



University of Calcutta

**Tender for Maintenance of Computer System (including Software)
regarding Income Tax matters.**

**ACCOUNTS DEPARTMENT
CENTENARY BUILDING**

87/1 College Street
Kolkata - 700073

University of Calcutta

Notice Inviting e-Tender

(Bidding through e-tendering mode only)

E-Tender No.: AO/77/E-tender/Server

Dated: 25.11.25

The University of Calcutta invites e-tenders for the following work from experienced & bonafide firms/ organizations having credential of similar nature of work in any Government/ Semi-Govt./State Aided University/Autonomous Govt. aided Institution.

Name of Work: Expression of Interest for engagement of reputed and Bonafide Firms for smooth functioning & execution of office work for Audit & A/cs Department including Cash Section, University of Calcutta, one organization is currently maintaining the Servers, PCs & Printers under comprehensive maintenance with spares (for PCs & Printers). They also maintain Edusys & Payroll application of university. The existing no. of Desktop, Printers, Servers are mentioned below:

Materials	Quantity (in figures)
Desktop Computer	150
Printers (http:)	40
Printers (sharing)	05
Rack Server (only operation, without spares)	03

The job details are mentioned below:

PART 1:

- System Administration
- Backup & recovery
- Separation of JBOSS Application server & Oracle Database Server on different machines
- Database Administration
- Data Integrity Checking & Repairing etc.
- Network Administration & Monitoring of open Ports to ensure the best & secure performance of the system (in short, server health as a whole).

PART 2:

Comprehensive maintenance of 'EDUSYS & PAYROLL' application including:

- Debugging programs or modules.
- Changes as and when required running both the application efficiency
- Generation of New Forms / Reports and Integrate the same with EDUSYS & PAYROLL application so that the end-user can use those Reports / Forms from the Front-end.
- Any change must be completed within a target date.
- Documentation of the change, made, maintained properly.

- f) Log. Cache cleaning.
- g) It must be ensured that every updated version of EDUSYS or any has to be deployed in live Server either at the beginning or at the end of the working hours. A log must be maintained, recording the date & time of deployment of updated module.
- h) Updated documentation must be submitted at the end of each quarter.
- i) All the updated source code must be submitted at the end of each quarter.
- j) Adequate manpower (one Sr. System Analyst, one Sr. System Engineer & one System Administrator) must be retained at the College Street Campus. In this regard, a detail of existing personnels is given below. Since they are working from inception of the said job, they may be retained by the tender awarded Firm / Organization. The credentials of the working personnel's are as follows:

Designation	Qualifications	Experience	Present Salary
Sr. System Analyst	M.C.A.	24 years+	Rs.90,000/- p.m.
Sr. System Engineer	M.C.A.	15 years+	Rs.26000/- p.m.
System Administrator	Graduate, G-Next (Global Networking Expert), Diploma in Computer Hardware Engineering	10 years+	Rs.32,500/-p.m.

- k) A target to be set in the 'Monthly-Review-Meeting' for the completion of pending jobs and other related jobs.

If any major changes effect on the table structure that will come under the scope activity which may be chargeable if mutually agreed.

- 1) Earnest Money (EMD): Rs. 1, 20,000/- only. (To be deposited Online).
- 2) **Exemption of EMD is not allowed in any case.**
- 3) No interest will be paid on the EMD (if any).
- 4) Period of the work: 02 (years) from the issuing date of the work order.
- 5) Bid Validity Period: 180 days.
- 6) Name of the Department: The Accounts Department,
University of Calcutta,
(on the 3rd Floor, Centenary Building, College Street Campus)
- 7) Eligibility criteria for participation in the tender (up to date as on date):

I. The intending bidder must attach the photocopies of all the relevant documents such as Valid Trade License, P. Tax, GST & Pan and credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted value** in a single tender within last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as valid Credential of works.** Original documents (up to date as on

date) may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

- II. The firm should be reputed and have credentials in similar nature of work of last 03 financial years.**
 - III. The bidder must have credentials (only completion certificate is valid) of similar nature of work in State aided University/ State Govt. Departments/ semi-Govt. Departments. Failing which, the bidder will be rejected.**
 - IV. The Firm must have a registered office in and around Kolkata. A copy of the address proof as per GST is to be submitted with the tender documents.**
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- 8) BOQ for the respective work should be uploaded along with valid trade license, P. Tax, PAN, GST & completion certificate for last 03 financial years etc. (up to date as on date) including above-mentioned documents failing which the bidder will be rejected.**
 - 9) Consortium is not allowed, and No Partial Quote will be accepted.**
 - 10) Time Extension: Time is the essence of the contract, generally no time of extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.**
 - 11) Liquidated damage: Liquidated damage will be charged to the contractor, if they fail to complete the work within the stipulated time as per contract@0.01% per day to a maximum limit of 10 % of the contract value.**
 - 12) Defect & Liability Period: The defect & liability period will be for a period of nil from the date of completion of the job. Any defects pointed out during said period must be caused by good damage by the agency at their own cost, failing which the retention money will be forfeited.**
 - 13) Financial evaluation of the bidder will be carried out based on price quoted against all the deliverables. However, payment will be made based on actual job done as per rate quoted against specific job in the BOQ. No extra payment will be paid beyond the tendered amount.**
 - 14) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.**
 - 15) The intending bidder must quote all items on the BOQ, failing which his/her tender will be cancelled. The Bidder should inspect the site for the mentioned work before bidding the tender.**

16) Bill of Quantity (BOQ) :

Calcutta University - Detailed work for maintenance for Computer System		
Services	Detailed work	Qty.
Desktop Computer	Comprehensive Maintenance with spares.	150
Printer(http.)	Comprehensive Maintenance with spares	40
Printer(sharing.)	Comprehensive Maintenance with spares.	05
Rack Server (only operation, without spares)	only operation (without spares)	03

A) Remuneration of System Administrator

Services	Detailed work	Qty.	Unit
System Administrator	System Administrator is responsible for comprehensive maintenance of Computers, printers and operation of Servers and Backup & Recovery Data from Oracle Database server. Separation of JBOSS Application Server & Oracle Database Server on different server Machines, Database Administration work, Data integrity Checking & Repairing etc., Network Administration & Monitoring of open ports to ensure the best & secure performance of the System (in short, server health as a whole). Perform backup of user's data periodically. The System Administrator looks after the Hardware maintenance as mentioned in Schedule no 16 (BOQ).	1	No.

B) Remuneration of Sr. System Analyst

Services	Detailed work	Qty	Unit
Sr. System Analyst	Sr. System Analyst is responsible for Develop & Debugging program or Modules, Changes as and when required running both the application efficiency, any change must be completed within the target date. Documentation of the changes, develop, maintained properly, Logs, Cache cleaning, it must be ensured that every updated version of EDUSYS or any must be deployed in live Server either at the beginning or at the end of the working hours. A log must be maintained, recording the date & time of deployment of updated module, updated documentation must be submitted at the end of each quarter. Develop oracle query, procedure and function. All the updated source code must be submitted at the end of each quarter.	1	No.

C) Remuneration of Sr. System Engineer

Services	Detailed work	Qty.	Unit
Sr. System Engineer	Sr. System Engineer is responsible for Generation of New Forms / Reports and Integrate the same with EDUSYS & PAYROLL application so that the end-user can use those Reports / Forms from the Front-end, develop oracle query, procedure and function when required. Data filtering and processing.	1	No.

17)

A) Scope of the Work for System Administrator:

Services	Detailed work
<i>System Administrator</i>	Backup & Recovery Data from Oracle Database server. Separation of JBOSS Application Server & Oracle Database Server on different server Machines, Database Administration work, Data integrity Checking & Repairing etc., Network Administration & Monitoring of open ports to ensure the best & secure performance of the System (in short, server health as a whole). Perform backup of user's data periodically. The System Administrator looks after the Hardware maintenance as mentioned in Schedule no 16 (BOQ).

B) Scope of the Work for Software Developer:

Services	Detailed work
Sr. System Analyst (Software related services) Part (A)	Develop & Debugging program or Modules, Changes as and when required running both the application efficiency, any change must be completed within the target date. Documentation of the changes, develop, maintained properly, Logs, Cache cleaning, it must be ensured that every updated version of EDUSYS or any must be deployed in live Server either at the beginning or at the end of the working hours. A log must be maintained, recording the date & time of deployment of updated module, updated documentation must be submitted at the end of each quarter. Develop oracle query, procedure and function. All the updated source code must be submitted at the end of each quarter.
Sr. System Engineer (Software related services) Part (B)	Generation of New Forms / Reports and Integrate the same with EDUSYS & PAYROLL application so that the end-user can use those Reports / Forms from the Front-end, develop oracle query, procedure and function when required. Data filtering and processing.

