



Chhattisgarh Rajya Sahakari Bank Mydt (APEX BANK)
HEAD OFFICE: Plot No. 74, Sector 24, Atal Nagar, Nava Raipur (C.G.) - 492002

RFP No.: CSCB/IT/2021/01

Dated: 27/11/2021

**REQUEST FOR PROPOSAL (RFP)
FOR
APPOINTMENT OF INFORMATION TECHNOLOGY CONSULTANT**



Chhattisgarh Rajya Sahakari Bank Mydt (CG StCB)
(APEX BANK)



Chhattisgarh Rajya Sahakari Bank Mydt (APEX BANK)
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Tender Highlights

RFP Reference no.	CSCB/IT/2021/01
RFP Document Cost (RFP document can be downloaded from Bank's website: www.cgapexbank.com	₹ . 5,900/- (Non Refundable)
EMD Amount	₹ . 3,00,000/-
Date from which RFP document can be downloaded from bank's website : www.cgapexbank.com	27/11/2021
Last date of bid submission	15/12/2021; 05:30 PM
Date of Technical Proposal Opening	16/12/2021; 01:00PM
Date of Commercial Proposal Opening	16/12/2021; 04:00PM
Address for Bid Submission/Communication	Managing Director, Chhattisgarh Rajya Sahakari Bank Mydt (APEX BANK) Head Office Plot No 74, Sector 24, Atal Nagar, Nava Raipur (Chhattisgarh) – 492002
Contact Details (Telephone Numbers)	1) Bhupesh Chandravanshi DGM Chhattisgarh Rajya Sahakari Bank Mydt Ph: 09827103800 2) Vinay Mishra Manager Chhattisgarh Rajya Sahakari Bank Mydt Ph: 09826199079
Email Communication	cbs.it@cgapexbank.com



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Terms and Conditions, Eligibility criteria and procedure for submission of proposals are given in the RFP document. The Tender document and Document formats can be downloaded from the official website of the Chhattisgarh Rajya Sahakari Bank Mydt, Nava Raipur (www.cgapexbank.com) and proposals can be submitted along with documental evidence substantiating your credentials.

Note: In case, if the bank remains closed for any reason on the date mentioned in the above schedule, the activity would be shifted to the next working day.

Date: 27/11/2021
Place: Nava Raipur

S/d
Managing Director



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Disclaimer

The information contained in this RFP or subsequently provided to interested parties, whether verbally or in documentary form by or on behalf of the Bank by any of their authorized employees or advisors or consultants, is provided to the applicants based on the terms and conditions set out in this RFP only and any other terms and conditions subject to which such Information is provided.

This RFP is not an agreement and is not an offer by the bank to any other party. The purpose of this RFP is to provide the applicants with information to assist the formulation of their proposal for shortlisting and final selection for appointment as Information Technology Consultant. Each applicant, if so required may approach the bank for any further information. However, the bank is not obliged to furnish any part or whole of information sought by the applicants.

The bank may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the Information including the qualification process in this RFP at any time including prior to submission of the proposals.

The bank reserves the right to accept or reject any or all Applications and qualify or disqualify any or all applicants without giving any reasons. The bank will not entertain any claim for expenses in relation to the preparation of RFP submission.

About CG StCB

Chhattisgarh Rajya Sahakari Bank Mydt (hereafter referred as "CG StCB") is a premier State level co-operative institute established in 2000. It is rendering services to its increasing number of clientele in more diversified and multifarious bank services and facilities over last 2 decades and has established itself as a leader of co-operative movement in the State of Chhattisgarh. It is incontinues process of helping the economic development of rural Chhattisgarh through its 1 Head Office 2 Nodal/Regional Offices and 12 Branches in the State.

The main business of the Bank can be classified as direct financing to the District Central Co-operative Banks, Co-operative Societies engaged in various fields like Sugar Production, Marketing, Spinning Mills, various types of agriculture processing units, direct financing to some State Level Co-operatives and refinancing through three-tier system i.e. the Bank at Apex level, DCCBs at middle level and Primary Agriculture Co-op Societies at the grass root level.



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At present the Bank has fully computerized environment with successfully running CBS (Core Banking Solution). The Bank has Data Center and DR site on ASP model. The bank is direct member of NFS and is live on Rupay ATM, POS and ECOM services. Bank is in a process of revamping its CBS, Allied Systems & IT infrastructure and establishing cyber security framework and control mechanism in the bank.

Scope of Work

The IT Consultant is expected to Advice/Recommend/Provide Consultancy to the Bank on the following:

1. Regulatory Guidelines from NABARD and RBI from technology perspective and recommending implementations accordingly.
2. New Technology adoption, Plan-build-Operate of IT infrastructure, Plan-build-operate of Cyber Security framework and control Mechanism, Software, Connectivity, Hardware requirement at various locations (eg. Head office, Nodel Office, Regional offices & Branches), Facility Management.
3. CBS Project Consultancy Management Scope & Deliverables:
 - Drawing Technology Roadmap for the Bank
 - Drawing the Security Policy
 - Review of IT Security policy.
 - Conducting Training sessions for staff on IT Security.
 - Recommending the best practices to be followed based on the Security Policy of the bank.
4. Delivery Channel Implementation and policy and review
5. IPV4 and IPV6 Implementation advisory
6. Treasury Module Procurement and Installation for Accounts Dept. for security management and valuation
7. Asset, Facility, Stationary and Inventory Management System for Stationery/Estate & Computer section of the Bank
8. As per RBI guidelines activating Internet banking and new delivery channel for the bank
9. Advise and approval for AMC contract of Hardware & computer peripherals
10. Guidance and suggestion on CBS Vendor, regarding CBS functionalities & other RBI related guidelines implementation related issues
11. Compliance of queries on Information System Audit
12. Activation of Centralized KYC/EKYC module for the bank
13. Advice on IT related schemes and project during the year.



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14. IS Audit and Compliance Management.
15. Backup Process definition and implementation for HO and Branch Data.
16. Project Management
 - Discuss and Finalize the Requirement of the Banks.
 - Preparing project as per the requirements of Bank with approximate project costing thereof
 - Phase wise Implementation Planning
 - Evaluation of different Solution Providers
 - Evaluation of Technical information given by Vendors
 - Preparation of RFP for hardware, network equipment's and short listing of vendors on the basis of eligibility criteria
 - Vendors presentations with project walk through
 - Detail Analysis with final 2 to 3 vendors on the basis of RFP response
 - Negotiation and finalization with Vendors Request for Proposal for Appointment of Information Technology Consultant
 - Preparation of Draft for Purchase Order and Agreements wherever bank enters into a contract • SLA Drafting with the Vendors
 - Preparation of RFP's for Hardware, Networking, Database Management
 - Software, Other Layered Software, Implementation and System Integration
 - Monitoring the overall progress of implementation
17. Business Process Reengineering
 - Gap Analysis between existing procedures and CBS environment
 - Defining and Drafting Policies and Procedures in line with the CBS environment,
 - Manpower Planning according to revised CBS policies and procedures
 - Delivery Channel related consultancy management.
18. Hardware Procurement and Advisory
 - Providing actual Technical specification of IT Hardware as per banks requirement.
 - Assessing the Quotations received for technical feasibility
 - Advising the Bank for finalization of the Order and issuing PO
 - Advising on the technical issues in implementation
 - Pre-delivery Inspection of Hardware
19. IT Team Building
 - Preparation of IT personnel requirement, recruitment, Training to the users/staff and Capacity building.
 - Advising on staff to be taken for IT Department defining the qualification and experience criteria
 - Conduct interviews as a member in penal of interview



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- Making the gradation of the candidate Interviewed
20. Delivery Channel Advisory
 - Advisory for Debit Card RuPay / VISA on POS ecommerce, ATMs, Micro ATMs
 - Mobile Banking Consulting
 - Internet Banking
 - Multi-Purpose KIOSKS Implementation and Strategy
 - Solution approach for Alternate digital payment channels and MIS reporting.
 - Total Cost of Ownership for Data center project or C-SOC project
 - Recurring Cost after Implementation of Data Center project Or C-SOC Project
 21. Optimization of licenses eg. Database, Operating Systems and various Software.
 22. Preparation of Request for Proposals (RFP)/Tenders for Selection of vendor for Procurement of Computer Hardware, System Software, Application Software Products/licenses, Networking Equipment, Connectivity, Facility Management Services, any other related items/services, their maintenance contracts etc.
 23. Preparation of Approach Note, Procurement Approach (CAPEX vs OPEX), Budget Estimation, Cost Benefit Analysis, Strategy Document, Vendor Evaluation Report etc.
 24. Rationalization of System Architecture, Hardware Sizing, Pre-delivery Inspection of Hardware.
 25. IT audits (Information System Audits, VA&PT audits), IT Audit Compliance and fixing issues identified in the System/Internal/External Audits.
 26. Finalization and Implementation of IT/IS Policy, Cyber Security Policy and Business Continuity Planning (BCP), planning and executing DRdrills.
 27. Solution approach for Alternate digital payment channels and MIS reporting.
 28. In the implementation of IT projects, Project Management, IT governance framework.
 29. Legal Issues arising out of the Agreements/Contracts pertaining to the IT, SLA formulation and maintenance and Regulatory Compliance.
 30. Additional scopes will be added as per requirement from time to time.

The IT Consultant is expected to:

1. To visit the Bank's Head Office once a week (as and when required) for discussion with the Bank's Board/Senior Management/Vendor and/or any other third party concerned on IT (Projects/Operations) related matters/issues and if required the consultant is expected to visit Branch, Regional Office locations.
2. To visit the Bank's vendors, Legal Advisers/solicitors and any other third parties offices, along with the Bank's Executives, for meetings/discussions on IT related matters/issues.



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3. To contribute his/her/their views on important Office Notes/Proposals on IT related matters including major payment notes and procurement proposals.
4. To provide minimum 1 experienced staff at Banks Head Office to understand day to day IT related activities.

Term of Contract:

Term of Contract will be initially for 3 years, can be extended mutually.

Technical Eligibility Criteria

Note– All the documents related to eligibility evaluation should be submitted in the Technical Offer

Sr. No.	Eligibility Criteria for IT Consultant	Document Required
1	The Applicant/Bidder should be an Individual Person. He/ She should have a legal business entity in India which must be registered for providing IT (Information Technology) Services.	Shops & Establishment certificate/Incorporation certificate/Memorandum & Articles of Association / MSME Certificate /GST Registration Certificate/Proof of Local Office should be submitted.
2	The Applicant/Bidder should have a local office of operation in the state of Chhattisgarh.	
3	Education Criteria for Applicant/ Bidder: The Applicant/ Bidder must possess the following education qualification- 1. B.E / M.E/ B.Tech/ M.Tech/Engineering Diploma/ B.Sc. /M.Sc. in (Information Technology / Computers/Computer Science/ Computer Technology/ Electronics/ Electronics & Telecommunications), BCA / MCA. 2. CISA (Certified Information System Auditor) Certified. 3. Preference will be given to following additional professional education qualification in addition to the education qualification as mentioned in Sr.No.1) &2): a) ITIL (Information Technology and Infrastructure Library) certified. b) Master of Business Management (MBA) or Diploma in Business Management (DBM)	Education Certificates, CISA Certificate, ITIL Certificate, MBA/DBM Certificates



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5	Experience Criteria for Applicant/ Bidder: The Applicant/Bidder must have a minimum of cumulative 15 years of post-qualification work experience in the domain of Information Technology/ IP Networking/ Cyber Security/Telecommunication from one or more IT Infrastructure/Telecommunication/Cyber Security Organizations in India. Teaching and Training experience will not be considered.	Experience Certificates showing total experience of 15 years as of the bid closure date.
6	Applicant/Bidder should be ready to provide services at Chhattisgarh Rajya Sahakari Bank's Head office at Nava Raipur, Nodal/Regional Offices and Branches of the Bank	Self-declaration on Applicant's /Bidder's Letter head
7	There should be no legal action pending and / or filed/Or Black Listed in the past against the Applicant/Bidder for violation of laws / rules and regulations during the discharge of assignment/Professional services.	Self-declaration on Applicant's /Bidder's Letter head

Proposal Submission Process

The offer should be **submitted offline on or before last submission date and time** in two (2) separate sealed envelopes which in turn should be put in one common outer envelope which should be superscribed as "**RFP for Appointment of Information Technology Consultant**" along with a covering letter stating the details and addressed to Managing Director, Chhattisgarh Rajya Sahakari Bank Mydt. **Bid received after last submission date and time will be accepted.** The applicant/bidder can attend the bid openings on the prescribed dates and times as mentioned in the Tender Highlights on page no.3. For any corrigendum, bidders/applicants should visit bank's website.

ENVELOPE-I (Technical Eligibility Offer)

The Technical Eligibility offer must be given in a sealed envelope and must contain RFP Fees, EMD Amount and technical details as prescribed in Annexure- A, B, C, D, E and F.

- a. RFP Fees of ₹ . 5,900/- (Rupees Five Thousand Nine Hundred Only) (Non Refundable) in the form of Demand Draft/Pay Order in favour of "Chhattisgarh Rajya Sahakari Bank Mydt" payable at Raipur and EMD Amount of ₹ . 3,00,000/- (Rupees Three Lac Only) in the form of Demand Draft/Pay Order in favour of "Chhattisgarh Rajya Sahakari Bank Mydt" payable at



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- b. Forwarding letter
- c. Applicant Applicant/Bidder's Information
- d. Confirmation to Eligibility Criteria
- e. IT Consultant Profile
- f. Self-Declaration that the applicant is not blacklisted.
- g. Self-Declaration that the applicant is willing to work in Bank's HO, Nodal/RO, Branch office locations.
- h. Experience certificates to justify mentioned experience, any other relevant documents mentioned in Eligibility criteria.
- i. **The following information is required on the envelope:** Applicant's Name and Address. Envelope should be super scribed as "**Technical Offer for Appointment of Information Technology Consultant**"

ENVELOPE-II (Commercial Offer)

- a. The Commercial offer must be given in a sealed envelope and must contain Commercial details as prescribed in Annexure-G
- b. **The following information is required on the envelope:** Applicant's Name and Address. Envelope should be super scribed as "**Commercial Offerfor Appointment of Information Technology Consultant**"

Proposals Evaluation Process

1. Preliminary Scrutiny: Verifications of all documents will be done to the requirements of this RFP.
2. **Technical Offer submitted without RFP Fees and/or EMD Amount Demand Draft/Pay Order will be rejected.**
3. Conformance to Technical eligibility Criteria: Eligibility criteria will be checked for conformance to the requirements of RFP.
4. Proposals satisfying the Technical eligibility criteria will be considered for Commercial evaluation.
5. Proposal not submitted in prescribed format is liable for rejection.
6. Bank reserves right to reject any and/or all proposals without assigning any reason thereof.



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Award of Contract

On acceptance of proposal for awarding the contract, the bank will notify successful Respondents in writing the proposals have been accepted. The bank and the successful respondent/Applicant/Bidder will sign the Contract of Agreement. After signing the contract Agreement, no variation in or modification of the term of the contract shall be made except by written amendment signed by the parties.

Terms and Conditions

- 1. EMD Amount:** An EMD deposit is non-interest bearing. EMD of successful BIDDER will be discharged after Agreement period. EMD of unsuccessful BIDDER will be released within 45 days from the RFP award date. The EMD of successful BIDDER will be forfeited if he fails to sign the agreement on accordance with terms & conditions.
- 2. Payment Terms:** Payment terms will be mutually decided with the shortlisted & Successful Applicant/Bidder.
- 3. TA/DA & Other allowances:** This will be mutually decided with the shortlisted & successful Applicant/Bidder.
- 4. Committed Period of Contract:** Initially the contract will be awarded for 3 years. The contract can be extended mutually.
- 5. Hike in consultancy fees:** This will be mutually decided with the shortlisted & Successful Applicant/Bidder.
- 6. The nature of IT Consultancy:** **The nature of IT Consultancy is FULL TIME. The IT Consultant may assign his routine tasks to his associate consultant at bank for full time. However, the final decisions of Consultancy or Recommendation will be rest with the IT Consultant who has been empaneled by the bank.**

Termination of association with the bank

The empaneled Consultant's association with the bank will terminate in following three ways.

1. Terms of Contract Expires.



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2. Termination of contract by the bank due to non-performance during the execution of project.
3. Mutually decided/Mutual Consent.

Confidentiality

Information collected by or provided to the IT Consultant, during the course of the assignment, would be confidential and shall not be used by him/her/them for any other purpose other than for Chhattisgarh Rajya Sahakari Bank Mydt. The work/study carried out by the consultant for the Bank would be the sole property of the Bank. Consultant will have to sign NDA for the purpose.

Resolution of Disputes

In the case disputes arising between the bank and the IT Consultant, which has not been settled through mutual discussions, the consultant can request the bank to refer the dispute for arbitration under Arbitration Act,1996 and any statutory modification or re-actment thereof, shall apply to these arbitration proceedings. The arbitration proceedings will be held in Chhattisgarh in Raipur. The decision of majority of arbitrators will 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 arbitrators as determined by the arbitrators shall be shared equally by the bank and the consultant. However, the expense incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

Legal Jurisdiction

All legal disputes between the parties shall be subject to the jurisdiction of the courts situated at Raipur, Chhattisgarh.

Validity of Proposal

Proposals shall remain valid for a period of 180 (One Hundred Eighty) days after the date of proposal opening prescribed in RFP. A proposal valid for shorter period may be rejected as non-responsive. The bank may solicit the respondents' consent to an extension of proposal validity.



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Annexure-A

Covering/Forwarding letter

(To be submitted on Applicant's/Bidder's letter head)

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Sub: Appointment of Information Technology Consultant on full time Basis

RefNo: _____

Respected Sir,

This is in reference to your above mentioned tender for **Appointment of Information Technology Consultant** on full time basis. Having examined the tender document, the receipt of which is hereby duly acknowledged, I/we the undersigned, hereby submit my/our proposal along with necessary supporting documents as desired by the Bank.

Further, I/we agree to abide by all the terms and conditions and scope of work as mentioned in the tender document. I/We have also noted that Chhattisgarh Rajya Sahakari Bank Mydt, Nava Raipur, reserves the right to consider / reject my/our application without assigning any reason thereof.

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:



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Annexure-B

(Applicant's/Bidder's Information)

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Dear Sir,
Kindly find below the details of Applicant/Bidder:

1. Name of the Applicant/Bidder:
2. Name of Applicant's/Bidder's legal entity:
3. Category of Establishment: **IT Services**
4. Registered Office of IT Consultant:
5. Office Address in the state of Chhattisgarh:
6. Telephone/Mobile Numbers:
7. Fax:
8. e-mail:

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:



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Annexure-C

(Confirmation to Eligibility Criteria)

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Dear Sir,
Kindly find below the confirmation regarding the eligibility criteria...

Sr. No.	Eligibility Criteria for IT Consultant	Document Required	Remarks (Yes / No)
1	The Applicant/Bidder should be an Individual Person. He/ She should have a legal business entity in India which must be registered for providing IT (Information Technology) Services.	Shops & Establishment certificate / Incorporation certificate /Memorandum & Articles of Association / MSME Certificate /GST Registration Certificate should be submitted.	
2	The Applicant/Bidder should have a local office of operation in the state of Chhattisgarh.		
3	Education Criteria for Applicant/ Bidder: The Applicant/ Bidder must possess the following education qualification- 4. B.E / M.E/ B.Tech/ M.Tech/Engineering Diploma/ B.Sc. /M.Sc. in (Information Technology / Computers/ Computer Science/ Computer Technology/ Electronics/ Electronics & Telecommunications), BCA / MCA. 5. CISA (Certified Information System Auditor) Certified. 6. Preference will be given to following additional professional education qualification in addition to the education	Education Certificates, CISA Certificate, ITIL Certificate, MBA/DBM Certificates	



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	qualification as mentioned in Sr.No.1) &2): c) ITIL (Information Technology and Infrastructure Library) certified. d) Master of Business Management (MBA) or Diploma in Business Management (DBM)		
5	Experience Criteria for Applicant/ Bidder: The Applicant/Bidder must have a minimum of cumulative 15 years of post-qualification work experience in the domain of Information Technology/ IP Networking/ Cyber Security/Telecommunication from one or more IT Infrastructure/Telecommunication/Cyber Security Organizations in India. Teaching and Training experience will not be considered.	Experience Certificates showing total experience of 15 years as of the bid closure date.	
6	Applicant/Bidder should be ready to provide services at Chhattisgarh Rajya Sahakari Bank's Head office at Nava Raipur, Nodal/Regional Offices and Branches of the Bank	Self-declaration on Applicant's /Bidder's Letter head	
7	There should be no legal action pending and / or filed/Or Black Listed in the past against the Applicant/Bidder for violation of laws / rules and regulations during the discharge of assignment/Professional services.	Self-declaration on Applicant's /Bidder's Letter head	

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:



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Annexure-D

IT Consultant's Profile (To be submitted on Applicant/Bidder's letter head)

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Sub: Profile of the Consultants to be deployed with Chhattisgarh State Cooperative Bank Limited, Naya Raipur.

RefNo: _____

Respected Sir,

Following is the profile details of the IT Consultant to be empaneled in the bank:

Sr.No.	Name & Designation	Area of Expertise	Total Years of Experience	Educational Qualification	Professional Certificates
1					

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:

Place:



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Annexure-E

Self-Declaration that the Applicant/Bidder is not blacklisted (To be submitted on Applicant/Bidder letter head)

Ref: _____ Dated: _____

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Dear Sir,

We confirm that, we have not been blacklisted by any organization in India or otherwise not involved in any such incident with any concern whatsoever, where the job undertaken/performed and conduct has been questioned by any authority, no legal action is pending and/or filed in the past against the applicant for violation of laws /rules and regulations during discharge of assignment / Professional services, which may lead to legal action.

Place:

Dated: _____ this day of 2021.

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:



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Annexure-F

Self-Declaration that the applicant is willing to work in Bank's HO, Nodal/RO, Branch office locations
(To be submitted on Applicant/Bidder's letter head)

Ref: _____ Dated: _____

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Dear Sir,

Hereby I confirm that, I am ready to provide my IT Consultancy Services at Head Office, Nodal/Regional Offices and Branch offices of Chhattisgarh Rajya Sahakari Bank Mydt in the state of Chhattisgarh.

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:

Place:



Chhattisgarh Rajya Sahakari Bank Mydt (APEX BANK)
HEAD OFFICE: Plot No. 74, Sector 24, Atal Nagar, Nava Raipur (C.G.) - 492002

RFP No.: CSCB/IT/2021/01

Dated: 27/11/2021

Annexure-G

Commercial Offer Format (To be submitted on Applicant/Bidder's letter head)

To,
Managing Director
Chhattisgarh Rajya Sahakari Bank Mydt,
(APEX BANK) Head Office,
Nava Raipur,
State: Chhattisgarh

Sub: Commercial Offer

Ref No: _____

Respected Sir,

Following is the commercial offer with respect to the RFP for Appointment of Information Technology Consultant on full time basis....

A. IT Consultant's Fees:

Particulars	Consultancy Fees (INR)	18% GST (INR)	Total Fees (INR)
IT Consultant's Fees (Yearly)			
Total Fees (In words: _____)			

B. TA/DA Allowance & other allowances (Allowed only for official tours)

Particulars	Rates (INR)
Travelling Allowance	Rs. _____ /Kilometer
Daily allowance	Rs. _____ /Day
Outstation Stay	Rs. _____ /Night
Necessary Air Travel	As per Actual

Yours,

Applicant's/Bidder's Signature.

Organization Seal

Name:

Designation:

Date:

Place: