



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI**  
(Autonomous institution under MoE, Govt. of India)  
& Department of Information Technology & Electronics, Govt. of West Bengal  
C/o WEBEL IT Park, Opposite of Kalyani Water Treatment Plant, Near Buddha  
Park, Dist.-Nadia, P.O-Kalyani, PIN-741235, West Bengal  
Email-office@iiitkalyani.ac.in, website-www.iiitkalyani.ac.in

**IIIT Kalyani invites sealed quotations from eligible agencies/firms for Appointment of Service Provider for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP**

**Tender No. IIITK/Tender/25-26/09    Date: - 09.03.2026**

**GENERAL INSTRUCTIONS TO BIDDERS**

Sl.	Description	Details
1	Name of the Work	Appointment of Service Provider for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP
2	Last Date of Bid Submission	20.03.2026 upto 2 PM
3	Opening of Technical Bid	20.03.2026 at 03:00 PM (Tentative)
4	Opening of Financial Bid	20.03.2026 at 03:30 PM (Tentative) <b>or thereafter</b> , only for technically qualified bidders and only after conclusion of technical scrutiny.
5	Estimated Bid Value	4 Lakh

**Email for clarifications:** [registrar@iiitkalyani.ac.in](mailto:registrar@iiitkalyani.ac.in) (Clarification may be requested at least 05 days before the last date of submission).

**1. Bid Submission (Offline Mode):**

The bid shall be submitted offline in a **two-bid system** consisting of a **Technical Bid** and a **Financial Bid** in the prescribed formats within the stipulated date and time.

- **ENVELOPE 1 (Technical Bid):** Put all technical documents, signed **Annexure IV, Annexure V, Annexure VI, Annexure VII and Annexure VIII**, along with all supporting documents/proofs in support of eligibility criteria, inside this envelope. Do **NOT** put any price or financial details in this envelope. Seal the envelope and write "TECHNICAL BID" clearly on the outside.
- **ENVELOPE 2 (Financial Bid):** Put *only* the filled Financial Bid format (**Annexure IX**) inside this envelope. Seal the envelope and write "FINANCIAL BID" clearly on the outside.
- **ENVELOPE 3 (Master Envelope):** Put both sealed Envelope 1 and sealed Envelope 2 inside this larger master envelope and seal it securely.

**What to write on the outside of the Master Envelope (Envelope 3):**

- **Top Heading:** "Appointment of Service Provider for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP "
- **Tender No.:** IIITK/Tender/25-26/09, dated 09.03.2026
- **To:** The Registrar, IIIT Kalyani, c/o WEBEL IT Park, Kalyani, Nadia, PIN-741235, West Bengal.
- **From:** [Insert Agency Name, Address, Email ID (in Capital) and Mobile Number]

**How and When to Deliver:**

- **Delivery Method:** Bidder can drop the Master Envelope directly into the designated **Tender Box** kept at the IIIT Kalyani office, OR send it via **Speed Post / Registered Post / Courier**.
- **Strict Deadline:** The envelope must physically reach the Institute by **20.03.2026 up to 2:00 PM**.

- **No Exceptions for Delay:** Bids arriving after the exact deadline (Late Bids) will not be opened or accepted under any circumstances. IIIT Kalyani is not responsible for any postal or courier delays. Please dispatch your bid well in advance or submit in the tender box by yourself.

## 2. Coverage of Campuses / Premises: The scope of work shall cover both

(i) Entire Temporary Campus (including all academic/admin areas at WEBEL IT Park Campus and all associated premises, hostels, Director Bungalow & others), and

(ii) Entire Permanent Campus (including Academic-cum-Admin Block, Hostel 1, Hostel 2, Guest House, and all allied utility/service areas). The indicative location list is provided at ANNEXURE - I. However, the Bidder shall cover all locations/assets available at the Institute at the time of execution, including any additional rooms/blocks/areas not explicitly listed.

**3. Time Period & Milestones: Total 90 Days.** The work shall be completed in two phases from the date of issue of Work Order: (a) Phase-I (Entire Temporary Campus with Director Bungalow & 03 Rented Hostels) – **within 30 calendar days**; (b) Phase-II (Entire Permanent Campus) – **within 90 calendar days** (*i.e.* from the date of issuance of original work order). In any case, total work duration should not exceed 90 calendar days, unless extended in writing by IIIT Kalyani due to exceptional circumstances. However, no additional payment shall be made for extension of time period.

4. The Institute is in transition mode. During the contract period, if any asset is shifted/transferred between campuses/hostels/blocks (including shifting of assets from outside hostels/temporary locations to within campus hostels or vice-versa or purchase of new assets), the Bidder shall capture movement trail (from-location, to-location, date, approval reference) and update the Fixed Assets Register (FAR) as well as SAMARTH/ERP master data accordingly, at no extra cost.

**5. Payment Terms:** The payment shall be linked to deliverables/acceptance as follows: (i) 20% after completion and acceptance of Phase-I deliverables (Temporary Campus); (ii) 80% after completion and acceptance of Phase-II deliverables (Permanent Campus) and after submission and acceptance of consolidated FAR, SAMARTH/ERP upload-ready files, user training and final completion report.

**6. Bid Validity:** 180 days.

## 7. General Terms & Conditions:

- Assignment & Sub-contract:** Service Provider shall not assign, sub-contract or sub-let the whole or any part of the service in any manner.
- Confidentiality and Disclaimer:** All information supplied by IIIT Kalyani in connection with this bid document must be treated as confidential by Bidders.
- Legal Dispute:** Any dispute which may necessitate legal redressal will be restricted to the jurisdiction of the civil courts at Kalyani only.
- Rejection Clause:** The Bidder who does not fulfil any of the pre-qualification conditions or submits incomplete documents in any respect shall be rejected summarily.
- IIIT Kalyani reserves the right to accept/reject any bid document in part or full, without assigning any reason whatsoever.
- The price quoted by the Bidder shall be firm and inclusive of all charges, duties, out-of-pocket expenses etc., including applicable GST. Any change in statutory GST rate during the contract period shall be borne by / passed on to IIIT Kalyani as per law.
- Earnest Money Deposit (EMD):** Bidders are exempted from submitting a financial EMD. Instead, all bidders must mandatorily submit a 'Bid Securing Declaration' in their Technical Bid as per the format provided in ANNEXURE - VIII. If the bidder withdraws or modifies their bid during the period of validity (180 days) , or if they are awarded the contract and refuse to execute the work (including on medical or personal grounds), or fail to submit the Performance Security, they will be suspended and debarred from being eligible to submit bids for contracts with IIIT Kalyani for a period of up to three (3) years.

- h. **Performance Security:** The Service Provider shall furnish a Performance Security of **5% of the contract value** in the form of Bank Guarantee / FDR / online payment, valid until 60 days after completion of all obligations. In case of non-performance or breach of terms, IIIT Kalyani shall be entitled to invoke the Performance Security.
- i. **Delay & Liquidated Damages:** In case of delay in completion beyond 90 days, liquidated damages @ **0.5%** of contract value per week of delay, subject to a maximum of **10%**, shall be recovered from the bills / Performance Security, without prejudice to other remedies.
- j. **Work/ Purchase at Risk and Cost:** The institute reserves the right to get the whole or part of the work/ purchase executed by some other agency at the risk and cost of the Bidder to whom the contract has been awarded if it is found that the quality and/or the progress in respect of whole or part of the Work/ contract/ supply is not satisfactory.
- k. **Termination & Debarment:** IIIT Kalyani reserves the right to terminate the contract, wholly or in part, for default or convenience, and to debar the Bidder in case of fraud, misrepresentation, or serious deficiencies in performance, as per applicable Government of India guidelines.
- l. **Withdrawal & Force Majeure Exclusions:** The physical verification assignment is an agency-level contract. Personal illness, medical emergencies of proprietor/directors, or staff attrition shall not by themselves constitute Force Majeure. Refusal to execute the work after acceptance of award, or failure to furnish Performance Security, shall attract action under the Bid Securing Declaration and other contractual remedies as per bid/contract conditions.
- m. **Data Ownership, Confidentiality & Security:** All data, tags, codes, photographs, software configuration, and reports are property of IIIT Kalyani. Service Provider will not copy, reuse, or share data with any third party. On completion / termination, the Service Provider must hand over all data and securely destroy/delete all copies from their systems. No data related to IIIT Kalyani shall be retained under the guise of statutory backups without explicit written permission from the Institute, and they must confirm this deletion in writing. The Service Provider shall comply with all applicable data protection and information security laws/ guidelines of Government of India relating to handling of Government data.
- n. **Post-implementation Support:** The Service Provider shall provide free support for a period of 06 months after completion, to rectify any data issues, tagging errors, or mapping problems discovered in SAMARTH/ERP without additional cost.
- o. **Abnormally Low Bids:** If the quoted price appears abnormally low, IIIT Kalyani may seek detailed rate justification/break-up with supporting documentary evidence. IIIT Kalyani reserves the right to reject such bids if the justification is not found satisfactory, as per applicable Government of India guidelines.
- p. **Deviations in Terms and Conditions:** Bidders are required to submit offers strictly as per the terms and conditions and specifications given in the tender document and not to stipulate any deviations/ exceptions. Conditional tenders are liable to be summarily rejected.
- q. The details presented in this tender document consisting of conditions of works/ supply/ service contract, scope of work, technical specifications/ requirements have been compiled with due understanding of the requirement, it is also the Bidder's responsibility to ensure that the information provided are clearly understood.
- r. Bidders are advised to visit and examine the site, its surroundings and familiarize themselves with the existing facilities and environment, and collect all other information which they may require for preparing and submitting the bid and entering into the Contract. Claims and objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the Bid and during implementation.
- s. The Bidder shall be deemed to have understood the site / supply/ service and including surroundings and other information in connection therewith and to have satisfied himself before submitting his/her tender as to all the prevailing conditions and deemed to have obtained all necessary information as to the risks, contingencies and other circumstances, which may influence or effect his/her tender. Bidder's quote is the responsibility of Bidder and no relief or consideration can be given for errors and omissions. Bidder may check the previous few years Annual Report and Annual Account of the Institute which is available on the Institute website, to get the idea of the institute and numbers/value of fixed assets; and may also clarify any doubt and visit institute within the given timeline to get clarification and for understanding of scope of work.
- t. IIIT Kalyani reserves the right to reject any or all bids or to cancel/modify the bidding process at any time, without assigning any reason. Award, if made, shall be to L1 among the technically qualified bidders as per the Least Cost Selection (LCS) method.

- u. The Bidder shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property.
- v. Bidders shall adhere to the Code of Integrity as per Rule 175 of GFR 2017. Any transgression may lead to debarment/blacklisting as per Government of India guidelines. Bidders shall disclose any existing or potential conflict of interest in relation to this assignment.
- w. The service provider shall have to arrange their own transport and accommodation, etc., for their personnel in connection with the work. Institute shall not provide accommodation, transportation, etc., to the contractor's personnel.
- x. One authorised representative of the bidder may remain present at the time of opening of the Technical Bid, and in case of technically qualified bidders, at the time of opening of the Financial Bid, if the bidder so desires, with proper authority letter and identity proof. However, attendance is totally optional.
- y. All costs associated with preparation and submission of the bid shall be borne by the Bidder. IIIT Kalyani shall not, under any circumstances, be responsible or liable for such costs, regardless of the outcome of the bidding process.

#### 8. Objective of the Engagement:

The primary objective of this engagement is to ensure:

- Accurate and complete physical verification of all fixed assets.
- Preparation, Reconciliation and updating of the Fixed Asset Register (FAR).
- Assigning unique identification numbers through tamper-proof tagging/coding.
- Configure and operationalize the Fixed Asset Management module in the Institute's SAMARTH/ERP (or any other ERP adopted by the Institute) for managing the fixed asset life cycle (system access to be provided by the Institute).
- Migration, mapping and upload of reconciled Fixed Asset Register (FAR) data from existing Excel/physical records into SAMARTH/ERP, and mapping/integration with the existing accounting ERP, wherever applicable.
- Strengthening asset controls and enabling accurate financial reporting.
- Preparation, verification and updating of data since 2014 to till date.

**9. Eligibility Criteria:** The bidder shall be treated as technically qualified only if it meets all of the following minimum criteria and submits documentary proof in support thereof:

- a) The Bidder shall be a legal entity authorized to operate in India (Company/LLP/Partnership Firm/Sole Proprietorship/any other legally recognized entity) and shall submit documentary proof of registration/incorporation. The Bidder shall deploy an Engagement Partner/Team Leader who is either (i) CA (ICAI), or (ii) CMA (ICMAI), or (iii) Registered Valuer (Plant & Machinery) registered with IBBI through an RVO, with valid registration as on the bid submission date. The Engagement Partner/Team Leader shall have minimum **03 years relevant experience**.
- b) The Bidder shall have valid PAN and GST registration (as applicable) and shall submit documentary proof.
- c) The Bidder shall have average annual turnover of not less than **₹30 lakh** during the last **03 financial years**.
- d) The Bidder shall have been in existence for at least **05 years** as on the bid submission date.
- e) The Bidder shall submit a self-declaration that it is not currently debarred/blacklisted by any Central/State Government/PSU/Autonomous Body as on the bid submission date.
- f) The Bidder must have successfully executed/completed similar services during the **last 05 financial years preceding the current financial year**, in any Central/State Government Ministry/Department/Autonomous Body/IIT/NIT/IIIT/CFIs/University/PSU, satisfying **any one** of the following:
  - (i) Three similar completed services each costing not less than **40% of the estimated tender value**; or
  - (ii) Two similar completed services each costing not less than **50% of the estimated tender value**; or
  - (iii) One similar completed service costing not less than **80% of the estimated tender value**.
 For the present tender, the above values shall be read as **₹1.60 lakh, ₹2.00 lakh, and ₹3.20 lakh** respectively. "Similar services" shall mean physical verification of fixed assets and preparation/updation of Fixed Asset Register (FAR), including asset tagging and ERP mapping/ migration support.

The bidder shall submit Work Order/ Agreement and Completion Certificate / Performance Certificate/other proof in support of the claim.

- g) The Bidder shall commit to deploy manpower as per **Annexure – VII** and complete the assignment within the stipulated timeline. The Project Manager (On-site Coordinator) shall have minimum **80% physical availability** at IIIT Kalyani during execution, and the Engagement Partner/Team Leader shall have minimum **5% physical availability / site presence** during execution.
- h) The Bidder shall submit all mandatory Annexures/undertakings and supporting documents as required in the bid document. Non-submission of Annexure IV, Annexure V, Annexure VI, Annexure VII or Annexure VIII, or non-submission of supporting documents required under Clause 9, shall render the bid non-responsive.
- i) Bidder shall have the registered office/branch office within 200 km radius of IIIT Kalyani.

Only bidders meeting all the above criteria shall be considered technically qualified. Financial bids of only technically qualified bidders shall be opened, and L1 among them shall be selected.

## **10. Working Hours and Access:**

10.1. Normal working hours: The Service Provider shall carry out on-site activities during the Institute's normal working hours, i.e., 10:00 AM to 6:00 PM, Monday to Friday, unless otherwise permitted by the Institute.

10.2. Extended hours / holidays (if required): If access to certain locations/assets requires work beyond normal working hours or on Saturdays/Sundays/holidays, the Service Provider shall carry out such activities with prior written approval of the Institute's Nodal Officer. No additional cost shall be payable for such approved extended working unless specifically agreed in writing.

10.3. Coordination and access responsibility: The Institute shall facilitate reasonable access to premises/records during working hours; however, the Service Provider shall plan and execute the work to meet the timeline, including approved extended hours where necessary.

10.4. The Service Provider shall deploy key personnel and on-site manpower at least as per ANNEXURE – VII (Key Personnel & On-site Deployment Plan) to complete the work within stipulated timelines. The Engagement Partner/Team Leader (CA/CMA/Registered Valuer as applicable) shall attend the fortnightly review meetings (minimum once every 15 days) and the final acceptance meeting, either physically or through video conference as directed by the Institute; however, physical presence may be insisted during critical stages. A full-time on-site Project Manager/Coordinator shall be stationed at site(s) during execution. Replacement of key personnel shall not be permitted without prior written approval of IIIT Kalyani. Non-availability of key personnel, failure to meet the committed on-site availability, non-attendance in scheduled meetings, or failure to submit Weekly Progress Reports shall be treated as breach of contract and may lead to withholding of payments, imposition of penalties/LD, or termination as per contract conditions.

10.5. Deployment Baseline Statement: Within 3 (three) days of issue of Work Order, the Service Provider shall submit a Deployment Baseline Statement (role-wise) extracted from ANNEXURE – VII, indicating: (i) key personnel names, (ii) number of personnel per role, and (iii) committed on-site availability (%). The Institute's approval of this statement shall be the reference for monitoring.

**11. Scope Comprehensiveness & No Extra Claims:** The Bidder shall be deemed to have examined the scope and sites and included in its quoted price all activities, manpower, travel, tools, consumables, tagging materials, printing, data entry, reviews, and support required for completion of the assignment as per tender document. No claim for additional payment on the ground of additional manpower, additional meetings, additional locations/rooms within Institute premises, or any item being 'not in scope' shall be entertained for the assets and premises covered under Clause 2 and ANNEXURE - I and for any asset shifting as per Clause 4. Interpretation of scope/deliverables and acceptance of outputs by IIIT Kalyani shall be final and binding, without prejudice to applicable law and the Jurisdiction clause.

**12. Scope of Work - The Service Provider shall be responsible for the following:**

- a) Physical Verification of Fixed Assets and Preparation of Fixed Assets Register as per MoE & GoI instructions**
- i. Conduct 100% physical verification of all fixed assets across the IIIT Kalyani campus since 2014.
  - ii. Tagging assets to location, department, and custodian.
  - iii. Identification of missing, unrecorded, obsolete, damaged, or non-functional assets.
  - iv. Capture and report details and attributes of assets, including but not limited to the Asset name, asset number, date of purchase, Make, Model, Serial Number, working condition, Employee number, location, and asset category or group, etc as per the format approved by the IIIT Kalyani. All attributes of the Fixed Assets which are required to be captured during the verification process should be mapped to the properties available.
  - v. For intangible assets (software licences, e-resources, patents, copyrights etc.), verification shall be through documents, contracts, licence keys and related evidence, rather than physical inspection.
- b) Asset Coding and Tagging**
- i. Develop a scientific and standardized asset coding structure aligned with IIIT Kalyani.
  - ii. Supply and affix durable, tamper-proof barcode/QR code metal/polymer tags.
  - iii. Tag all **movable tangible fixed assets** individually and capture tag information digitally. **Immovable assets** (land, buildings, roads, utility networks, etc.) and **intangible assets** shall be identified, recorded and mapped in the FAR/ERP through appropriate documentary/location references; physical tagging for such assets shall be done only where feasible and specifically approved by the Institute.
  - iv. Provide asset-wise photographs linked to tags (if required).
- c) Preparation, Reconciliation and Updating of Fixed Asset Register (FAR)**
- i. Prepare and Reconcile physically verified assets with the Fixed Asset Register to identify: variances, missing assets, unrecorded assets, duplicate entries, incorrect classification etc.
  - ii. Prepare and update the FAR with complete and correct asset details including description, asset code/tag ID, make/model, serial number, cost, date of purchase/commissioning, location, custodian, asset category, condition status, and other fields as approved by IIIT Kalyani.
  - iii. Prepare a Variance Report with recommendations on corrections and disposals.
  - iv. Reconciliation of existing data in Excel sheets and mapping them with the account ERP and SAMARTH/any other ERP as per the choice of the Institute.
  - v. Prepare all reports as per the Formats of Financial Statements For Central Higher Educational Institutions as provided by Ministry of Education, GoI.
  - vi. Additionally, Bidder shall provide a complete report as per form no. 22 prescribed in General Financial Rules 2017 and Schedule 4 as per GoI guidelines. Any subsequent amendments issued up to the date of award of the contract shall also be part of the scope.
- d) Implementation of Asset Management in SAMARTH/ERP adopted by the Institute (system access to be provided by the Institute) and automation/integration with the Institute Account ERP**
- i. Configure and implement the Fixed Asset Management module in SAMARTH/ERP (or any other ERP adopted by the Institute) including mapping, migration and upload of reconciled data, at no extra cost.
  - ii. Support integration/mapping with the accounting ERP for asset accounting, calculation of depreciation, and reporting as required by the Institute (subject to the ERP's available interfaces/permissions).
  - iii. Provide training to IIIT Kalyani Finance and Administrative staff on the updated system and procedures.
  - iv. Uploading of data in SAMARTH from the existing Excel Sheet and Physical Register and documents available with the Institute.

e) **Deliverables**

- i. Verified, updated **Fixed Asset Register** in Excel and PDF, in the Institute-approved format, compatible with CAG / GFR requirements for Autonomous Bodies.
  - ii. Asset-wise tag list (tag ID, asset code, location, custodian, category, cost, date of purchase, etc.).
  - iii. Variance Report (excess / shortage / unrecorded / obsolete assets) with recommendations.
  - iv. Mapping file for upload into SAMARTH / other ERP (as per template provided by the Institute).
  - v. The firm will prepare Department wise database (in excel) with all required fields to upload/data entry in the software (Tally ERP) and validation of Reports/Fixed Asset Register generate in Tally ERP after importing the database, in coordination with various departments of the Institute.
  - vi. User manual / SOP for future addition, transfer, and disposal of assets.
  - vii. Training completion report with list of staff trained.
- f) Before commencement of the verification and tagging, Service Provider shall obtain prior approval regarding the approach to be followed for assets verification and tagging, such as book-to-floor approach and/or wall-to-wall verification etc.
- g) Before the commencement of the asset verification and tagging as per scope, submit a detailed work plan that should include a complete schedule, resource/staffing deployment, timeline, and process flow in the format approved by the IIIT Kalyani and obtain approval.
- h) The team deployed by the Service Provider to perform the fixed assets verification and tagging shall obtain prior approval from the IIIT Kalyani authority before accessing any site, location, place, or asset. The team so deployed may be required to perform the work during odd hours based on the availability of the site or location. In such a condition, the Service Provider or any team members shall not deny performing the work during odd hours. The team deployed by the Service Provider should not take away any property which do not belong to them.
- i) The Service Provider shall obtain prior approval on the profile of the employees/staff/resources (deployed by the Service Provider at IIIT Kalyani) before deploying him/her to undertake the work under the scope. In such cases, IIIT Kalyani shall have the exclusive right to either approve or reject the profile of the employees without assigning any reason thereof. IIIT Kalyani shall have the right to demand any change in the resources at any time after his/her deployment at IIIT Kalyani. In such case, the Service Provider shall change the resources immediately and obtain prior approval of the profile of such new resource.
- j) Service Provider shall train nominated person(s) from IIIT Kalyani to methodically carry out the Fixed Assets Verification and tagging process in the future. The process shall include steps to be performed for reconciliation with counts and financial figures on the system and the report outcomes.
- k) Physical verification shall cover the fixed assets of the Institute acquired since its inception (2014) and shall culminate in preparation/reconciliation of the Fixed Asset Register (FAR) as on 31.03.2025, based on physical verification and records made available by the Institute. The FAR shall further be updated to incorporate additions/ disposals/ movements identified up to the date of completion of the assignment, for strengthening internal controls.
- l) The Service Provider shall assist the Institute in handing over of fixed asset from the executive agency (now CPWD) with respect to the preparation of Fixed Asset Register during the contract period.
- m) The service provider has to make satisfactory reply of any query raised by the C&AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work as and when required, till for a period of 06 months from the date of final acceptance.
- n) The service provider has to create three separate lists of assets: one is for Institute items, secondly for items purchased exclusively through Project Funds and assets provided by other agencies.
- o) Items meant for write off should also be included in the list in separate category.
- p) Physical verification report is to be confirmed with counter signature and acceptance by the official of the Institute.
- q) A detailed report of movement of assets including assets and inventories during the period of physical verification is to be prepared.
- r) A complete report of obsolete/unserviceable fixed assets is to be prepared separately, giving full details of location, description, asset/tag ID and purchase value / book value, where available..

- s) A complete report of shortage and excess/unrecorded fixed assets is to be prepared separately, giving full details of location, description, asset/tag ID and purchase value / book value, where available, in respect of each Department/sections.

**13. Evaluation Method (LCS with Technical Qualification):**

13.1. The selection shall be made on Least Cost Selection (LCS) basis. Technical bids shall be examined on pass/fail basis with reference to the minimum eligibility criteria prescribed in Clause 9 of the bid document. Only those bidders who meet all the minimum eligibility criteria and submit all mandatory documents shall be treated as technically qualified.

13.2. Financial Bids of only technically qualified bidders shall be opened on the date and time as mentioned in the general instructions , and L1 among such technically qualified bidders shall be selected for award of work.

13.3. The quoted prices shall be inclusive of all applicable fees, duties, charges, manpower charges and all other incidental expenses, including applicable GST. Any change in statutory GST rate during the contract period shall be borne by / passed on to IIIT Kalyani as per law.

**Registrar  
IIIT Kalyani**

## ANNEXURE - I: LOCATION LIST & BUILDING HIERARCHY

<b>Phase - I</b>	
Sl.	Building/Area
1	Entire Temporary Campus at Webel IT Park Kalyani (G+3)
2	Rented Hostels (2 Boys, 1 Girls) at Kalyani
3	Director Bungalow at Kalyani

<b>Phase - II</b>			
Total Project Value of Permanent Campus : 130 crore. (approx.); Total Land : 35 acres (approx.)			
Sl.	Building/Area	Storey	Approx. Covered Area (sq. m)
1	Academic Building	G+4	13,225
2	Hostel 1 – 500 capacity	G+6	9,011
3	Hostel 2 – 200 capacity	G+3	4,346
4	Guest House	G+2	1,815
5	Amenity Block	G	136
6	Electric Sub Station	G	241
7	Pump House	G	60
8	AC Plant Room	G	430
9	Road Area		16,284
	TOTAL (built-up covered area, excluding road area)		29,264

## ANNEXURE - II: ASSET CATEGORY (INDICATIVE) & MINIMUM DATA FIELDS (MINIMUM)

The Bidder shall capture and deliver the following minimum data fields for each asset item (as applicable) and provide SAMARTH/ERP upload-ready master files (CSV/Excel) with mapping. The Institute may prescribe additional fields based on SAMARTH/ERP configuration. The following table is minimum & for reference purpose only.

Minimum Major Heads/ Asset Category for reference

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>a. Land</li> <li>b. Site Development</li> <li>c. Buildings</li> <li>d. Roads &amp; Bridges</li> <li>e. Tube wells &amp; Water Supply</li> <li>f. Sewerage &amp; Drainage</li> <li>g. Electrical Installation &amp; Equipment</li> <li>h. Plant &amp; Machinery</li> <li>i. Scientific &amp; Laboratory Equipment</li> <li>j. Office Equipment</li> <li>k. Audio-Visual Equipment</li> <li>l. Computers &amp; Peripherals</li> <li>v. assets of Institute</li> </ul> | <ul style="list-style-type: none"> <li>m. Furniture, Fixtures &amp; Fittings</li> <li>n. Vehicles</li> <li>o. Library Books &amp; Scientific Journals (Print)</li> <li>p. Sports Equipment</li> <li>q. Small Value Assets</li> <li>r. Computer Software -Intangible (Accounts)</li> <li>s. E-Journals -Intangible (Accounts)</li> <li>t. Patents &amp; Copyrights -Intangible (Accounts)</li> <li>u. Any other</li> </ul> |
|--|---|

Reference of Capture of Minimum Data for ERP					
1	2	3	4	5	6
Purchase_order_number	Bill_number	Bill_date	Vendor_name	Vendor_id	Purchased_through_gem
7	8	9	10	11	12
GEM_bill_number	Category_name	Category_type	Inventory_sub_category	Returnable_item	Date_of_purchase
13	14	15	16	17	18
Date_of_depreciation	Date_of_warranty	Budget_head	Name_of_the_item	Stock_description	Store_name
19	20	21	22	23	24
Store_type	Unit	Total_quantity	Buying_currency	Unit_price	Discount_charge
25	26	27	28	29	30
Applicable_tax	Tax_amount	Additional_charge	Round_off_charge	Total_amount	Status

Additional fields: Unique Asset ID/Tag ID; Asset description; Make/Model; Serial No. (if available); Asset class/category; Quantity (for bulk); Purchase/commissioning date (if available); Invoice/PO reference (if available); Cost (as per FAR, where available); Location code (Campus/Building/Floor/Room); Custodian/Department; Warranty/AMC details (if available); Condition status (Good/Repairable/Unserviceable/Missing/Excess); Photo reference (where required); Remarks.

For assets not found during physical verification, the Bidder shall record them as 'Missing/Not Found' with last-known location as per FAR, and include them in the variance report for Institute action as per applicable rules. For new/unrecorded assets found during physical verification, the Bidder shall record them as 'Excess/Unrecorded' with all captured details and propose entries for inclusion in FAR/ERP, subject to Institute approval.

**ANNEXURE - III: SCHEDULE-4 (FIXED ASSETS) – FY 2024-25**

Note: This Schedule-4 is provided for indicative understanding of the Institute’s Gross Block / Fixed Assets. The Service Provider shall reconcile the final FAR summary with this Schedule-4 (or the latest schedule as provided by the Institute) and submit a variance explanation statement as part of deliverables.

INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI WEST BENGAL FOR THE YEAR 2024-25												
SCHEDULE-4 FIXED ASSETS												
Amount in Rs.												
SL.NO	Assets Heads	Gross Assets Block				Gross Depreciation Block				Net Assets Block		
		Opening Balance 01-04-24	Additions	Deductions	Cl Balance 31- 03-25	Opening Balance 01-04-24	Addition for the year	Deduction/a djustment	Total Depreciation	31-03-2025	31-03-2024	
1	Land	-	1	-	1	-	-	-	-	1	-	-
2	Building (Boundary Wall)- 2%	2,24,44,081	-	-	2,24,44,081	17,95,528	4,48,882	-	22,44,410	2,01,99,671	2,06,48,553	-
3	Electrical Installation and equipments- 5%	1,74,79,130	43,448	-	1,75,22,578	29,14,227	8,76,129	-	37,90,356	1,37,32,222	1,45,64,903	-
4	Scientific & laboratory equipments- 8%	57,70,090	6,59,957	-	64,30,047	15,05,865	5,14,404	-	20,20,269	44,09,778	42,64,225	-
5	Office Equipments- 7.5%	10,99,859	44,615	-	11,44,474	6,27,673	85,836	-	7,13,509	4,30,965	4,72,186	-
6	Audio Visual Equipments- 7.5%	1,96,023	-	-	1,96,023	85,084	14,702	-	99,786	96,237	1,10,939	-
7	Computers & Peripherals- 20%	62,09,735	70,13,649	1,07,109	1,31,16,275	23,94,341	26,23,255	1,07,109	49,10,487	82,05,788	38,15,394	-
8	Furniture, Fixtures & fittings- 7.5%	1,13,25,801	-	-	1,13,25,801	46,20,483	8,49,435	-	54,69,918	58,55,883	67,05,318	-
9	Veehicles	-	-	-	-	-	-	-	-	-	-	-
10	Lib.Books & Scientific Journals- 10%	24,03,200	-	-	24,03,200	17,53,537	2,40,320	-	19,93,857	4,09,343	6,49,663	-
11	Sports Equipment- 8%	1,69,593	18,850	-	1,88,443	79,486	15,075	-	94,561	93,882	90,107	-
12	Small Value Asset	-	14,931	14,931	-	-	14,931	14,931	-	-	-	-
	<b>TOTAL(A)</b>	<b>6,70,97,512</b>	<b>77,95,451</b>	<b>1,22,040</b>	<b>7,47,70,923</b>	<b>1,57,76,224</b>	<b>56,82,968</b>	<b>1,22,040</b>	<b>2,13,37,152</b>	<b>5,34,33,771</b>	<b>5,13,21,288</b>	
<b>Capital Work In Progress</b>												
SL.NO	Assets Heads	Gross Assets Block				Gross Depreciation Block				Net Assets Block		
		Opening Balance 01-04-24	Additions	Deductions	Cl Balance 31- 03-25	Opening Balance 01-04-23	Addition for the year	Deduction/a djustment	Total Depreciation	31-03-2025	31-03-2024	
1	CWIP Generator	-	-	-	-	-	-	-	-	-	-	-
2	Fixed assets in Transit	4,65,000	-	4,65,000	-	-	-	-	-	-	4,65,000	-
3	IIT Campus in WIP	94,19,00,000	23,82,87,696	-	1,18,01,87,696	-	-	-	-	1,18,01,87,696	94,19,00,000	-
	<b>TOTAL(B)</b>	<b>94,23,65,000</b>	<b>23,82,87,696</b>	<b>4,65,000</b>	<b>1,18,01,87,696</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,18,01,87,696</b>	<b>94,23,65,000</b>	
SL.NO	Intangible Assets	Gross Assets Block				Gross Depreciation Block				Net Assets Block		
		Opening Balance 01-04-24	Additions	Deductions	Cl Balance 31- 03-25	Opening Balance 01-04-24	Addition for the year	Deduction/a djustment	Total Depreciation	31-03-2025	31-03-2024	
1	Computer Software	3,32,563	6,48,631	3,78,954	6,02,240	2,88,640	2,40,896	3,78,954	1,50,582	4,51,658	43,923	-
2	WEBSITE	2	-	-	2	-	-	-	-	2	2	-
3	UTM	2	-	-	2	-	-	-	-	2	2	-
4	E Journal	2	-	-	2	-	-	-	-	2	2	-
	<b>TOTAL(C)</b>	<b>3,32,569</b>	<b>6,48,631</b>	<b>3,78,954</b>	<b>6,02,246</b>	<b>2,88,640</b>	<b>2,40,896</b>	<b>3,78,954</b>	<b>1,50,582</b>	<b>4,51,664</b>	<b>43,929</b>	
<b>GRAND TOTAL(A+B+C)</b>		<b>1,00,97,95,081</b>	<b>24,67,31,778</b>	<b>9,65,994</b>	<b>1,25,55,60,865</b>	<b>1,60,64,864</b>	<b>59,23,864</b>	<b>5,00,994</b>	<b>2,14,87,734</b>	<b>1,23,40,73,131</b>	<b>99,37,30,217</b>	

**ANNEXURE - IV: PARTICULARS OF BIDDER**

(To be submitted in Bidder letterhead with stamp &amp; signature)

Sl.	PARTICULAR	DESCRIPTION
1	Name of the Bidder(in BLOCK LETTERS)	
1.A	Trade Name (in BLOCK LETTERS)	
1.B	Status of the Bidder (Proprietorship/ Partnership/ LLP/Limited Co.) (in BLOCK LETTERS)	
1.C	Name of Proprietor/Partners/Directors (in block letters)	
2	Postal Address	
3	Mobile No.	
4	E-mail & Website address (if available)	
5	PAN (attach self-attested Photocopy)	
6	GSTIN (GST Registration No.) (attach self-attested photocopy)	
7	Annual Turnover for FY 2022-23, 2023-24 and 2024-25. (attach each year copy) To be certified & validated by Chartered Accountant (CA) of the Bidder's organisation with name of CA, registration number, signature and stamp	FY 2022-23: FY 2023-24: FY 2024-25: AVERAGE:
8	Years of Existence (Years since incorporation/ registration)	
9	List of similar assignment(s) carried out by the Bidder during the last 05 financial years preceding the current financial year (attach Work Order/Agreement and Completion Certificate/Performance Certificate/other proof for each assignment).	Attach ANNEXURE - VI
10	Undertaking for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP for IIIT Kalyani	Attach ANNEXURE - V
11	Details of Engagement Partner/Team Leader (CA/CMA/Registered Valuer): Name, qualification, registration no., experience; attach proof and CV	
12	Any other information the Bidder wishes to give in support of experience/ professional achievements.	
13	Other Documents as mentioned in the tender documents	
14	Bid Security Declaration	Attach ANNEXURE - VIII

**Note:** Bidder has to attach self-attested copy of documents in support of their claim mentioned above, failing which bid will not be considered. Please attach extra sheet in support of your information, if required.

I/We hereby declare and affirm that I/we have read and understood the terms and conditions of this tender as stipulated in the tender notice No.: \_\_\_\_\_ Dated \_\_\_\_\_.  
Accordingly, I/ we accept the terms and conditions of tender and hereby certify that the information furnished above is true and correct to the best of my/our knowledge and belief. In case of any misrepresentation, IIIT Kalyani may reject the bid and/or debar us.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Seal/Stamp: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

**ANNEXURE - V: Undertaking**  
(To be submitted in Bidder letterhead with stamp & signature)

**To**  
**The Registrar**  
**IIIT Kalyani**  
**Kalyani, West Bengal**

**Subject: Undertaking for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets,  
Asset Tagging and Automation with ERP for IIIT Kalyani**

Tender Reference No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

I/We, \_\_\_\_\_ (Name),  
\_\_\_\_\_ (Designation) of \_\_\_\_\_  
(Bidder/Firm), being the authorized signatory, do hereby solemnly affirm and undertake as under:

**1) Declaration of Non-Blacklisting / Non-Debarment**

1.1 I/We declare that our firm/agency/company has not been blacklisted / debarred / banned by any Central/State Government Department/Ministry, PSU, Autonomous Body, Statutory Body, IIT/NIT/IIIT, University, or any other Government/ Government-controlled organization as on the date of submission of the bid.

1.2 I/We further declare that no such blacklisting/debarment proceedings are pending against our firm that may affect our eligibility for this tender/bid.

1.3 I/We understand that if this declaration is found false at any stage, the Institute may take appropriate action including rejection of bid, cancellation of award, **action under the Bid Securing Declaration**, forfeiture of Performance Security (if applicable), and debarment/other action, as applicable under rules and bid conditions.

**2) Undertaking for Weekly Progress Reports (WPR), Review Meetings & SPOC Details**

2.1 I/We undertake to submit Weekly Progress Reports (WPR) in the format/frequency prescribed by the Institute and/or as per tender conditions, covering progress against milestones, deliverables, bottlenecks, and corrective actions.

2.2 I/We undertake to ensure regular attendance and participation (physical/online as required) in review meetings convened by the Institute, including presentation of progress and action-taken reports.

2.3 I/We nominate a Single Point of Contact (SPOC) for day-to-day coordination, reporting, and review meetings within 3 days of award of tender.

2.4 I/We undertake that SPOC/alternate SPOC shall remain available during working hours and shall respond within reasonable time as required for smooth execution.

**3) Undertaking: Quoted Price is All-Inclusive & No Extra Claim**

3.1 I/We undertake that the price/financial quote submitted by us is all-inclusive, covering all costs required for complete performance of the scope as per tender, including but not limited to: manpower, supervision, travel, lodging/boardings, local conveyance, meetings/review meetings, documentation, reporting, asset physical verification activities, tagging/labeling support (if any as per scope), data entry/migration/upload, configuration activities, and any other statutory and incidental expenses.

3.2 I/We further undertake that no extra claim shall be raised on any account, including claims that any item/activity is “not in scope”, or for additional manpower, travel, meetings, logistics, or asset shifting/relocation within campus (wherever required as per tender execution), except to the extent expressly permitted under the tender through written approval/contract amendment by the Institute.

3.3 I/We acknowledge that the quoted price shall remain firm as per bid validity/contract terms and shall not be subject to escalation except as explicitly provided in the tender/contract.

**4) Data Confidentiality & Non-Disclosure Undertaking**

4.1 I/We acknowledge that during execution, we may receive access to the Institute’s records, documents, registers, inventory/asset data, financial information, employee/student information, ERP/SAMARTH modules,

credentials, reports, and other sensitive information (“Confidential Information”).

4.2 I/We undertake to:

- a) maintain strict confidentiality of all Confidential Information and not disclose it to any third party without prior written permission of the Institute;
- b) use Confidential Information only for the purpose of executing the contracted work and for no other purpose;
- c) ensure that access to Confidential Information is provided strictly on a need-to-know basis only to authorized personnel engaged in this project, who shall be bound by confidentiality obligations;
- d) implement reasonable security practices to prevent unauthorized access, copying, sharing, leakage, or misuse of the Institute’s data;
- e) not publish, circulate, sell, distribute, or commercially exploit any Institute data/outputs/reports except as required for tender deliverables;
- f) immediately notify the Institute in case of any suspected or actual breach, loss, or compromise of data/confidentiality and cooperate fully in investigation and remedial action.
- g) to make satisfactory reply of any query raised by the C&AG on preparation of asset register, calculation of depreciation, provision for depreciation, write off of assets and any other matter included in the final scope of work as and when required (till for a period of 06 months from the date of final acceptance).

4.3 Return/Deletion: Upon completion/termination of the contract (or as directed by the Institute), I/We undertake to return all documents/data/assets/credentials and delete/destroy any copies (soft/hard) of the Institute’s Confidential Information in our possession/control, except as required by law, and provide a written confirmation if required.

4.4 I/We understand that breach of this confidentiality undertaking may lead to termination, forfeiture of Performance Security, legal action, and other remedies available to the Institute under law and contract.

## 5) General

5.1 This Undertaking is executed in connection with the above tender and shall be binding on us for the entire contract period and thereafter to the extent confidentiality obligations survive.

5.2 I/We confirm that the signatory below is duly authorized to sign this Undertaking on behalf of the Bidder/firm.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Seal/Stamp: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_

**ANNEXURE - VI: Similar Assignment Experience Matrix (Last 05 Financial Years preceding the Current Financial Year)**

(To be submitted in Bidder letterhead with stamp & signature)

(Attach Work Order/Agreement and Completion Certificate/ other proof for each assignment. Self-declaration alone will not be accepted.)

Sl. No.	Name of Client / Organisation (as per ATC)	Title of Assignment / Scope (PV + Tagging + FAR update + ERP upload etc.)	Period of Execution (From-To)	Contract Value (₹)	ERP/System Updated (SAMARTH/ SAP/ Tally/ Custom) (Y/N; specify ERP name)	Proof Attached Work Order (Y/N; specify)	Proof Attached - Completion Certificate / Other evidence of completion (Y/N; specify)
1							
2							
3							
4							
5							

**Declaration:** I/We hereby certify that the above information is true and correct, and the attached documents are genuine.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Seal/Stamp: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_

**ANNEXURE - VII: Key Personnel & On-site Deployment Plan**  
(To be submitted in Bidder letterhead with stamp & signature)

Sl. No.	Position / Role	No. of Personnel	Minimum Qualification / Membership (CA/ CMA/ RV/ Engg/ MBA /M.Com etc.)	Total Experience	Physical Availability at IIIT Kalyani (On-site %) within 90 days
1	Engagement Partner / Team Leader ( <i>Mandatory</i> )				
2	Project Manager (On-site Coordinator) ( <i>Mandatory</i> )				*
3					
4					
5					
6					
7					

- \* **Minimum 80% Physical Availability at IIIT Kalyani mandatory for Project Manager (On-site Coordinator)**

**Important Note:** All the claim in respect of Engagement Partner / Team Leader (Mandatory) and Project Manager (On-site Coordinator) (Mandatory) for qualification and experience shall be supported by relevant documents/proof. For others, Service Provider shall submit the relevant documents/proof within 3 days of issue of LoA/Work Order or as directed by the Institute.

We confirm that the above key personnel are proposed for this assignment and shall be deployed substantially as per the approved plan. Replacement of key personnel, if unavoidable, shall be only with prior written approval of IIIT Kalyani and with personnel having equivalent or higher qualification/experience. The above deployment shall be treated as the minimum deployment commitment for this assignment.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Seal/Stamp: \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_ / \_\_\_ / 20\_\_\_

**ANNEXURE - VIII: BID SECURING DECLARATION**  
**(To be submitted on the Bidder's Letterhead with stamp & signature)**

**To,**  
**The Registrar**  
**Indian Institute of Information Technology, Kalyani**  
**WEBEL IT Park, Kalyani, Nadia, West Bengal - 741235**

**Subject:** Bid Securing Declaration for the Appointment of Service Provider for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP. Tender No.: IITK/Tender/25-26/09

Sir,

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.
2. I/We accept that I/We may be disqualified from bidding for any contract with IIT Kalyani for a period of up to three (3) years from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We:
  - o (a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid (180 days); or
  - o (b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity, (i) fail or refuse to execute the contract, regardless of the reason (including medical or personal grounds), or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.
3. I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_ Seal/Stamp: \_\_\_\_\_

Place: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**ANNEXURE - IX: FINANCIAL BID**

(To be submitted in a separate sealed envelope clearly marked "Financial Bid")

**Name of the Work:** Appointment of Service Provider for Preparation of Fixed Assets Register, Physical Verification of Fixed Assets, Asset Tagging and Automation with ERP

**Tender No.:** IITK/Tender/25-26/09,

**Dated:** 09/03/2026

**Name of the Bidder / Firm:** \_\_\_\_\_

Sl. No.	Description of Work	Basic Amount (₹) (Excluding GST)	Applicable GST (%)	GST Amount (₹)	Total Amount (₹) (Inclusive of GST)
1.	Complete execution of work as per the tender scope, including physical verification of fixed assets, preparation of FAR, tagging, SAMARTH/ ERP automation, user training, and all associated logistics/manpower /services as per tender.				

**Total Amount (Inclusive of GST) in Words:** Rupees \_\_\_\_\_  
\_\_\_\_\_ Only.

**Important Notes for Financial Evaluation:**

- L1 Determination:** The L1 (Lowest Bidder) shall be evaluated and decided solely on the basis of the Grand Total Amount (Inclusive of GST).
- Discrepancy Rule:** In case of any discrepancy or arithmetic error between the Basic Amount, GST Amount, and Total Amount, the Basic Amount shall be taken as correct, and the Total Amount will be recalculated accordingly.
- Figures vs. Words:** In case of a discrepancy between the amount quoted in figures and the amount quoted in words, the amount written in words shall prevail and be considered final.
- All-Inclusive Quote:** The financial quote is all-inclusive and covers all costs required for the complete execution of the work (manpower, travel, meetings, asset verification, tagging materials, data entry, ERP configuration, and statutory/incidental expenses). No extra claims will be entertained.

Signature on behalf of (Bidder/Firm): \_\_\_\_\_

Authorized Signatory (Name): \_\_\_\_\_

Seal/Stamp: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_