Work Limitations

Note: The above work does not cover transfer pricing services (Transfer pricing is not applicable on CU)

SUBMISSION OF TENDER

Instructions to Bidder

- 1 Bids for the tender are to be submitted through online mode to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is technical bid and other is Financial Bid, before the scheduled date and time using the Digital Signature Certificates.
- 2 Online bid submission (Bidder/Contractor) process is given in <https://wbtenders.gov.in> portal; please download the pdf file.
- 3 Possession of a valid DSC in the form of smart card / e-token is a prerequisite for registration and participating in the bid submission activities. DSCs can be obtained from the authorized certifying agencies.
- 4 Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the Portal.
- 5 Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible for ensuring that they do not lend their DSCs to others, which may lead to misuse.
- 6 The Bidders are required to log in to the site through the secured log-in by entering their respective user ID/ password and the password of the DSC.
- 7 The portal also has user manuals with detailed guidelines on enrollment and participation in the online bidding process. The user manuals can be downloaded for ready reference.

The bidder must upload the relevant & readable files only as indicated in the tender documents. In case of any irrelevant or non-readable files, the bid may be rejected.

Online Bid Submission Procedure

Cover-1: The file should be saved in a PDF version and should comprise of the following items:

- **Packet-1:** Duly Completed Scanned PDF of Registration Certificate Details.
- **Packet-2:** Duly Completed Scanned PDF of PAN Card.
- **Packet-3:** Duly Completed Scanned PDF of GSTIN (The participant bidder or agency must submit a self-declaration mentioning that the GST payment has been up-to-date and there is no default of GST payment with duly signed supporting documents)
- **Packet-4:** Duly Completed Scanned PDF of Trade License.
- **Packet-5:** Scanned PDF of Address Proof of Bidder's Office in Kolkata.

- **Packet-6:** Scanned PDF of this document (Modified NIT) (*duly signed and stamped on each page*).

Cover-2: The file should be saved in a PDF version and should comprise of the following items:

- **Packet-1:** Duly Completed Scanned PDF copy of Annexure-With supporting documents.
- **Packet-2:** Duly Completed Scanned PDF copy of Annexure-With supporting documents.
- **Packet-3:** Duly Completed Scanned PDF copy of Annexure-III with supporting documents.
- **Packet-4:** Duly Completed Scanned PDF copy of Annexure-IV with supporting documents.

Cover-3: The BOQ should be downloaded from the website and should comprise of the following item:

Packet-1: Financial Bid in XLS version Filled with all relevant information.

Q.C.B.S:

EVALUATION OF BID

The Bidder would be selected based on Quality and Cost Based Selection (QCBS) i.e. on the basis of ranking and evaluation of Technical and Financial Bids by the concerned Tender Committee of the University and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids.

The process of selection of the successful bidder would be determined as under:

Stage – 1: Verification of Technical Eligibility

Only those bidders who satisfy the required technical criteria would be considered eligible for Stage – 2.

Stage – 2: Technical Criteria Evaluation

Following parameters carrying 100 marks will be used to evaluate the Bidder's technical credentials.

Sl. No.	Particular	Marks Breakup		Allocation of Marks		
				Min.	Max.	Actual
1.	Firm's existence as per date of registration	3 to 5 Years	5	5	25	
		>5 to 7 Years	10			
		> 7to 10 Years	15			
		> 10 Years	25			
2.	Average annual turnover of the previous three years.	10 Lakh to 1 Cr.	5	5	25	
		> 1 Cr. to 2 Cr.	10			
		>2Cr to 5Cr	15			

		>5Crores	25			
3.	Numbers of Software Engineers employed in the Firm.	3 to 5 nos.	5	5	25	
		> 5 to 7nos.	10			
		> 7 to 10 nos.	15			
		> 10 nos.	25			
4.	Operational Contracts (Running Contract)	2 to 3 Contracts	5	5	25	
		4 to 5 Contracts	10			
		> 5 to 10Contracts	15			
		>10Contracts	25			
	Total Marks of Stage -2 Evaluation	Maximum Marks	100			
		Qualifying Marks	50			

Only those bidders who will score minimum 50 (out of maximum 100) in technical evaluation will be considered eligible for next stage.

The marks of technical evaluation are normalized in the scale of 10 as under:

$$\text{Score} = \frac{\text{Technical Bid} \quad \text{Marks in Technical Bid obtained by the Bidder} \times 10}{\text{Highest marks of Technical Bid obtained by any Bidder}}$$

For example, consider total marks obtained in technical evaluation by three bidders A, B & C are as follows:

Bidder	Total Marks of Technical Evaluation
A	80
B	55
C	90

Then the technical scores for the bidders would be as follows:

Bidder	Technical Score (TS)
A	8.89
B	6.11
C	10.00

Stage – 3: Financial Bid Evaluation

The financial bids of bidders who have scored minimum of 50% marks in each of the stage- 2 will be opened.

Note: Bidders quoting NIL or Negative Service Charges will be cancelled from the tendering process.

The financial bid (**Service Charges**) is mapped in the scale of 10 as under:

Financial Bid score= $\frac{\text{Lowest Service Charges Quoted by any Bidder} \times 10}{\text{Service Charges Quoted by the Bidder}}$

For example, consider the three bidders A, B & C quoted the following rates for **Service Charges**

Bidder	Service Charges Quoted in Rs.
A	425
B	300
C	850

Then financial score of the bidders would be as follows:

Bidder	Financial Score (FS)
A	7.06
B	10.0
C	3.53

Stage-4: Combiner Score and Successful Bidder

The score of technical proposal would be given 70% weightage, and the financial proposal would be given 30 % weightage. The weighted combined score combining technical bid score (TS) and financial bid score (FS) shall be used to rank the bidders on the basis of formula as given below:

$$\text{Combined Score} = 70\% * TS + 30\% * FS.$$

For the given example, the normalized Combined Score would be as follows:

Bidder	Technical Score (TS)	Financial Score (FS)	Combined Score (0.7*TS + 0.3*FS)	Remarks
A	8.89	7.06	8.341	Winner (Successful Bidder)
B	6.11	10.0	7.277	
C	10.00	3.53	8.059	

- The successful bidder will be the one who has the maximum combined score in Stage-5.
(For example, Bidder A will be the successful bidder with Service Charges 4.25%)
- The purpose of the five-stage selection process spelt out above is to get the services which combine optimally the quality and price.

IMPORTANT: The portal recommended L₁ bidder may not be the winner of the tender. The successful bidder will be considered based on combined score in QCBS method.

INSTRUCTIONS TO BIDDERS

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. 120000/- online through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS challan from the e-tendering portal. Intending bidder will get the beneficiary details from e-tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e-Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E-Procurement site.

(Bidders are also advised to submit EMD of their bid, at least 3 working days before the bid submission closing date as it requires considerable time for processing of Payment of EMD.)

During evaluation of the tender, the bidder may be requested to produce original hard copy of any of the documents for verification, failing which his/her tender will be liable to rejection.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	25.11.2025, 06:00 P.M
2	Documents downloading, Starting date (online)	25.11.2025, 06:00 P.M
3	Bid submission, starting date (online)	25.11.2025, 06:00 P.M
4	Bid submission, closing date (online)	23.12.2025, 01:00 P.M
5	Bid opening date for Technical Proposal (online)	26.12.2025, 01:00 P.M
6	Date of uploading of the list of Technically qualified Bidder (online)	To be communicated later
7	Date and Place for opening of Financial Proposal (online)	To be communicated later
8	Date of uploading of the list of bidders along with the approved rate	To be communicated later

Instructions / guidelines for electronic submission of tenders have been annexed to assist the contractors to participate in e- tendering.

- I. Registration of Bidder:** - Any bidder willing to take part in the process of e –tendering will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtenders.gov.in>.The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he/she logs on to the website mentioned in Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. Cost of Earnest Money (EMD)**

Earnest Money (EMD) Quoted INR
Rs. 1,20,000/- (To be deposited Online)

V. Submission of Tenders:-

- a. General process of submission:** - Tenders are to be submitted through online to the website <https://wbtenders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid, before the prescribed date and time using the Digital Signature Certificates.
- b. Technical Bid:-** Technical Bid contains scanned copies of the followings further in two covers (folder)
- c. Online bid submission (Bidder/Contractor) process in**<https://wbtenders.gov.in>**portal, download the pdf file.**
<https://wbtenders.gov.in/>

VI. Statutory Cover Containing

- i. For NIT and Corrigendum if any (Download the NIT and upload the same by through digital signature).

VII. NON-STATUTORY DOCUMENTS containing the following documents (Up to date as on date):

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License in similar nature of job.
B.	Credential	Credential for satisfactory completion of similar nature of job amounting to 75% of the quoted value in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. Only completion certificate of the work will be considered as Credential of works.	
C.	Financial Information	P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.	

Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

Note: Failure to submit any of the above-mentioned documents, the tender will be rejected.

VIII. Financial Bid: - BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Bidder has to quote the rate through online in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

IX. Opening & Evaluation of Tender:

- Opening of Technical Bid:

- i) Technical bid will be opened by the Central Tender Committee. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non-Statutory Cover (folder) would be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

NB: While evaluating, the Tender committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted. For any anomaly or deviation in this regard, his/her tender will be rejected.

X. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

XI. Penalty for suppression / distortion of facts:

Submission of false documents by bidder is strictly prohibited and will be liable for rejection of the tender and blacklisted.


Accounts Officer
University of Calcutta

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Refund of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty-five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receiving performance security Deposit from him as stipulated in the contract.

2. Forfeiture of Earnest Money Deposit (EMD): Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

3. Refund of Performance Security: Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

4. Forfeiture of Performance Security deposit: Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

5. The University will not be bound to accept the lowest bidder.

6. The contractor will work under the strict supervision of the University Engineer.

7. Security Deposit: The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

8. After issuing the work order to the successful tenderer, if he/she fails to commence the work or is unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited, and no claim will be entertained.

9. Termination Clause:

- i. Failing to supply and commissioning the items as per work order within the stipulated time, the contract will be rejected except application of Force majeure Clause and EMD will be forfeited.
- ii. If any deviation of quality and specification from the stipulated specification as per B.O.Q observed, the purchase order will be cancelled and EMD will be forfeited.
- iii. In case of deterioration of service, the Work order will be cancelled as per rule and EMD may be forfeited.

10. Force majeure Clause: If the work(s) be delayed for the following reasons: -

Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall

Immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the work.

11. Mode of payment: -The payment will be made on quarterly basis against the bills raised through the office of the undersigned.



Accounts Officer
University of Calcutta

ANNEXURE – II

ANNUAL TURNOVER DETAILS

Bidder's Annual Turnover for last three Financial Years		
Sl. No.	Financial Year	Turnover in Rs.
1	2024-25	
2	2023-24	
3	2022-23	

Note: Supporting documents are to be attached along with the Annexure-II.

Date:

Authorized Signatory

Name:

Designation:

Contact No.:

Email:

Seal

Place:

ANNEXURE – III

Numbers of Software Engineers employed in the Firm.

SL No.	Details	No. of Employees
01.		

Note: Supporting documents are to be attached along with the Annexure-III.

Date:

Authorized Signatory

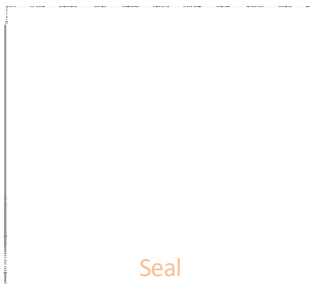
Name:

Designation:

Contact No.:

Email:

Place:



ANNEXURE – IV

RUNNING CONTRACT DETAILS

Sl. No.	Name of the Client with Contact Details	Order No. & Date	Contract Value
1			
2			
3			
4			

Note: Supporting documents (work order issued by the clients and performance certificate from clients) are to be attached along with the Annexure-IV.

Date:

Authorized Signatory

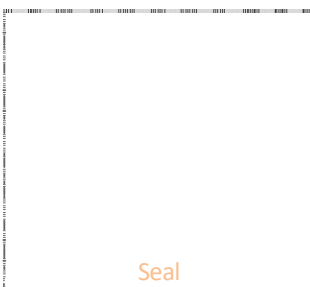
Name:

Designation:

Contact No.:

Email:

Place:



ANNEXURE – I

Firm's existence as per date of registration:

SL No.	Details	Years
01.		

Note: Supporting documents are to be attached along with the Annexure-I.

Date:

Place:



Authorized Signatory

Name:

Designation:

Contact No.:

Email: