Salt Lake, Kolkata-700091. While the Institute operates its educational activity from its FC Block Campus spread over 11 acres of land, the other Campus at DN-61, Sector-V, Salt Lake is meant for Residential purposes only.

1.2 Scope of Work

Duties and responsibilities of Chartered Firm

- Quarterly report is required to be submitted in the format prescribed in Internal Audit Manual in the 2nd succeeding month of every quarter.
- Audit of ERP (A customised package of Pay Roll & expenditure made through PFMS) is also required to be audited.
- To audit the annual accounts at the end of the financial year.
- Audit of TDS before filling of return of IT department on quarterly basis.
- Checking of TDS deduction and deposit Salary/ Non-Salary / Timely submission of returns.
- To file IT return of the organization and handling of all income tax matter with the Income Tax department, GST return, TDS.
- Handling (checking & approval) of receipts and payments, advances/ communication with Banks.
- Checking payment of monthly salaries/ daily wages/ fees etc.
- Checking the authenticity of different reports related to accounts and submission of the same to higher authority.
- Maintenance of expenditure control register.
- Checking of all Cash Book
- Checking of final accounts.
- Checking of transactions and vouching of documents.
- Checking of Guest house/ Hostels activity: Cash, Accounts, Occupancy, outstanding rent, consumption and Stock of canteen coupon, Collection from Guest house, room rent etc.
- Checking of Depreciation calculation
- Checking of Utilization Certificates (Grant-in-Aid)
- Checking of Balance Sheet of Project Accounts and Utilization
- Scrutiny of Grant-in-Aid registers
 - (i) Plan (recurring)
 - (ii) Plan (non-recurring)
 - (iii) Non-Plan (recurring)
 - (iv) Project Grants
- Scrutiny of Investment registers
- Checking/verification of Advance Ledger (Employees/ Vendors)
- Verification/ Checking of Receipts and Journal Vouchers
- Overseeing/ assisting in preparation of accounts (quarterly basis) as per Govt. of India guidelines is to Form of Accounts/ Chart of Accounts
 - (i) Receipt & Payments A/c
 - (ii) Income & Expenditure A/c
 - (iii) Balance Sheet
- The above list of duties is only illustrative and not exhaustive. Director, NITTTR Kolkata at his own discretion may assign other duties/services as and when required.

1.3 Instructions to bidder

1. The applicant should read all the tender document carefully before filling up their application.
2. Quotation should not be submitted through FAX or any electronic mode.
3. Rate should be quoted both in figures and in words.
4. Conditional Application/ late Application will not be considered
5. Validity of quotation should be 60 (sixty) days.
6. All the relevant documents as required should be enclosed otherwise the tender will be rejected.
7. Requisite earnest money (3% of estimated cost) should be submitted by way of Demand Draft in favour of Director, NITTTR Kolkata along with the Tender Document.
8. If any overwriting made in quotation the same should be strike out and clearly written with initialled.
9. All the pages of tender document are integral part of the tender and the same should be stamped and initialled at the time of submission.
10. The tenders should be submitted in a sealed cover marked "QUOTATIONS for Appointment of Chartered Firm" on the top of the envelope, with quotation No. & date. NITTTR Kolkata authority shall not be responsible for any postal delay, difficulties/ inaccessibility of the down loading facility for any reason what so ever.
Last date of submission: ___/08/2024 till 3 pm.
11. Tenders will be opened on ___/08/2024 at 4 pm in presence of desirous applicants. In case any representative wants to be present on behalf of the firm/individual, he/she must produce letter of authority with signature attestation and proof of his/her identity.
12. Canvassing whether directly or indirectly, in connection with tender is strictly prohibited and the applications submitted by the firm/individual who resort to canvassing will be liable to rejection
13. Name of the successful responsive bidder will be displayed at Institute's website and Notice Board also.

1.4 Qualification/Eligibility Criteria

The Chartered Firm should possess: -

1. A member of ICWAI / SAS qualified / CA with valid registration number
2. The firm/ individual must be registered and furnish the copies of original registration certificate documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder. Appropriate business licences/ registration:
 - a. GST registration certificate;
 - b. PAN number;
 - c. Copies of EPF, ESI, Labour license;
3. Total monetary value of services performed for each of the last five years;
4. Copies of work orders and experience in services of a similar nature and size for each of the last three years and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;

5. Evidence of adequacy of working capital for this contract (access to line(s) of credit and availability of other financial resources);
6. Audited financial statements for the last three years (copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period);
7. Bank Account details in the name of firm / individual;
8. The firm/individual must have the knowledge of Central Government rules and its correct applications.
9. The firm/individual should have the knowledge of working EXCEL, TALLY ERP, PFMS and other financial software
10. **Bidders should have registered office located in West Bengal preferably in Kolkata**

1.5 Statutory and Contractual Obligations

1. The consultancy firm/ individual should deploy one personnel either himself/herself or his/her representative who shall be responsible for dispose day to day activities and shall have to attend office from 9:45 A.M. to 6:15 P.M. with half an hour recess on all working days. The service provider should also ensure that persons to be deployed are not alcoholic, drug addict and not indulge in any activity prejudicial to the interest of the Procuring Entity. The service provider shall ensure to get the Police verification for the personnel deployed by him/her/firm and the Chartered Firm should ensure that the manpower deputed by him/her/firm should bear good moral character and his/her day to day activities must be supervised by the Chartered Firm.
2. All the receipts/ vouchers etc. forwarded for scrutiny should be disposed within 3 working days by any means.
3. Any error/mistake in TDS filing shall be responsibility of the Consultancy firm duly appointed by NITTTR, Kolkata.
4. The service provider shall alone be fully responsible for safety and security and insurance or life insurance of his/her personnel.
5. Service provider must ensure minimum wage to his/her employee as per Central Govt. Labour rule.
6. Each and every vouchers have to be checked & verified, keeping in views the rules & regulations of the govt. of India especially General Financial Rules (GFR) 2017, procurement of goods and services as per Ministry of Finance, Dept. of Expenditure guideline as well as CPWD manual and procedure applicable for construction and repairing work.
7. In case of any loss, theft/ sabotage caused by / attributable to the personnel deployed by the Consultancy firm/CA firm, Principal Employer reserves the right to claim/ recover damage from the Chartered Firm.
8. In case of emergency, Chartered Firm or the representative of Chartered Firm shall have to attend the office on holidays.

1.6 Terms and Conditions

1. NITTTR, authority shall disqualify the individual/firm if it finds at any time that the performance of the Chartered Firm is unsatisfactory and in such cases the decision of NITTTR Kolkata authority will be final & binding.
2. Payment should be released after satisfactory completion of work and duly certified by the Competent Authority/ Consultancy Management Committee.
3. The execution of work should be completed within 7 days from the date of issue of "offer of acceptance"

4. NITTTR Kolkata authority reserves the right to cancel the whole or part of the tender without assigning any reason.
5. Decision of the NITTTR Kolkata authority on selection of the successful bidder, acceptance and rejection of part or all Quotations shall be final & binding.
6. The successful bidder shall have to unconditionally accept the order. The contracts shall be incorporated in accordance with the laws of Union of India.
7. The successful bidder shall have to enter an agreement as per contractual obligations laid down in the Tender Document.
8. **Performance security at the rate of 3% of the contract value** in the form of account payee demand draft, fixed deposit receipt from commercial bank or Bank guarantee from a commercial bank in favour of Director, NITTTR, Kolkata shall be submitted within 21 days after the award of contract. Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the vendor.

1.7 Services & Facilities

Facilities such as Office space, secretarial assistance, electricity, water, stationary material for office work, photocopy / scan facilities, PC, printer, relevant software will be provided by NITTTR Kolkata

1.8 Estimated Cost

The estimated cost of procurement of consultancy by appointing Chartered Firm is Rs. 36,000/- per month + GST as applicable thereon. The same is inclusive of deployment of one personnel as stated above.

1.9 Earnest Money Deposit

Bidder shall have to deposit by way of Demand Draft in favour of Director, NITTTR Kolkata amounting Rs.12,960/- as earnest money deposit which will be returned to unsuccessful bidder and no interest will be paid on EMD. The relaxation of EMD will be applicable as per Govt. of India rule to eligible-bidder. In case in the event of withdrawal the application / refuse to execute the work, the earnest money will be forfeited.

1.10 Mode of Dispute Resolution

In case of any dispute arising out of this agreement then Director, NITTTR, Kolkata shall nominate any officer of the NITTTR, Kolkata a sole arbitrator to adjudicate upon the issue involved in the dispute and the provisions of the Arbitration Act shall be applicable. In case of any dispute with regard to providing services and interpretation of any clause of the Agreement, the courts situated in Kolkata will have the jurisdiction to settle and decide all the disputes.



National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake City, Kolkata - 700106

APPLICATION FORM

To
The Director
National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake, Kolkata-700 106

Sub: Application for Appointment of Chartered Firm to NITTTR, Kolkata

Sir,

In response to your Notice Inviting Tender (NIT) for the above mentioned contract, I/We, a Company/Partnership/Sole Proprietor submit the tender with following particulars:

Sl. No.	Description	Particulars		
	(Full Name of the Firm)			
1	Constitution & Nature of Firm (State whether sole proprietor/partnership firm/limited company)			
2	Year of Establishment			
3	Registration Number under applicable act with a copy of registration certificate			
4	Registered Postal Address			
5	Telephone No. Fax No. Mobile No. E mail address			
6	Address of Branches			
7	Name and address of Directors, in case of Company Name and address of Sole proprietor Name and address of partners; in case of partnership firm			
8	(a) Name of Bankers & Branch with full address (b) Style of Account & Number (c) Name(s) of person(s) operating the account (enclose banker's certificate)			
9	PF Code allotted by the jurisdictional PF Commissioner with photo copy of certificate			
10	Service Charge Registration Certificate			
11	PAN No.			
12.	EPF			
13.	ESI			
Financial Bid				
14	Monthly Remuneration for providing service of Chartered Firm inclusive of deployment of one manpower	Remuneration (both in word and figure)	GST	Total Amount

National Institute of Technical Teachers' Training and Research, Kolkata
Block-FC, Sector-III, Salt Lake City, Kolkata - 700106

Having acquired the requisite information related to the subject work after visit of the site and examining the form of contract, nature, quantum of work as effecting the tender invited by National Institute of Technical Teachers' Training and Research, Kolkata, I/We, the undersigned hereby offer for providing qualified staff as indicated in the Tender Document to provide manpower strictly in accordance with the terms and conditions as indicated by you in the said documents. I/We confirm that adequate manpower of requisite qualification and experience is available with me/us for deployment at NITTTR, Kolkata.

We also agree to submit the bill on monthly basis and accept the payment to the workers as per the Minimum wages declared by the Central Government from time to time. I/We also agree for the compliance of applicable Labour and other Laws in force and other Govt. orders. All workers engaged by me/us would be suitably compensated by me/us complying with Minimum Wages Act. All other payment like payments under Workmen Compensation Act etc. shall be borne and payable by me/us. I/We will always keep NITTTR, Kolkata indemnified of any claim/damages that NITTTR, Kolkata have to pay with respect to the service and the deputation of any workers to NITTTR, Kolkata.

I/We fully understand that NITTTR, Kolkata reserves the right to reject any or all the quotations or to reject the lowest quotations without assigning any reasons and that NITTTR, Kolkata further reserves the right to terminate the contract during its tenure at any time without assigning any reasons.

Thanking you,

Yours faithfully,

(Name) Signature Signed as proprietor/partner/Director that holds
power of Attorney on behalf of firm

Name of Firm/Individual

Address



