REQUEST FOR PROPOSAL (RFP)

FOR

Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF)

Part I (Technical & Commercial Conditions)

Issued on: 12th May, 2014

THE INSTITUTE OF CHARTERED ACCOUNTANTS OF INDIA (ICAI)

NEW DELHI

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SECTION-I

TENDER NOTICE (WEBSITE)

Request for Proposals (RFPs) are invited by ICAI in two sealed covers (Techno-commercial and financial bids) from reputed and experienced entities for **Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF)**

Nature of the Work:

The vender is expected to maintain and modify of existing Web Based Application of Multipurpose Empanelment Form (MEF) and host the same at efficient Web Solution wherein the CA members and Firms may login themselves and can fill online Multipurpose Empanelment Form.

PLEASE SUBMIT ALL DOCUMENTS IN DUPLICATE / XEROX COPIES INCLUDING PART – I & PART – II

S. No	Name of Project	Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF)
1.	Scope of Work	As per Section IV
2.	Cost of RFP Document	Nil
3.	Earnest Money Deposit	Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft in favour of "Secretary, The Institute of Chartered Accountants of India" payable at Delhi.
4.	Availability of RFP Document	At ICAI's Website www.icai.org
5.	Last date, time and address for submission of tenders	20th May 2014 up to 3.00 p.m. addressed to The Secretary, Professional Development Committee The Institute of Chartered Accountants of India, 'ICAI BHAWAN', Post Box Number 7100, Indraprastha Marg, NEW DELHI - 110 002.
6.	Date of opening the Technical Bid (Cover-1)	The Technical Bids shall be opened at 3.30 P.M on 20th May 2014 or any other date as per discretion of the ICAI as notified.
7.	Date of opening of Financial Bid (Cover-2)	After evaluating the Technical Bids on ICAI's Parameters, the Financial Bids of successful bidders shall be opened on same day or any other date as per discretion of the ICAI as notified/informed.

8.	Service Tax	Inclusive in Fee
9.	Validity of Offer	15 days
10.	Term	Three years based on yearly review

Note:

1. A bidder cannot be allowed to submit more than one Bid.
2. Bidder should have valid Service Tax registration number and meet all legal requirement.
3. Any amendment/corrigendum to the RFP document shall be posted on the ICAI's Website www.icai.org.
4. The ICAI reserves the right to call for any other details or information from any of the bidders.
5. ICAI reserves all rights to reject any bid at any time, at any stage, fully or partly for whole process and/or for particular bidder and also reserves all rights at any time to add, alter, modify, change, edit & delete any condition at any stage and/or vary all or any of these terms and conditions or replace fully or partly for whole process and/or for particular bidder or vary all or any of these terms and conditions or modify without assigning any reasons whatsoever. In this regard, the decision of ICAI shall be final and binding on all the participants.
6. ICAI also reserve the right to cancel the entire tender process without assigning any reason.

SECTION II

Background

The Institute of Chartered Accountants of India is a statutory body established by the Chartered Accountants Act, 1949 for regulating the profession of Chartered Accountancy in India. During its over six decades of existence, ICAI has achieved recognition as a premier accounting body not only in the country but also globally for its contribution in the fields of education, professional development, maintenance of high accounting, auditing and ethical standards. ICAI is not the second largest accounting body in the world.

ICAI has its Headquarters at New Delhi with 5 Regional Officers at Mumbai, Chennai, Kanpur, Kolkata, New Delhi and Branches spread all over the country. In addition, it has also set up 22 chapters outside India and an office in Dubai.

There are 2,40,000 members of ICAI of which almost 1,00,000 members are in practice. For allottment of statutory audit of Public Sector Banks and also to provide database for other assignments by government bodies/authority/banks/insurance companies, etc. for chartered accountants in practice, the requisite professional and financial information is required to be submitted online by the members, which is then checked by various check points embedded in the software & then the acknowledgement is generated by the system which is to be submitted to ICAI duly signed by applicant.

ICAI is desirous of having the Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF) for Professional Development Committee as per Section-IV

SECTION III

ELIGIBILITY CRITERIA

This invitation to respond is open to the applicant may be in the form of partnership / company which are engaged in web development and maintenance activities.

The eligible entities must be incorporated and registered under the Indian Companies Act, 1956 or the Partnership Act, 1932 or under any other relevant law.

The parent company of any subsidiary company, which is seeking qualification on the financial strength of its parent company, would have to give a written undertaking that it would bear all financial or contractual liabilities of the subsidiary with regard to this tender and contractual obligation thereunder and the subsidiary has been authorized by them to submit the tender for and on their behalf.

The parent company of any subsidiary company, which is seeking qualification on the technical strength of its parent company, would have to give a written undertaking that its technical capabilities/ resources would be available to the subsidiary company as and then required for the completion of the subject contract.

Along with the General Eligibility criteria, bidder has to satisfy the following criteria also.

1. The bidder should have valid registration No. of CST / VAT (if applicable), Service Tax and PAN. (Copies to be enclosed).
2. The bidder should have average annual turnover of at least Rs. 50 Lakhs during any one year of the last three financial years. Copies of the P&L Account and Balance Sheet alongwith the return of I.T. filed duly certified by Chartered Accountant must be enclosed with the tender.
3. The bidder shall have minimum 5 years of experience of managing at least 5 live portals which can be used for online mentoring, a list of the same to be enclosed
4. The bidder should have never been blacklisted/ barred by any regulatory/statutory body, an undertaking to the said effect to be enclosed.

If the applicant has ISO 9000 Certification obtained, a copy of the same shall be submitted.

Association with ICAI, if any to be submitted along with the application.

SECTION IV

Scope of Work:

The scope of works includes the following:

1. Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF) wherein the vender is to be modify the existing application and maintain the same. (A sample (offline) multipurpose empanelment form for the year 2013-14 is available at http://www.pdicai.org/PDFs/Multipurpose%20Empanelment%20Form%202013.pdf)
2. Separate login id and password for each user to get MEF from
3. RBI Panel- means preparation of panel based on data captured through online MEF and generate their category viz I, II, III, IV on the basis of RBI categorisation Norms.
4. You shall enter the data contained in the hard copy submissions if any into database.
5. You shall generate a printout from the database for the auditors and shall send its softcopy to ICAI.
6. You shall rectify the punching/input errors pointed out by the auditors and for other discrepancies within the Form, you shall generate discrepancy e-mails to the firms (list to be provided by the Auditors) as per the format provided by ICAI.
7. Generation of various other interim reports as required by the Auditors viz. Common partners, paid assistants applied as sole proprietors/partners etc.
8. Matching of the Unique Code Numbers as mentioned by the firms in their application with Master Unique Code List and generating the Discrepancies List including missing and duplicate unique code numbers list.
9. Carrying out the necessary corrections in Database as pointed out by the Auditors after scrutiny.
10. Generation of the final panel which is arranged state wise/city wise/year of establishment /alphabetically/unique code number wise/category wise in soft copy.
11. Generation of Master Index containing the names of all the empanelled firms arranged alphabetically/state wise in soft copy.
12. Generation of Master Index region wise in soft copy viz. Northern, Southern, Central, Western and Eastern Region.
13. Generation of new unique code numbers and Updation of Unique Code Master.
14. Discrepancies pointed out by the auditors and immediately rectifiable shall be rectified.
15. The final corrected database with separate lists of rejections and other corrections shall be sent to ICAI as softcopy, within one week from the last date of receipt of applications. Modifications suggested by the ICAI, if any, shall be conveyed to you, which shall be carried out immediately.
16. The panel shall thereafter be prepared on the basis of the requirements of the RBI/ICAI.
17. The following reports shall be submitted by you to ICAI, on completion of the above mentioned whole process within two weeks as softcopy form the last date of receipt of applications.

    a) A copy of the detailed Panel state wise and district wise.

    b) Copy of the Master Index containing the name of all the empanelled firms arranged alphabetically.

    c) Copy of the detailed panel in the format as required by the Reserve Bank of India.

d) Copy of the detailed panel in the format as required by ICAI to upload on the website.

e) Copy of containing the detailed panel of all firms arranged alphabetically for each region viz. Northern, Southern, Central, Western and Eastern Region.

f) Soft copy each containing the index of all the empanelled firms arranged alphabetically for each region viz. Northern, Southern, Central, Western & Eastern Region.

g) Reason-wise Rejection List.

h) Any other information/listing as may be required for the purpose of ICAI/RBI.

ICAI shall provide :

i) Existing code developed in JSP, Servlets, JavaBeans, Java Script with database design in SQL Server.
ii) Previous years' data.
iii) Data of Members/Firms as on 01.01.2014

SECTION V

INSTRUCTIONS TO BIDDERS

1. Every page of the RFP document shall be signed by the bidder or by a person duly authorized by the bidder.
2. Bidder shall submit letter of authorization, authorizing the person signing the RFP document on behalf of the bidder.
3. All changed, alterations, corrections in the RFP document shall be signed in full by the person(s) signing the RFP document, with date. No eraser and/or over writing without authentications is/are permissible.
4. The complete RFP document along with the documentary evidence should be numbered.
5. The bidder shall submit RFP in two (2) parts, namely; Part-I will have Technical Bid (as enclosed as Annexure-B) and Part-II will have Financial Bid (as enclosed as Annexure-C) in separate envelopes. Technical Bid and Financial Bid shall be submitted on the Bidder's letter head.
6. RFP submitted shall be in the prescribed format as given in Annexures and shall also have the relevant documents including documentary evidences.
7. Bidder must submit the original 'Technical' and 'Financial Bid' with each bid sealed separately and put again in a sealed envelope.
8. The bids completed in all respects as specified in this RFP shall be sent/submitted by post/courier to –

   The Secretary, Professional Development Committee
   The Institute of Chartered Accountants of India,
   'ICAI BHAWAN',
   Post Box Number 7100,
   Indraprastha Marg,
   NEW DELHI - 110 002.
9. The Bids shall be valid for a period of 3 months from the closing date for submission of the Bid.
10. Date & Time of submission of Bid: Till 20th May 2014 up to 3:00 P.M.
11. The complete bid document should be submitted before due date and time as given at Clause 10 above. Bids received after the stated time and date would not be considered and are liable for rejection.

12. The ICAI reserves the right to accept or reject any/all the bid(s) including the lowest bid without assigning any reason and no correspondence in this regard shall be entertained. The ICAI takes no responsibility for delay, loss, or non-receipt of response to this RFP.
13. The bidder shall carefully examine and understand the scope of work, specifications/conditions of RFP and seek written clarifications, if required, to ensure that they have understood all scope of work, specification/conditions of RFP.
14. The bidders should have presence in India with one of their offices in India until the completion of the contract. The bidder shall authorize a representative for interacting with the ICAI during evaluation of the Bid.
15. The successful bidder shall be required to enter into an agreement with the ICAI, within fifteen (15) days from the date of award of the tender or within such extended period, as may be specified by the ICAI in this regard.
16. Submission of illegible documents shall lead to disqualification of the bidder.
17. Date & Time of opening of Bids- Technical Bid shall be opened on 20th May 2014 at 3:30 P.M and the date and time of opening of Financial Bid shall be communicated to the short listed bidders.
18. The bid must be accompanied with earnest money deposit (interest free) for the amount indicated in the Notice Inviting RFP in the form of a Demand Draft drawn on any Nationalized/Scheduled Bank in favour of the Secretary, ICAI payable at Delhi. Tenders not accompanied EMD shall be summarily rejected.
19. If the bidder, after submission, revokes his bid or modifies the terms and conditions thereof during the validity of his bid except where the ICAI has given opportunity to do so, the earnest money deposit submitted by bidder shall, in such case, be forfeited. **The Earnest Money Deposit of unsuccessful bidders shall be returned within 15 days , after award of contract.**
20. ICAI may at any time cancel or withdraw the invitation to bid without assigning any reason and the earnest money deposit submitted by bidder shall in such case be refunded to him.
21. The EMD of the successful bidder shall automatically convert into interest free, Security Deposit and shall be retained during the contract period. In case, the successful bidder fail or refuse to sign the contract within the period as indicated above, the earnest money shall be forfeited. The Security Deposit of successful bidder shall be returned only after expiry of contract period after adjusting the dues, if any.

SECTION – VI

General Conditions of the Contract

Application

These general conditions shall apply to the extent that provisions in other parts of the contract do not supersede them. For interpretation of any clause in the RFP or Contract Agreement, the interpretation/clarification of the ICAI shall be final and binding on the bidder.

RFP Clarifications

During technical evaluation of the bids, ICAI may, at its sole discretion, ask Bidders for clarifications on their bids. Any word used in singular shall have the connotation of plural as well.

Amendments in RFP

At any time prior to deadline for submission of bid, ICAI may for any reason, modify the RFP. The Bidder having received the RFP shall be notified of the amendments by posting the same at ICAI's Website www.icai.org and such amendments shall be binding on them.

Partnership/Company

If the Bidder is a Partnership Firm/Company, the full particulars of the composition of the firm in detail should be submitted along with name(s) and address(es) of the partners, copy of the Articles of Association (in case of company) /Power of Attorney/any other relevant document.

Disqualifications

The ICAI may at its sole discretion and at any time during the evaluation of Bid, disqualify any bidder, if the bidder has submitted the Bid documents after the response deadline; Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements; Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years; submitted bid that is not accompanied by required documentation or is non-responsive; Failed to provide clarifications related thereto, when sought; Submitted more than one Bid; Declared ineligible by the Government of India or any other body for corrupt and fraudulent practices or blacklisted; or modified the terms and conditions of RFP.

Preparation of Bid

The Bidder shall comply with the following related information during preparation of the bid. The bid and all associated correspondence shall be written in English and shall conform to prescribed formats. Any interlineations, erasures or over writings shall be valid only if they are initialed by the authorized person signing the Bid. The Bid shall be typed or written in indelible ink and shall be signed by the bidder

or duly authorized person(s) to bind the Bidder to the contract. The letter of authorization shall be supported by power of attorney and shall be annexed with the bid.
Bidders are not permitted to modify, substitute, or withdraw bids after its submission.

Submission
Technical & Financial bids must be submitted in separate sealed envelope duly marked on the face of envelope.

Deadline for submission of Bids
Bids from Bidders, complete in all respects must be received by the ICAI at the address and by the date specified in the RFP.

Right to Accept Bid
With regard to the RFP, the ICAI has the following rights:

a) Accept or reject any of the proposals, without assigning any reasons thereof.
b) Request clarification from bidders.
c) To accept any Bid in whole or in part
d) Reject whole process

Conflict of Interest

ICAI requires that Bidders should provide professional, objective, and impartial advice and at all times hold the ICAI's interests paramount, strictly avoid conflicts with other assignments/jobs or their own corporate interests.

Confidentially
Nothing shall be disclosed by any bidder with any other person not officially concerned with such process until the selection process is over. The undue use by any bidder of confidential information related to the process may result in rejection of its bid. Except with the prior written consent of the ICAI, the Bidder(s) and its/their personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Contract.

Standards of Performance

The selected Bidder i.e. Service Provider shall perform the services and carry out their obligations under the Contract with due diligence and efficiently. The Service Provider shall always act in respect of any matter relating to this contract as faithful advisor to the ICAI. The Service Provider shall always support and safeguard the legitimate interests of the ICAI in any dealings with the third party.

Term

The duration of arrangement under this RFP shall be for three years subject to yearly review.

Assignments

The Service Provider shall not assign the work to any other Agency/person, in whole or in part, to perform its obligation under the Contract, without the prior written consent of ICAI.

Performance Assessment

If during the contract period, following problems are found, a liquidated damages upto 15% of the Contract value shall be imposed on the Service Provider by the ICAI:

- Quality of support is not up to the mark (till the quality is improved to the required extent)
- Delays in Maintenance and extending support. Not able to execute the work as mutually agreed.
- Shifting of responsibilities and creating inordinate delays and asking for extra timeframe.
- Delays in extending support 24*7 and not supporting ICAI during holidays.
- The Service Provider is prohibited to earn any revenue from this site, including any third party. If found at any later stages, the Service Provider shall adequately compensate ICAI for the same.

If the delay is beyond 1 week then the ICAI may rescind the Contract and shall be free to get the work done by another agency at the risk and costs of the Service Provider.

Resultant Intellectual property/other Rights

All the Intellectual property/software/programme created shall be the sole property of ICAI and you shall hand over the same to ICAI in soft form immediately after the panel is finalized and accepted by ICAI/RBI. Further, you shall not retain any soft/hard copy of the above, nor shall you provide it to anybody else other than ICAI.

You have agreed to provide the entire software/sytems [including both the front and (i.e. format of applications and software/programme for hosting it) and back end (i.e. software/programme for preparation of database/reports authenticity, corss-checking, processing of data and preparation of databse and generation of Reports therefrom], for the use of ICAI after complying with all the requirements of laws in respect of intellectual property rights and ICAI shall bear no liability for any breach or lapse on your part in this regard. The ICAI shall exercise its sole ownership rights on the complete software including the contents (inclusive of Archives), data codes, source codes, amendment rights, upholding rights etc. and the same shall have to be provided by you to ICAI in soft data/files in CDs.

Termination

Either party has the right to terminate the contract by giving three month prior written notice of termination to the other without assigning any reason.

The ICAI may, by giving 15 days advance written notice to the Service Provider, terminate the contract in the following ways-

- For default to perform obligations under the Contract or if the quality is not as per the specifications/satisfaction of the ICAI or in the event of non adherence to time schedule by the Service Provider.
- Becomes incapable of or unable to perform the Contract; death or dissolution of Service Provider or commencement of liquidation or winding up proceedings or appointment of a Receiver or insolvency of the Service Provider;
- Service Provider assigns or sub-lets the work under the contract without the prior written permission from the ICAI
- Service Provider violating any of the terms and conditions of the contract

However, the termination notice may be revoked provided the Service Provider rectifies the default within notice period to the satisfaction of the ICAI. No consequential damages shall be payable to the Service Provider in the event of such termination.

Consequences of Termination

Upon Termination of the Contract, the work undertaken by the Service Provider shall become the property of the ICAI and all its rights shall vest in the ICAI.

Resolution of Disputes

In case any dispute arising between the parties in relation to any of the terms and conditions of RFP or meaning or interpretation of the contract arising thereunder, in the first instance, the parties shall try to resolve the dispute amicably, failing which the dispute shall be referred to arbitration. Each party shall nominate one arbitrator and the two nominated arbitrators shall nominate a Presiding Officer. In case of difference of opinion between the two arbitrators, the matter shall be referred to the Presiding Officer for resolution. The Arbitration and Conciliation Act, 1996 and any statutory modification or re-enactment thereof, shall apply to these arbitration proceedings. Arbitration proceedings shall be held at Delhi and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the arbitrator shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitration as determined by the arbitrator shall be shared equally by the parties.

Jurisdiction

Subject to the arbitration clause herein contained, all disputes between the parties pertaining to this contract shall be subject to the jurisdiction of the competent Courts at Delhi only.

Taxes and Duties

The bidder(s) shall fully familiarize themselves about the applicable taxes such as Service Tax, etc. on amount payable by ICAI under the contract. The Bidder shall pay such taxes, duties, fees and other impositions (wherever applicable) levied under the applicable law & no taxes shall be reimbursed by ICAI over & above the amount of financial bid approved by ICAI.

SECTION-VII

Bid Opening, Evaluation Process and Selection Procedure

Evaluation Process

Response to this RFP would be evaluated in two phases. Initially technical bids will be opened and evaluated. Those bidders who satisfy the technical requirements of the work, as per the requirements/specifications and the terms and conditions of this RFP, shall be short-listed. Financial bids shall be opened only for the short-listed bidders who have qualified in the technical bid.

Technical Evaluation

The bids will be technically evaluated on various components. Each response to the RFP from each bidder will be judged on its own merit. As part of the Technical Bid Evaluation, bidders may be required to demonstrate to the ICAI, their works of similar nature, which forms part of the knowledge base of the bidder for the work and also exhibits bidder's domain expertise.

Financial Evaluation

The Financial bids of the short listed bidders will be evaluated on the basis of the amount quoted in the Bid.

Annexure –A

COVERING LETTER (ON THE BIDDER'S LETTER HEAD)

DATE:

Dear Madam/Sir,

Sub: **Maintenance and Modification of existing Web Based Application of Multipurpose Empanelment Form (MEF)**

Having examined the RFP, I/we, M/s. _____, offer our proposals for the subject works and are in full conformity with the said RFP. We have read all the provisions of RFP and confirm that all these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our bid shall not be given effect to.

We agree to abide by the terms and conditions of this Bid, including this letter, the Technical and Financial Bid, the duly notarized written power of attorney, and all attachments and it shall remain binding upon us and may be accepted by you at any time before the expiry of the validity period.

I/We confirm having deposited one demand draft: -

> Earnest Money of Rs. 10,000/- (Rupees Ten Thousand Only) by Demand Draft no……..dated…….drawn on……Bank attached hereto.

We hereby declare that all the information and statements made in this bid are true and any misleading/false information contained in it may lead to our disqualification.

We understand that you reserve the right to accept or reject any bid.

Dated [date/month/year]

Authorized Signatory (in full and initials):

Name and title of signatory:

Duly authorized to sign this Bid for and on behalf [Name of Respondent]

Name of Firm:

Address:

Annexure-B

TECHNICAL BID
(On the Letterhead of the Bidder)

1. Name of the person/Firm/Company:
2. Physical address:
3. Address of the company/firm (pl. enclose proof):
4. Contact details (telephone/email/fax):
5. Date of incorporation/registration (pl. enclose proof, if applicable):
6. Date of commencement of business (pl. enclose proof, if applicable):
7. Net worth of the company/firm (pl. enclose proof, if applicable):
8. Name(s) of the directors/partners:
9. Names of the major customers:
10. Details of similar assignments handled in the past (Pl. Enclose Proof):
11. Current related assignments on hand (Pl. Enclose Proof):
12. Details of turnover for the past 5 years (Pl. Enclose Proof):
13. Attach copies of audited annual accounts for the past 3 years:
14. Number of employees:
15. The number of technical personnel:
16. Persons authorized by the company to execute documents on its behalf, with ICAI
17. PAN (pl. enclose proof):
18. Service Tax Number (pl. enclose proof, if Applicable):
19. Detail of any such portal to access the quality. User name and password to be provided of such portal to access the quality.

Declaration: We hereby declare that the above information furnished is true to the best of our knowledge and information and if it is discovered at a later date that any or all of the above information is incorrect, we shall be disqualified and that if the assignment is already awarded, ICAI shall be within its rights to cancel the contract forthwith without assigning any reasons whatsoever.

Place

Date: Signature

Annexure C

Part – II

FINANCIAL BID

(On the Letterhead of the Bidder)

The Bidder is required to submit the financial bid in the following format. The rates agreed upon with the bidder by ICAI shall be inclusive of all taxes and other levies and shall remain from during the period of contract.

In case of joint bidders, please mention the name of the party in whose favour the payment shall be released.

Rates by Bidder –

S. No.	Scope of Work	Rates (In Rs.) (including Service Tax)
1.	1. Cost of development and deployment of portal in cloud with testing on a non shared server. 2. Cost of providing cloud with 500 GB access and 32 GB of RAM 3. Incidental cost per GB of access (ICAI would make the payment on basis of original logs from cloud owners). 4. Maintenance cost per month 24*7 support (Maintenance would mean a) Deploying the solution on the cloud b) Ensuring Continuous uptime of the site c) Troubleshooting for Prevention from DDOA and other attacks d)Maintaining backups and restoring the same as per need e) Changing clouds if needed if ICAI needs the same. F) Providing SQL extracts from the data that cannot be sufficed in the form of reports. g) Minor Modifications to the system and fine tuning (as per change in ICAI rules & Committee decisions).	Rs…… Rs…… Rs…… Rs……

1. No TA/DA and no local conveyance or any travel cost will be reimbursed by ICAI.
2. ICAI reserves the right to award the work either to a single bidder or may split the work and award the same to more than one bidder.
3. ICAI shall not be responsible for any another payments apart from the aforesaid commercials.

Name:
Date:

Sign:
Address with Phone No and Email ID:

Note: Please sign on each sheet submitted to ICAI.
Stamp: