

बिड दस्तावेज़ / Bid Document

बिड विवरण/Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	04-08-2025 11:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	04-08-2025 11:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	180 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Communications
विभाग का नाम/Department Name	Department Of Telecommunications (dot)
संगठन का नाम/Organisation Name	Indian Telephone Industries Limited (iti)
कार्यालय का नाम/Office Name	Corporate Office
वस्तु श्रेणी /Item Category	Financial Audit Services - Financial Reporting Framework; Audit Firm, CA Firm, CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	5 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Exemption for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Exemption for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय-सीमा बढ़ाने के लिए आवश्यक न्यूनतम सहभागी विक्रेताओं की संख्या। / Minimum number of bids required to disable automatic bid extension	2
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	7
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Two Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित बिड मूल्य /Estimated Bid Value	280000
मूल्यांकन पद्धति/Evaluation Method	Item wise evaluation/
मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है / Financial Document Indicating Price Breakup Required	Yes
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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विभाजन/Splitting

बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

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

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एमएसई खरीद वरीयता/MSE Purchase Preference

Yes

1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.
2. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price. The buyers are advised to refer to the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if the credentials of the service provider are validated on-line in GeM profile as well as validated and approved by the Buyer after evaluation of submitted documents.
3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.
4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.
5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -
 1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
 2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
 3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

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

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

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

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

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

Price Breakup Format for the bidders to upload for providing break-up of overall project cost:[1753349616.pdf](#)

Pre Bid Detail(s)

मूल्य भिन्नता खंड दस्तावेज़/Pre-Bid Date and Time	प्री-बिड स्थान/Pre-Bid Venue
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28-07-2025 11:00:00	ITI Bhawan, ITI Limited, Corporate Office, Doorvaninagar, Bengaluru - 560016 or through Video Conference (VC link will be shared with interested bidders on request)
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मूल्यांकन विधि(मदवार मूल्यांकन विधि) / Evaluation Method (Item Wise Evaluation Method)

Contract will be awarded schedulewise and the determination of L1 will be done separately for each schedule. The details of item-consignee combination covered under each schedule are as under:

मूल्यांकन अनुसूचियां / Evaluation Schedules	अनुमानित मूल्य / Estimated Value	वस्तु/श्रेणी / Item/Category	मात्रा / Quantity
Schedule 1	200000	Financial Audit Services - Financial Reporting Framework; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca Firm	To be set as 1 : 1
Schedule 2	80000	Financial Audit Services - Financial Reporting Framework; Audit Firm, Ca Firm, Cag Empaneled Audit Or Ca Firm	To be set as 1 : 1

Financial Audit Services - Financial Reporting Framework; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Cost Audit
Category of Work under Financial Audit	As per RFP Part A
Type of Industries/Functions	As per RFP Part A
Frequency of Progress Report	As per RFP Part A
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per RFP Part A
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	BANOTH RAJU	560016,ITI Limited, ITI Bhawan, Doorvaninagar	1	N/A

Financial Audit Services - Financial Reporting Framework; Audit Firm, CA Firm, CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Financial Reporting Framework
Type of Financial Audit Partner	Audit Firm , CA Firm , CAG Empaneled Audit or CA Firm
Type of Financial Audit	Cost Audit
Category of Work under Financial Audit	As per RFP Part B
Type of Industries/Functions	As per RFP Part B
Frequency of Progress Report	As per RFP Part B
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	As per RFP Part B
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	NA

अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.No.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	संसाधनों की मात्रा / To be set as 1	अतिरिक्त आवश्यकता /Additional Requirement
1	BANOTH RAJU	560016,ITI Limited, ITI Bhawan, Doorvaninagar	1	N/A

क्रता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

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

2. Buyer Added Bid Specific ATC

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

अस्वीकरण/Disclaimer

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

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
16. Buyer added ATC Clauses which are in contravention of clauses defined by buyer in system generated bid template as indicated above in the Bid Details section, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by GeM GTC.
17. In a category based bid, adding additional items, through buyer added additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogs or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

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

All GeM Sellers / Service Providers are mandated to ensure compliance with all the applicable laws / acts / rules including but not limited to all Labour Laws such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972 etc. Any non-compliance will be treated as breach of contract and Buyer may take suitable actions as per GeM Contract.

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

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

---धन्यवाद/Thank You---



ITI LIMITED
(A Government of India Undertaking)
Registered & Corporate Office
ITI Bhavan, Dooravaninagar
BENGALURU – 560 016
KARNATAKA, INDIA
Tele: 080 25617713
E-mail: satishkumar_crp@itilttd.co.in
Website: www.itilttd.in

MATERIALS MANAGEMENT DEPARTMENT


RFP for Appointment Of Cost Auditor for the FY 2025-26 for ITI Ltd for a period of one year

CRP25G001 dated 24.07.2025

This RFP contains 28 Pages

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 ITI LIMITED		Phone Nos: 080-25617713 080-25614466 Ext. 2351
REGD. & CORPORATE OFFICE, ITI BHAVAN DOORAVANINAGAR, BANGALORE - 560 016		
Request for Proposal		
For submission of online bid and procedure to be followed visit https://gem.gov.in/	Tender Type	TWO BID
	Enquiry Ref	CRP25G001
	Enquiry Date	24.07.2025
SI NO	ITEM DESCRIPTION	Quantity
1)	OFFERS ARE INVITED from registered & experienced Firms for Appointment Of Cost Auditor for the FY 2025-26 for ITI Ltd for a period of one year	As per the tender document
Prebid Meeting		28.07.2025, 1100 HRS at ITI Bhawan, ITI Limited, Corporate Office, Doorvaninagar, Bengaluru – 560016 or through Video Conference (VC link will be shared with interested bidders on request)
Bid Due Date And Time		04.08.2025 1100 HRS
Bid Opening Date And Time (Technical Bid)		04.08.2025 1130 HRS
Financial Bid Opening Date and Time		Will be intimated to Technically Qualified Bidders
Bid Validity		180 days from the last date of submission of bid
Note: Bidders are advised to take into account sufficient time for uploading of their bids and work well in advance to ensure submission of bids before closing time as above.		

SECTION-1

1. INTRODUCTION

- 1.1 ITI Limited, is a scheduled “A” Public Sector undertaking under the Ministry of Communication, Department of Telecommunication, Government of India, with its Registered & Corporate Office at ITI Bhavan, Dooravaninagar, Bengaluru – 560016, Karnataka, India (hereinafter referred to as the Company).
- 1.2 The Company is having multiple production units in India located at Bengaluru in Karnataka State, Palakkad in Kerala State, Rae Bareli, Naini & Mankapur in state of Uttar Pradesh and Srinagar in J&K State and also has Network System Unit in Bengaluru in Karnataka State and Regional Offices in all the major cities in India.
- 1.3 For more details please visit our website www.itilttd.in.
- 1.4 ITI Limited is covered under the provisions of Sec 148 of the Companies Act, 2013 read with Rule 3 of the Companies (Cost Records and Cost Audit Rules), 2014 (as amended time to time) which states that regulated sectors such as Telecommunication, the Cost audit requirement is applicable subject to the overall annual turnover of the company from all its products and services during the immediately preceding financial year is Rs.50 Crore or more and the aggregate turnover of the individual product or products or service or services for which cost records are required to be maintained under Rule 3 is Rs.25 Crore or more. Therefore, the cost records maintained by the Company are subject to audit by the cost auditor.
- 1.5 The company invites Expression of Interest from eligible practising Cost Accountants to carry out the Audit of Cost Accounting records of ITI Limited for FY 2024-25 pursuant to Sec 148 of the Companies Act, 2013.
- 1.6 The company intends to engage 2 Cost Auditors, one Lead Cost Auditor to conduct Cost Audit for the southern-based units namely Bangalore and Palakkad Plants and for consolidation for the Company as a whole and another Branch Cost Auditor to conduct Cost Audit of Northern Units namely Naini, Rae Bareli and Mankapur.
- 1.7 Interested practicing Cost Accountants Firms (having membership with the Institute of Cost Accountants of India) may submit their profile with quotation for a Lead Cost Auditor (Part-A) or Branch Cost Auditor (Part-B), but not for both.

2. SCOPE OF WORK

- 2.1. To conduct Cost audit of the Company in accordance with the provisions of the Companies (Cost Audit Report) Amendment Rules 2019. Cost audit shall be in adherence to the relevant orders/clarification issued by Cost Audit Branch, Ministry of Corporate Affairs, Govt. of India and the Cost Accounting Standards issued by the Institute of Cost Accountants of India, from time to time.
- 2.2. Cost audit team should consist of adequate number of qualified/semi-qualified assistants (Cost Accountants) led by a senior partner of the Firm to be commensurate with cost audit work requirements.
- 2.3. Verification and certification of annexures to the cost audit report.
- 2.4. The Lead Cost Auditor designated by the Company shall consolidate Cost Audit Reports and Annexure to Cost Audit Reports of all units as certified by the respective Cost Auditors of the units.

- 2.5. Attending formal meetings with the Company management, Audit Committee/Board of Directors of the Company in connection with the Cost Audit Work.
- 2.6. Cost audit firms appointed shall commence cost audit and submit necessary reports as per the schedule communicated by ITI Limited, along with reservation or qualification or observations or suggestions, if any in form CRA-3 and annexures as per notification or any other instructions issued by Central Government from time to time or any other section of the Companies Act 2013.

3. TERMS AND CONDITIONS OF THE CONTRACT

- 3.1. **Audit team:** The team should consist of qualified/semi-qualified assistants led by a senior partner of the firm commensurate with the size of the organization / area of work.
- 3.2. **Submission of Report:** Cost audit firm appointed will start conducting the audit after communication from Corporate Office and will submit the Cost Audit Report to Director – Finance /AGM - Corporate Finance within the stipulated time.
- 3.3. The Cost Auditor shall submit Performance Appraisal Report (PAR) and suggestions for effective cost control and improvement thereof to Director Finance.
- 3.4. The Cost Auditor shall attend and make presentations to the Audit Committee Meeting and Board Meeting, if required, on the Cost Audit under review.
- 3.5. The Company reserves the right to accept / reject any or all the offers without assigning any reason whatsoever and the decision of the company is Final.
- 3.6. The company shall deduct TDS/any other tax/levy as per prevailing rules/rates.
- 3.7. All the pages of the proposal document shall have to be signed by the applicant firm(s) along with the firm's seal and documents uploaded along with the offer shall also have to be authenticated by the authorized signatory of the applicant firm(s) with the firm's seal.
- 3.8. The offer should be submitted strictly as per terms and conditions laid down in website www.gem.gov.in. All data is to be furnished in online mode only.
- 3.9. Initially, the Cost Auditor/Firm will be appointed for one year, i.e., for the financial year 2025-26. This appointment may be extended to the second and third years, i.e., FY 2026-27 and FY 2027-28. However, this tenure should not be considered as guaranteed, and ITI Limited reserves the right not to reappoint the firm at its sole discretion, without providing any reason.

4. ESTIMATED COST FOR THE CONTRACT:

- 4.1 Audit Fees shall be decided by the Company from time to time.
- 4.2 The Audit fees payable to the Lead Cost Auditor for the previous FY 2024-25 was Rs. 2,00,000/- and to the Branch Cost Auditor for the Northern units was Rs. 80,000/-
- 4.3 Travelling & Daily Allowance and accommodation for outstation visits shall be paid extra and the same shall be regulated based on actual claims as per the Rules & Regulations of the Company.

SECTION-2

1. ELIGIBILITY CRITERIA

- 1.1 Practicing Cost Accountants Firms registered with the Institute of Cost Accountants of India (ICAI) with the firm's existence of more than 5 years shall be considered for shortlisting /Appointment as Cost Auditors for conducting Cost Audit of Units of the Company.

Registration certificate from ICAI to be submitted.

- 1.2 Firm should have minimum of 3 years of experience in Cost Audit of manufacturing PSU.

Experience Certificates for last 3 FY (2022-23, 2023-24 and 2024-25) to be submitted.

- 1.3 The head office of the 'Lead Cost Auditor' for the southern based units should be located at Bangalore and for the Northern Units, the head office for the 'Branch Cost Auditor' should be located at Lucknow.

Address Proof for Head office at Bangalore/Lucknow to be submitted.

2. TERMINATION, AGREEMENT AND NOTICE PERIOD

- 2.1 The cost auditor shall enter into an AGREEMENT with ITI embodying this RFP and other conditions may be laid down by the company. This arrangement shall be valid for a period specified in the tender which may be extended by mutual consent at the rates, terms and conditions. Until such time as the agreement is signed, the correspondence pertaining to this tender exchanged will be deemed as terms and conditions of the contract and binding on the parties.
- 2.2 If the written agreement is not signed by the cost auditor within the specified period, the contract awarded is liable to be terminated, forfeiting the Earnest Money deposit at the discretion of the Company.
- 2.3 The agreement shall be pre-determinable during its currency by either party giving notice in writing of the intention to terminate the contract, provided that the notice period shall not be less than three months from the date of serving the notice.

3. PAYMENT TERMS AND CONDITIONS

- 3.1 Payment shall be made in stages on the basis of actual audit.
- 3.2 The bidder shall provide the single tax invoice based on the actual audit
- 3.3 100% Payment term will be done within 60 days after successful completion of audit at our offices, along with submission of tax invoice.

Note:

This Tender may be cancelled/withdrawn at any stage of the tendering process without any reason and prior intimation to bidders.

SECTION 3

General Terms & Conditions

1. Bid submission

- 1.1 The bidder should submit their bid / quote for the entire Scope of Work.
- 1.2 The tender submitted by the bidder shall remain valid for a period of 180 days from the date of opening the price bid. Upon acceptance, the rates shall remain firm without any escalation on any account whatsoever till the expiry of the contract.
- 1.3 All other documents as required in support of the eligibility of the bidder for participating in the tender
- 1.4 For Submission of the above documents, bidders/any clarifications/queries with reference to the RFP shall be submitted/addressed to

The AGM –MM&DOT Corresp.
Corporate MM Department, ITI Limited,
Regd. & Corporate Office,
ITI Bhavan, Dooravaninagar,
Bangalore – 560 016.

For Technical Clarification:

Sathyan_crp@itilttd.co.in, Mo: 8610470856
Kanchana_crp@itilttd.co.in, Mo: 9986702562

Tender Contact details:

satishkumar_crp@itilttd.co.in, Mo: 9415954753 &
harsha_crp@itilttd.co.in, Mo: 7989651539

- 1.5 The whole set of documents as called for / mentioned in RFP, must be submitted after being duly filled in and submitted using the sign-in process and digital signature. No part of the tender document shall be removed or altered.

2. Document Submission

- 2.1 Power of attorney/authorization certificate entrusting the tender signing authority.
- 2.2 Technical Bid also shall contain the following:
 - a) All documents as called for in the eligibility criteria of Section 2
 - b) Complete set of RFP document duly signed on each page of the tender documents as a token of having accepted its contents
 - c) Filled TECHNICAL BID - FORM A along with its enclosures
- 2.3 Price Bid shall contain:
 - a) Prices/amount has to be properly filled up in the bid format and duly signed. (Available in the Tendering Portal)
 - b) The amount/percentage quoted shall remain firm and shall not attract escalation reason, whatsoever, during the tenure of the contract.

- c) Bidders shall quote their price only to the category of service they intend to provide or participate i.e, either for Lead Cost Auditor (Part-A) or Branch Cost Auditor Part-B, but not for both.

2.4 The above-mentioned documents in clause no. 2.2 of section-3, **(except Price bid)** are to be uploaded in the technical section of the bidding portal only.

2.5 Uploading of the price bid document in the technical sections will lead to bidders' disqualification.

3. PRICE BID

The price Bid shall contain

- 3.1 Prices with "0" / "Nil" / "N/A" i.e. without any offer, will not be considered for bid evaluation.
- 3.2 The rate quoted shall remain firm during the period of execution of the order and should be valid for a minimum period of one year from the date of signing contract.
- 3.3 After completion of contract period of 1 year, the contract shall be extended for a further 1-2 more years on mutual agreement,

4. Bid acceptance

- 4.1 Offers received from the bidders who fail to meet the eligibility criteria will not be considered under any circumstances.
- 4.2 Offers are to be submitted well within the due date and submission as indicated in this RFP. Late tenders will not be accepted under any circumstances.
- 4.3 Bids in which any of the particulars and prescribed information as called for in the Tender is missing or are incomplete in any respect, are liable to be rejected

5. Tender processing & opening

- 5.1 Technical Bid will be opened and processed online on <https://gem.gov.in/>
- 5.2 Price bid of only those bidders found technically fulfilling the eligibility conditions and found technically acceptable shall be opened on a date to be intimated later.
- 5.3 Price bid of those bidders who are found to be technically ineligible will not be opened online and the Earnest Money Deposit deposited (if any) by such bidders shall be refunded without any interest.
- 5.4 ITI reserves the right to reject any or all the tenders without assigning any reason thereof.
- 5.5 Canvassing of any kind is strictly prohibited and the tender submitted by the bidder who resorts to canvassing is liable for rejection.
- 5.6 Failure to comply with these instructions may result in the rejection of the tender.
- 5.7 Bidders are advised to quote their prices in the Price bid format only and any disclosure of price/s in the Technical bid is liable for rejection of the offer/bid in the technical evaluation stage itself.
- 5.8 The Request for Quotation with all its enclosures and annexures shall form an integral part of the contract / PO.

6. Award of Contract:

- i. ITI intends to select two Cost Auditors — one as the Lead Cost Auditor and another as the Branch Cost Auditor — by evaluating the bids under separate categories.
- ii. Technical and Financial evaluations will be conducted independently for bidders who have submitted their bids under Part-A (Lead Cost Auditor) and Part-B (Branch Cost Auditor), respectively.
- iii. The contract will be awarded to the L1 (lowest) bidder in each category — Part-A and Part-B, separately

7. New taxes & levies

In case the Government imposes any new levy/tax after the award of the work during the tenure of the contract, the Company shall reimburse the same at actual on submission of documentary proof of payment subject to the satisfaction of the Company that such new levy/tax is applicable to this contract.

8. Confidentiality

The successful bidder further undertakes to limit access to confidential information to those of its employees, who reasonably require the same for the proper performance of the Contract, provided, however, that the successful bidder shall ensure that each of them has been informed of the confidential nature of the confidentiality and non-disclosure provided for hereof.

9. Termination of contract

- a. In case the successful bidder fails to comply with any of its respective contractual obligations, for reasons solely attributable to the breaching party, the company reserves the right to terminate the contract.
- b. In the event of either party terminating the Agreement, the Company will make payments of all dues to the successful bidder for all services rendered as of and up to the date of termination, as per contracted terms.

10. Important notes

The Company reserves the right to:

- a. Accept or reject any bid received at its discretion without assigning any reasons whatsoever.
- b. Increase/ decrease/ alter the job description/ scope of work with corresponding change in the value of contract.
- c. Postpone or extend the above-mentioned date, split and distribute the work among more than one bidder without assigning any reason what so ever.
- d. May ask for further qualification during techno commercial scrutiny of bids received.
- e. The Company shall not be responsible for any delay, loss, damage for bids sent by post.
- f. The Company shall not be liable for any expenses incurred by the bidder for delivery of tender materials or during the preparation of the bid irrespective of whether it is accepted or not.
- g. Canvassing i.e. soliciting favor, seeking advantage, etc. in any form is strictly prohibited and any bidder found to have engaged in canvassing shall be liable to have his bid rejected summarily.

- h. If the bidder deliberately gives any wrong information in his tender to create circumstances for the acceptance of his bid, the Company reserves the right to reject such application.
- i. The Company shall not be responsible for any delay in the online submission of bids due to internet/network issues. Hence, bidders are advised to submit their bids well in advance to avoid such situations.

11. ARBITRATION

- a. If the Bidder / Supplier be dissatisfied with the decision of the Company, on any matters in question, dispute or difference on any account or as to the withholding by the Company of any certificates to which the Bidder / Supplier may claim to be entitled to or if the Company fails to make a decision within a reasonable time (which reasonable time will in no case exceed three months) as the case may be shall demand in writing that such matters in question, dispute or difference be referred to Arbitration. Such demand for Arbitration shall be delivered to the Company by the Bidder / Supplier and shall specify the matters which are in question, dispute or difference and such disputes or differences of which the demand has been made and no other matter shall be referred to arbitration. Provisions of the Arbitration Act 1996 or any statutory modification or re-enactment thereof & the rules made thereunder & for the time being in force, shall apply to the arbitration proceedings.
- b. The Arbitration shall have its seat in Bengaluru.
- c. The decision of the Arbitrator shall be final and binding on the parties to this Contract.
- d. Each party shall bear its own cost of preparing and presenting its case. The cost of Arbitration, including the fees and expenses of the Arbitrator, shall be shared equally by the Bidder / Supplier and the Company.

12. JURISDICTION OF THE COURT

The Courts at Bengaluru shall have the exclusive jurisdiction to try all disputes, if any, arising out of this agreement between the parties.

13. INDEMNITIES:

The Bidder / Supplier shall at all times hold the Company harmless and indemnify it from all action, suits, proceedings, works, cost, damage, charges, claims and demands of every nature and descriptions brought or procured against the Company, its officer and employees and forthwith upon demand and without protest or demure to pay the Company any and all losses and damages and cost (inclusive between attorney and client) and all cost incurred in this or any other indemnity or security which the company may now or at any time have relative to the work or the Bidder / Supplier obligations in protecting or endorsing its right in any suit or other legal proceeding, charges and expenses and liabilities resulting from or incidental or in connection with injury, disease or disablement or death of any persons, including employees of the Bidder / Supplier or damage to property.

- 14. **FORCED MAJORE:-** Due to forced majeure on account of natural calamities or other reasons not attributable to the cost auditor, the provisions of the contract may be settled mutually on the merit of the case.

Annexure -I

TECHNICAL BID - FORM A		
Sl. No.	Details	Details / Status of Document
	Participating For	Lead Cost Auditor (Part A)/ Branch Cost Auditor (Part B)
1	Name of the Organization	
2	Registered/ Head Office Address (Bangalore and Lucknow)	
3	Ownership Type and Website details (if any)	Govt./Private/Others
4	Registration certificate from ICAI	Attach document
5	Point of Contact Details	Name, Designation, Phone, Email
6	Cost auditor ID	Attach document
7	GST Registration no.	Attach document
8	PAN No. with IT returns	Attach document
9	Experience Certificates last 3 Financial Years	Relevant Documentary Proof
	a) Year 2024-2025	
	b) Year 2023-2024	
	c) Year 2022-2023	
10	Work Experience with Govt./PSUs Sectors for last 3Yrs	List PO/WO & attach proof
11	Annexure-III – Power Of Attorney	Mention Issuing & Nominated Authority here and Attach signed annexure
12	Annexure-IV – Undertaking for non-blacklisting	Attach signed annexure
13	Annexure-V – Undertaking for no relatives in ITI	Attach signed annexure
14	Annexure-VI – Bid Form	Attach signed annexure
15	Annexure-VII – Pre-Contract Integrity Pact	Attach signed annexure
16	Annexure-VIII – Non-Disclosure Agreement	Attach signed annexure
17	Annexure-IX – Declaration of Bidders	Attach signed annexure
18	Annexure- X- Offer forwarding/tender submission letter	Attach signed annexure
19	Annexure-XI- Bidder Profile	Attach signed annexure
20	Annexure-XII- Work Experience	Attach signed annexure
21	Undertaking to comply with the Scope of Work, Eligibility and all tendering terms	Attach signed undertaking

Signature of the bidder

FORMAT OF SENDING PRE-BID QUERIES

Name of the Bidder:

Contact Address of the Bidder:

Sr. No.	Section and Clause Number	Page Number	Query

POWER OF ATTORNEY

Know by all men by these presents, We (Name of the Bidder and address of their registered office) do hereby constitute, appoint and authorize Mr. / Ms (name and residential address of Power of attorney holder) who is presently employed with us and holding the position of as our Attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Proposal for "Request for Proposals for "Bid Number: <..... > including signing and submission of all documents and providing information / responses to the Department, representing us in all matters before Department, and generally dealing with the Department in all matters in connection with our Proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said Attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid Attorney shall and shall always be deemed to have been done by us.

For,

Name:

Designation:

Date & Time:

Seal:

Business Address:

Accepted,

(Authorized Signatory)

(Name, Title and Address of the Attorney)

Note:

- a. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- b. The Power of Attorney should be supported by a duly authorized resolution of the Board of Directors of the company Bidder authorizing the person who is issuing this power of attorney on behalf of the Bidder.

UNDERTAKING FOR NOT BLACKLISTING
(Non-Blacklisting declaration)

To:

AGM- MM & DOT Corresp,
MM Department,
ITI Ltd
Registered & Corporate Office
ITI Bhavan,
Dooravaninagar,
Bengaluru-560016 (Karnataka, India)

Subject: Non-Blacklisting declaration in connection with participation in RFP No:for

Dear Sir,

This is to notify you that our Firm/Company/Organization intends to submit a proposal in response to an invitation for RFP No: for providing In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,
[BIDDERS NAME]
Name
Title
Signature

UNDERTAKING FOR NO RELATIVES IN ITI
(No relatives working in ITI declaration)

To:
AGM- MM & DOT Corresp.
MM Department,
ITI Ltd
Registered & Corporate Office
ITI Bhavan,
Dooravaninagar,
Bengaluru-560016 (Karnataka, India)

Subject: No relatives working in ITI declaration in connection with participation in RFP No: for
.....

Dear Sir,

We are participating in the tender reference No.....
dated.....for.....

We hereby declare that none of our relatives are working in M/s.ITI Limited.

Sincerely,
[BIDDERS NAME]
Name
Title
Signature

Note: If any relatives are working in ITI Ltd, Details of the officials may be provided

BID FORM

NIT No. _____

Dated _____

To

AGM- MM & DOT Corresp.
 ITI Limited,
 (Registered & Corporate Office)
 ITI Bhavan,
 Doorvaninagar, Bengaluru – 560 016.

Dear Sir,

1. Having examined the conditions of contract and specifications including addenda Nos.....the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with the said drawings, conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake, if our Bid is accepted, to commence deliveries as per the schedule given as part of this tender.
3. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. Until a formal Purchase Order of Contract is prepared and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
5. Bid submitted by us is properly prepared and submitted in the relevant sections of e-bidding portal as to prevent any subsequent alteration and replacement. Also pricing details / information is not made available in the technical section of e-bidding portal.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.
7. We understand that the Bid document so submitted is the true copy of ITI tender documents available on ITI website www.itilttd.in. Any deviation will result in the rejection of the bid.

Dated thisday of 20

Name and Signature -----

In the capacity of -----

Duly authorised to sign the bid for and on behalf of:

Witness:

Address:

Signature

PRE-CONTRACT INTEGRITY PACT**PURCHASE ENQUIRY/ORDER No.**

THIS Integrity Pact is made on.....day of2025.

BETWEEN:

ITI Limited having its Registered & Corporate Office at ITI Bhavan, Dooravaninagar, Bengaluru – 560 016 under the administrative control of Ministry of Communications, Government of India (hereinafter called the Principal), which term shall unless excluded by or is repugnant to the context, be deemed to include its Chairman & Managing Director, Directors, Officers or any of them specified by the Chairman & Managing Director in this behalf and shall also include its successors and assigns) ON THE ONE PART

AND:

..... represented by Chief Executive Officer (hereinafter called the Contractor(s), which term shall unless excluded by or is repugnant to the context be deemed to include its heirs, representatives, successors and assigns of the bidder/contract ON THE SECOND PART.

Preamble

WHEREAS the Principal intends to award, under laid down organizational procedures, a contract for of ITI Limited. The Principal values full compliance with all relevant laws of the land, regulations, economic use of resources and of fairness/ transparency in its relations with its Bidder(s)/ Contractor(s).

In order to achieve these goals, the Principal has appointed an Independent External Monitor (IEM), who will **monitor** the tender process and the execution of the contract for compliance with the principles as mentioned herein this agreement.

WHEREAS, to meet the purpose aforesaid, both the parties have agreed to enter into this Integrity Pact the terms and conditions of which shall also be read as integral part and parcel of the Tender Documents and contract between the parties.

NOW THEREFORE, IN CONSIDERATION OF MUTUAL COVENANTS STIPULATED IN THIS PACT THE PARTIES HEREBY AGREE AS FOLLOWS AND THIS PACT WITNESSETH AS UNDER:

SECTION 1 – COMMITMENTS OF THE PRINCIPAL

1.1.The Principal commits itself to take all measures necessary to prevent corruption and to observe the following principles:

- a. No employee of the Principal, personally or through family members, will in connection with the tender for or the execution of the contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
- b. The Principal will, during the tender process treat all bidder(s) with equity and reason. The Principal will in particular, before and during the tender process, provide to all bidder(s) the same information and will not provide to any bidder(s) confidential/additional information through which the bidder(s) could obtain an advantage in relation to the tender process or the contract execution.

c. The Principal will exclude from the process all known prejudiced persons.

1.2. If the Principal obtains information on the conduct of any of its employee, which is a criminal offence under IPC/PC Act or if there be a substantive suspicion in this regard, the Principal will inform the Chief Vigilance Officer and in addition can initiate disciplinary action as per its internal laid down Rules/ Regulations.

SECTION 2 – COMMITMENTS OF THE BIDDER/CONTRACTOR

2.1. The Bidder(s)/Contractor(s) commits himself to take all measures necessary to prevent corruption. He commits himself observe the following principles during the participation in the tender process and during the execution of the contract.

- a. The bidder(s)/contractor(s) will not, directly or through any other person or firm offer, promise or give to any of the Principal's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
- b. The bidder(s)/contractor(s) will not enter with other bidders/contractors into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
- c. The bidder(s)/contractor(s) will not commit any offence under IPC/PC Act, further the bidder(s)/contractor(s) will not use improperly, for purposes of competition of personal gain, or pass onto others, any information or document provided by the Principal as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- d. The Bidder(s)/Contractor(s) of foreign origin shall disclose the name and address of the agents/representatives in India, if any. Similarly, the Bidder(s)/Contractor(s) of Indian Nationality shall furnish the name and address of the foreign principals, if any.
- e. The Bidder(s)/Contractor(s) will, when presenting the bid, disclose any and all payments made, are committed to or intend to make to agents, brokers or any other intermediaries in connection with the award of the contract.
- f. The Bidder(s)/Contractor(s) will not bring any outside influence and Govt. bodies directly or indirectly on the bidding process in furtherance to his bid.
- g. The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or to be an accessory to such offences.

SECTION 3 – DISQUALIFICATION FROM TENDER PROCESS & EXCLUSION FROM FUTURE CONTRACTS

3.1 If the Bidder(s)/Contractor(s), during tender process or before the award of the contract or during execution has committed a transgression in violation of Section 2, above or in any other form such

as to put his reliability or credibility in question the Principal is entitled to disqualify Bidder(s)/ Contractor(s) from the tender process.

- 3.2 If the Bidder(s)/Contractor(s), has committed a transgression through a violation of Section 2 of the above, such as to put his reliability or credibility into question, the Principal shall be entitled exclude including blacklisting for future tender/contract award process. The imposition and duration of the exclusion will be determined by the severity of the transgression. The severity will be determined by the Principal taking into consideration the full facts and circumstances of each case, particularly taking into account the number of transgression, the position of the transgressor within the company hierarchy of the Bidder(s)/Contractor(s) and the amount of the damage. The exclusion will be imposed for a period of minimum one year.
- 3.3 The Bidder(s)/Contractor(s) with its free consent and without any influence agrees and undertakes to respect and uphold the Principal's absolute right to resort to and impose such exclusion and further accepts and undertakes not to challenge or question such exclusion on any ground including the lack of any hearing before the decision to resort to such exclusion is taken. The undertaking is given freely and after obtaining independent legal advice.
- 3.4 A transgression is considered to have occurred if the Principal after due consideration of the available evidence concludes that on the basis of facts available there are no material doubts.
- 3.5 The decision of the Principal to the effect that breach of the provisions of this Integrity Pact has been committed by the Bidder(s)/ Contractor(s) shall be final and binding on the Bidder(s)/ Contractor(s), however the Bidder(s)/ Contractor(s) can approach IEM(s) appointed for the purpose of this Pact.
- 3.6 On occurrence of any sanctions/ disqualifications etc arising out from violation of integrity pact Bidder(s)/ Contractor(s) shall not entitled for any compensation on this account.
- 3.7 Subject to full satisfaction of the Principal, the exclusion of the Bidder(s)/ Contractor(s) could be revoked by the Principal if the Bidder(s)/ Contractor(s) can prove that he has restored/ recouped the damage caused by him and has installed a suitable corruption preventative system in his organization.

SECTION 4 – PREVIOUS TRANSGRESSION

- 4.1 The Bidder(s)/ Contractor(s) declares that no previous transgression occurred in the last 3 years immediately before signing of this Integrity Pact with any other company in any country conforming to the anti-corruption/ transparency International (TI) approach or with any other Public Sector Enterprises/ Undertaking in India of any Government Department in India that could justify his exclusion from the tender process.
- 4.2 If the Bidder(s)/ Contractor(s) makes incorrect statement on this subject, he can be disqualified from the tender process or action for his exclusion can be taken as mentioned under Section-3 of the above for transgressions of Section-2 of the above and shall be liable for compensation for damages as per Section- 5 of this Pact.

SECTION 5 – COMPENSATION FOR DAMAGE

- 5.1 If the Principal has disqualified the Bidder(s)/Contractor(s) from the tender process prior to the award according to Section 3 the Principal is entitled to forfeit the Earnest Money Deposit/Bid Security/ or demand and recover the damages equitant to Earnest Money Deposit/Bid Security apart from any other legal that may have accrued to the Principal.
- 5.2 In addition to 5.1 above the Principal shall be entitled to take recourse to the relevant provision of the contract related to termination of Contract due to Contractor default. In such case, the Principal shall be entitled to forfeit the Performance Bank Guarantee of the Contractor or demand and recover liquidate and all damages as per the provisions of the contract agreement against termination.

SECTION 6 – EQUAL TREATMENT OF ALL BIDDERS/CONTRACTORS

- 6.1 The Principal will enter into Integrity Pact on all identical terms with all bidders and contractors for identical cases.
- 6.2 The Bidder(s)/Contractor(s) undertakes to get this Pact signed by its subcontractor(s)/sub-vendor(s)/associate(s), if any, and to submit the same to the Principal along with the tender document/contract before signing the contract. The Bidder(s)/Contractor(s) shall be responsible for any violation(s) of the provisions laid down in the Integrity Pact Agreement by any of its subcontractors/sub-vendors/associates.
- 6.3 The Principal will disqualify from the tender process all bidders who do not sign this Integrity Pact or violate its provisions.

SECTION 7 – CRIMINAL CHARGES AGAINST VIOLATING BIDDER(S)/ CONTRACTOR(S)

- 7.1 In case of any allegation of violation of any provisions of this Pact or payment of commission, the Principal or its agencies shall be entitled to examine all the documents including the Books of Accounts of the Bidder(s)/Contractor(s) and the Bidder(s)/Contractor(s) shall provide necessary information and documents in English and shall extend all help to the Principal for the purpose of verification of the documents.
- 7.2 If the Principal receives any information of conduct of a Bidder(s)/Contractor(s) or subcontractor/sub-vendor/associates of the Bidder(s)/Contractor(s) which constitutes corruption or if the Principal has substantive suspicion in this regard, the Principal will inform the same to the Chief Vigilance Officer of the Principal for appropriate action.

SECTION 8 – INDEPENDENT EXTERNAL MONITOR(S)

- 8.1 The Principal appoints competent and credible Independent External Monitor(s) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extend the parties comply with the obligations under this pact.
- 8.2 The Monitor is not subject to any instructions by the representatives of the parties and performs his functions neutrally and independently. He will report to the Chairman and Managing Director of the Principal.
- 8.3 The Bidder(s)/Contractor(s) accepts that the Monitor has the right to access without restriction to all product documentation of the Principal including that provided by the Bidder(s)/Contractor(s). The Bidder(s)/Contractor(s) will also grant the Monitor, upon his request and demonstration of a

valid interest, unrestricted and unconditional access to his project documentation. The Monitor is under contractual obligation to treat the information and documents Bidder(s)/Contractor(s) with confidentiality.

- 8.4 The Principal will provide to the Monitor sufficient information about all meetings among the parties related to the project provided such meeting could have an impact on the contractual relations between the Principal and the Bidder(s)/Contractor(s). As soon as the Monitor notices, or believes to notice, a violation of this agreement, he will so inform the Management of the Principal and request the Management to discontinue or take corrective action, or to take other relevant action. The monitor can in this regard submit non-binding recommendations. Beyond this, the Monitor has no right to demand from the parties that they act in specific manner, refrain from action or tolerate action.
- 8.5 The Monitor will submit a written report to the Chairman & Managing Director of the Principal within a reasonable time from the date of reference or intimation to him by the principal and, should the occasion arise, submit proposals for correcting problematic situations.
- 8.6 If the Monitor has reported to the Chairman & Managing Director of the Principal a substantiated suspicion of an offence under relevant IPC/PC Act, and the Chairman & Managing Director of the Principal has not, within the reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the Monitor may also transmit this information directly to the Central Vigilance Commissioner.
- 8.7 The word '**Monitor**' would include both singular and plural.
- 8.8 Details of the Independent External Monitor appointed by the Principal at present is furnished below: -

Shri Atul Jindall, IFS (Retd.)
3/10 Vishesh Khand Opp. Little Friend School Gomti Nagar,
Lucknow-226010(UP) &

Shri Benny John, IRS (Retd.)
Villa No. 36, Kent Plam Villas, Fort Valley Township, Athani,
Kakkanad, Ernakulam, Kerala – 682 030

Any changes to the same as required / desired by statutory authorities is applicable.

SECTION 9 – PACT DURATION

- 9.1 This Pact begins when both the parties have legally signed it. It expires after 12 months on completion of the warranty/guarantee period of the project / work awarded, to the fullest satisfaction of the Principal.
- 9.2 If the Bidder(s)/Contractor(s) is unsuccessful, the Pact will automatically become invalid after three months on evidence of failure on the part of the Bidder(s)/Contractor(s).
- 9.3 If any claim is lodged/made during the validity of the Pact, the same shall be binding and continue to be valid despite the lapse of the Pact unless it is discharged/determined by the Chairman and Managing Director of the Principal.

SECTION 10 – OTHER PROVISIONS

- 10.1 The Pact is subject to the Law as applicable in Indian Territory. The place of performance and jurisdiction shall be the seat of the Principal.
- 10.2 The actions stipulated in this Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.
- 10.3 This pact is subject to Indian Law, place of performance and jurisdiction is the Registered & Corporate Office of the Principal at Bengaluru.
- 10.4 Changes and supplements as well as termination notices need to be made in writing by both the parties. Side agreements have not been made.
- 10.5 If the Bidder(s)/Contractor(s) or a partnership, the pact must be signed by all consortium members and partners.
- 10.6 Should one or several provisions of this pact turn out to be invalid, the remainder of this pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
- 10.7 Any disputes/ difference arising between the parties with regard to term of this Pact, any action taken by the Principal in accordance with this Pact or interpretation thereof shall not be subject to any Arbitration.
- 10.8 The action stipulates in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

In witness whereof the parties have signed and executed this Pact at the place and date first done mentioned in the presence of the witnesses:

For PRINCIPAL

.....

(Name & Designation)

Witness

1)

2)

For BIDDER(S)/CONTRACTOR(S)

.....

(Name & Designation)

Witness

1).....

2).....

NON DISCLOSURE AGREEMENT

This Nondisclosure Agreement (the “Agreement”) is entered into between M/s. ITI Limited, ITI Bhavan, Dooravaninagar, Bangalore – 560 016 (“Disclosing Party”) and, (Receiving Party”) for the purpose of preventing the unauthorized disclosure of confidential Information as defined below.

The parties agree to enter into a confidential relationship with respect to the disclosure of certain proprietary and confidential information (“Confidential Information”)

1. Definition of Confidential information. For purpose of this Agreement, “Confidential Information” shall include all information or material that has or could have commercial value or other utility in the business in which Disclosing Party is engaged. If Confidential Information is in written form, the Disclosing Party shall label or stamp the materials with the word “Confidential” or some similar warning. If Confidential Information is transmitted orally, the Disclosing Party shall promptly provide a writing indicating that such oral communication constituted Confidential Information
2. Exclusions from Confidential Information. Receiving Party’s obligations under this Agreement do not extend to information that is: (a) publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Receiving Party; (b) discovered or created by the Receiving Party before disclosure by Disclosing Party; (c) learned by the Receiving Party through legitimate means other than from the Disclosing Party or Disclosing Party’s representatives; or (d) is enclosed by Receiving Party with Disclosing Party’s prior written approval.
3. Obligations of Receiving Party. Receiving Party shall hold and maintain the Confidential Information in strictest confidence for the sole and exclusive benefit of the Disclosing Party. Receiving Party shall carefully restrict access to Confidential Information to employees, contractors and third parties as is reasonably required. Receiving Party shall not without prior written approval of Disclosing Party, use for Receiving Party’s own benefit, publish, copy, or otherwise disclose to others, or permit the use by others for their benefit or to the detriment of Disclosing Party, any Confidential Information. Receiving Party shall return to Disclosing Party any and all records, Tenders and other written, printed, or tangible materials in its possession pertaining to Confidential Information immediately if Disclosing Party requests it in writing.
4. Time Periods. The nondisclosure provisions of this Agreement shall survive the termination of this Agreement and Receiving Party’s duty to hold Confidential Information in confidence shall remain in effect until the Confidential Information no longer qualifies as a trade secret or until Disclosing Party send Receiving Party written notice releasing Receiving Party from this Agreement, whichever occurs first.
5. Relationships. Nothing contained in this Agreement shall be deemed to constitute either party a partner, joint venture or employee of the other party for any purpose.
6. Severability If a court finds any provision of this Agreement invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to effect the intent of the parties.

7. Integration This Agreement expresses the complete understanding of the parties with respect to the subject matter and supersedes all prior proposals, agreements representations and understanding. This Agreement may not be amended except in a writing signed by both parties.
8. Waiver The failure to exercise any right provided in this Agreement shall not be a waiver of prior or subsequent rights. This Agreement and each Party's obligation shall be binding on the representatives, assigns and successors of such Party. Each Party has signed this Agreement through its authorized representative.

Signature
(Name)

Date

Signature
(Name)

Date

DECLARATION OF BIDDERS

FROM,

TO

1. I/We..... have read the conditions of the tender and tender documents attached here to and agree to abide by such conditions. I/We offer to do..... at the rates quoted in the attached schedule to complete the works on or before the dates mentioned in the schedule for completion of works.

2. I/We further agree to sign an agreement, bind to abide by the general conditions of the contract, and to carry out all works according to the specifications laid down in the tender papers. I/We hereby pay the earnest money ofby demand draft/banker's cheque. I/We bind myself/ ourselves to deposit the security deposit [Performance security] as prescribed within 15 days after receiving the notice that the contract has been awarded to me/us failing which I/We have no objection to the forfeiture of the earnest money in full; otherwise said earnest money shall be retained by the said company towards security deposit as specified in the conditions. I/We further bind myself /ourselves to execute the Tender document and to commence the work with 15 days after issue of the Purchase order in writing as aforesaid failing I/We agree to the company forfeiting the earnest money and security deposit deposited with them. The accepting authority shall also be at liberty to cancel the acceptance of the tender if I/We fails to deposit the security amount as specified or to execute an agreement or to start work as stipulated in the tender documents.

3. I/We hereby enclose a declaration of my/our experience of execution of works of similar nature and magnitude carried out by me/us in the prescribed Performa, and also the income tax and sales tax clearance certificates.

4. The offer shall remain open for acceptance by the Accepting Authority for a period of 6 months from the date of opening of the tender. [180 days]

Date:

Signature of bidder
with the seal of the firm

OFFER FORWARDING LETTER /TENDER SUBMISSION LETTER

Tender No: -----

Dated:

To,
ITI Limited,
ITI Bhawan, Doorvani Nagar,
Bangalore:560016

Dear Sir,

Sub: Submission of Offer against Tender Specification No:

I/We hereby offer to carry out the work detailed in the Tender Specification issued by ITI Limited,
....., in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

- i) Amendments/Clarifications/Corrigenda/Errata/etc. issued in respect of the Tender documents by ITI.
- ii) Notice Inviting Tender (NIT)/ (Technical Bid)
- iii) Financial Bid
- iv) Documents referred to in the tender document
- v) Forms and Procedures

Should our Offer be accepted by ITI for Award, I/we further agree to furnish an 'applicable Security Deposit' for the work as provided for in the Tender Conditions within the stipulated time as may be indicated by ITI.

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexures annexed thereto.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal:

Bidder Profile

01.	Name (in full) of the Tenderer	
02.	Legal Status of the Tenderer: (Please specify: Public Limited Company / Private Limited Company / Partnership Firm / Proprietorship)	
03.	Details of "Institute of Cost Accountants of India (ICAI)" registration	
04.	Areas of expertise	
05.	Partners Details	
	No. of Partners:	
	Name and Years of experience:	
06.	Employees strength	
07.	Head Office details	
08.	Other Officers Details	
10.	List of Major Clients to whom Similar Services are Provided: <i>(Please attach list with names, contact details, and service details, if required)</i>	

Note: The supporting documents (if required) to this Annexure shall be attached in continuation to this Annexure only.

Signature of Authorized Signatory

Details Of Bidders' Work Experience

Sl. No	Financial Year	Name of the Client	Govt./ Private	Work Order Reference and date of issuance/ date of work commencement	Contract Status		Nature of work	PO/Work order attached or not
					If completed, Mention date of completion	If under executions, Mention tentative date of completion		



ITI LIMITED

PRICE SCHEDULE (PART A)

RFP Ref No. & Date

CRP25G001 dated 24.07.2025

Name of Bidder

Appointment Of Cost Auditor for the FY 2025-26 for ITI Ltd for a period of one year

Sr. No.

**Details of Services as
per the RFP**

Basic (Rs.)

GST (18%) (Rs.)

**Total Amount (in
Rs.)**

Part-A

1

Lead Cost Auditor
Services

Note:

1. Price Bid should be filled in the above format only.
2. Bidders shall quote their price only to the category of service they intend to provide or participate i.e. either for Part-A or Part-B, but not for both

Date:

Signature of bidder
with the seal of the firm



ITI LIMITED

PRICE SCHEDULE PART B

RFP Ref No. & Date

CRP25G001 dated 24.07.2025

Name of Bidder

Appointment Of Cost Auditor for the FY 2025-26 for ITI Ltd for a period of one year

Sr. No.

**Details of Services as
per the RFP**

Basic (Rs.)

GST (18%) (Rs.)

**Total Amount (in
Rs.)**

Part-B

1

Branch Cost Auditor
Services

Note:

1. Price Bid should be filled in the above format only.
2. Bidders shall quote their price only to the category of service they intend to provide or participate i.e. either for Part-A or Part-B, but not for both

Date:

Signature of bidder
with the seal of the firm