**Guidelines for the identification of Institute**

**Request for Proposal from Resource Agency/ Consultant for the preparation of State Balance Growth Fund, facilitating activities for the implementation of State Balanced Growth Fund in Kanyakumari District.**

**Background, Objectives & Scope of the Assignment**

The Government of Tamil Nadu is committed to address the regional imbalances in human development so as to ensure equitable inclusive growth. Tamil Nadu Vision 2023 aims at making the State *Numero Uno*, to achieve the levels of human development on par with the developed countries. In this context the State has formulated a programme to target backward areas of the State and to give focused attention for improving socio-economic outcomes and thereby, achieve balanced growth. This is proposed to be achieved through assessing the development status of the blocks and formulate suitable strategies and projects to address identified backward rural and urban areas of the State.

Hence there is a need for preparation of Perspective Plan for the identified backward rural and urban areas, taking into account the existing socio-economic status, resource mapping, capacity building, and identification of suitable interventions to improve specific human development indices by involving stakeholders and monitoring the progress and evaluation on a continuous basis.

The State Planning Commission would take up the implementation of the State Balanced Growth Fund through the District Collectors over a period of eight years. The SBGF programme would be implemented only in those districts in a phased manner where identified rural and urban backward areas lie.

In this regard, the following works would be implemented in *Kanyakumari* District.

- Data Validation
- Detail analysis on the performance of parameters
- Discussion on the findings
- Field study to verify the findings
- Fine tuning
- Preparation of draft District Human Development Report
- Discussion with the Line Department Officials
- Submission for SPC approval

Hence the *Kanyakumari* District intends to engage Resource Institution/ Consultant having proven track record of adequate years of experience in the related field for providing consultancy services to the *Kanyakumari* District on contract basis.
Request for Proposal

1) The District Collector, Kanyakumari District, hereby invites proposals from qualified Resource Institutions/Consultants having adequate experience in Development Planning and Administration for preparation of District Human Development Report. The proposal has to be submitted positively within fifteen (15) days from date of notification.

Validity of Proposal

2) The proposal should be valid for a period not less than sixty (60) days from the due date for receiving the proposal.

Eligibility

3) The Resource Institution/Consultant should carry out the above works at the district level with help of the District Collector and District Planning Cell using adequate number of qualified resource persons. The prescribed qualification for the Resource Institution/Consultant is described below:

The Resource Persons should be of

- University/Colleges having departments such as Economics, Social Work, Development Administration, etc, which can spare at least two qualified Research Assistants

  Or

- Institutions engaged in Research and Evaluation/conducting studies on various government sponsored programmes

  Or

- Non Governmental Organizations (NGO’s) / Civil Society organisations working for more than 3 years in any development sector

  Or

- Individual Consultants with preferably having a Ph.D degree with two years of experience / Post graduate degree with 3 years of experience in the Developmental Planning, Project Formulation, Project Appraisal, Rural Management, Human Development, Development Administration, and Applied Research who are capable of handling this assignment by engaging required number of field staff.
4) In addition, the Resource Institution/ Consultant proposed for engagement shall be well acquainted with the functioning of Government Departments, Computer Literacy and they should have good communication and interpersonal skills with a strong flair for in depth handling of work relating to the required field.

**Duties and Tasks for Resource Institutions/ Consultants**

5) The Resource Agency / Consultant would help the District Collector/ District Planning Cell to perform the following duties:

- Assist in preparation of Perspective Plan, Annual Action Plan by analyzing the backwardness of the blocks/ municipalities/ town panchayats with suitable projects/schemes for addressing such backwardness as per the strategy for implementation outlined in the Annexure to Government Order
- Assist in conducting sensitization programmes for all stakeholders to play a key role in planning and development though capacity building. Support the District Collector / District Planning Cell in development of appropriate strategy and its implementation
- Assist in benchmarking the status of blocks in terms of the identified parameters of backwardness by collecting relevant data from the line departments
- Assist in preparation of proposal as per the prescribed format devised by SPC to ensure that all the relevant particulars for the proposed project are collected and scrutinized at the district level so that the project addresses the backwardness
- Collect, compile and analyze relevant data for analyzing the socio-economic status from time to time
- Conduct field studies whenever necessary as authorized for proper monitoring of implementation and suitable follow up action
- Assist in preparation of agenda points, background documentation and participate in all scheme related meetings and record outcomes
- Analyze relevant Reports and documents and prepare briefs on key issues
- Assist in documentation of project activities
- Assist in coordination and implementation of the project activities and monitor timely completion of such activities / attainment of outputs.
- Any other task as assigned by the District Collector/ District Planning Cell

**Brief Description of the Selection Process**

6) A two stage selection process will be adopted in evaluating the Proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Institution shall be selected while the second ranked Institution will be kept in reserve.
**Timeframe**

7) Initial contract would be for a period of 12 months or depending on the assignment or extendable for further period as may be decided by the District Collector. Resource Institution/Consultant shall have to perform duties assigned by District Collector. Inputs shall be made available from time to time as per requirement and shall be finalized after discussions with the District Collector/State Planning Commission.

**Right to reject any or all Proposals**

8) Notwithstanding anything contained in this RFP, the District Collector reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals, at any time without any liability or any obligation for such acceptance, rejection, or annulment, and without assigning any reasons thereof.

9) The District Collector reserves the right to reject any Proposal if:

a) at any time, a material misrepresentation is made or uncovered; or,

b) the Consultant does not provide, within the time specified by the District Collector, the supplemental information sought by the District Collector for evaluation of the Proposal.

**Submission of Proposals**

10) The Proposal shall be typed or written in indelible ink and signed by authorized signatory of the Resource Agency/Consultant who shall initial each page, in blue ink. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialed by them. Specimen given in the annexure-4 should be used.

11) Failure to comply with the requirements spelt out in Clause 10 above shall make the Proposal liable to be rejected.

12) If a Resource Institution/Consultant make(s) an averment regarding his/her or their qualification, experience, or other particulars and it turns out to be false, or his commitment regarding availability for the assignment/Project is not fulfilled at any stage after signing of the Letter of Acceptance, the consultant shall be debarred for any future assignment of the District Planning Cell/State Planning Commission for five years.

13) The Technical Proposal shall not include any financial information relating to the Financial Proposal.

14) The District Planning Cell reserves the right to verify all statements, information, and documents, submitted by the Applicant in response to the RFP. Failure of the District Planning Cell to undertake such verification shall not relieve the Resource Institution/Consultant of its obligations or liabilities hereunder nor will it affect any rights of the District Collector/District Planning Cell thereunder.

15) In case it is found during the evaluation or at any time before issue of Letter of Acceptance (LOA) that one or more of the eligibility
conditions have not been met by the Resource Institution/ Consultant has made material misrepresentation or has given any materially incorrect or false information, the Resource Institution/ Consultant shall be disqualified forthwith if not yet appointed as the Resource Institution/ Consultant. If the Resource Institution/ Consultant has already been issued the LOA the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated, by a communication in writing by the District Collector/ District Planning Cell without the District Collector/ District Planning Cell being liable in any manner whatsoever to the Applicant.

16) The Proposal will be sealed in an outer envelope, which will bear the address of the District Collector/ District Planning Cell, RFP Notice No., Name of the Resource Institution/ Consultant and address. It shall bear on top, the following:

“Do not open, except in presence of the Authorized Person”

If the envelope is not sealed and marked as instructed above, the District Collector/ District Planning Cell assumes no responsibility for the misplacement or premature opening of the contents of the Proposal submitted.

a) The aforesaid outer envelope will contain two separate sealed envelopes; one clearly marked **Technical Proposal** and the other clearly marked **Financial Proposal**. The envelope marked “Technical Proposal” shall contain the Application in the prescribed format along with relevant Forms and supporting documents.

b) The envelope marked “Financial Proposal” shall contain the financial proposal in the prescribed format

17) The Technical Proposal and Financial Proposal shall be typed or written in indelible ink and signed by the Resource Institution/ Consultant. All pages of the original Technical Proposal and Financial Proposal must be numbered and initialled by them while signing the Proposal.

18) The completed Proposal must be delivered on or before the specified time on the due date as per Clause 23. Proposals submitted by fax or e-mail shall not be entertained.

19) The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include photocopies of the relevant pages of printed documents.

20) The rates quoted shall be firm throughout the period of performance of the assignment up to and including acceptance of the Report by the District Collector/ District Planning Cell and discharge of all obligations of the Resource Institution/ Consultant under the Agreement.

**Financial Proposal**

21) Applicants shall submit the financial proposal in the Forms at Annex 3 clearly indicating the total cost of the Consultancy in both figures and words, in Indian Rupees, and signed by the Resource Institution/
Consultant. In the event of any difference between figures and words, the amount indicated in words shall be taken into account. In the event of a difference between the arithmetic total and the total shown in the Financial Proposal, the lower of the two shall be taken into account.

22) While submitting the Financial Proposal, the firm shall ensure the following:

- All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover accommodation, travelling, printing of documents, taxes etc. The total amount indicated in the Financial Proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non responsive and liable to be rejected.
- The Financial Proposal shall take into account all expenses and tax liabilities. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per applicable laws.
- Costs (including break down of costs) shall be expressed in INR.

Proposal Due Date

23) The proposals should be submitted on or before 4.00 P.M. on 10.06.2014 (dd/mm/yyyy) to:

The District Planning Cell,
Kanniyyakumari District, Nagercoil,
Tamil Nadu
Pin Code 629 001.

Late Proposals

24) Proposals received by the District Planning Cell after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.

25) Any alteration / modification in the Proposal or additional information or material supplied subsequent to the due date, unless the same has been expressly sought for by the District Planning Cell shall be disregarded.

Evaluation Process

26) The District Collector/ District Planning Cell shall open the Proposals at 4.30 P.M hours on the due date, and in the presence of the Applicants who choose to attend. The envelopes marked “Technical Proposal” shall be opened first. The envelopes marked “Financial Proposal” shall be kept sealed for opening at a later date.

27) Prior to evaluation of Proposals, the District Collector/ District Planning Cell will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

a) It is received in the specified format;
b) It is received by the due date including any extension thereof;
c) It is signed, sealed and marked as stipulated;
d) It contains all the information (complete in all respects) as requested in the RFP;
e) It does not contain any condition or qualification; and
f) It is not non-responsive in terms hereof.

28) The District Collector/ District Planning Cell reserves the right to reject any Proposal, which is non-responsive and no request for alteration, modification, substitution, or withdrawal shall be entertained by the District Collector/ District Planning Cell in respect of such Proposals.

29) The Technical Evaluation will be in the following format.

<table>
<thead>
<tr>
<th>Details</th>
<th>Marks</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevant experience of the Resource Institution/ Consultant</td>
<td>40 %</td>
<td>Number of years’ experience in required field / Number of qualified people available</td>
</tr>
<tr>
<td></td>
<td>30 %</td>
<td>Number of assignments handled similar to the area of assignment in and around the district</td>
</tr>
<tr>
<td></td>
<td>30 %</td>
<td>Number of sectors handled so far</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

30) After the technical evaluation, the District Collector/ District Planning Cell would prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The opening of Financial Proposals shall be done in presence of Applicants who choose to be present. The District Collector/ District Planning Cell will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.

**Clarifications**

31) To facilitate evaluation of Proposals, the District Collector/ District Planning Cell may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided before 48 hours of opening of the Tender. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing. If a Consultant does not provide clarifications sought above within the specified time, its Proposal shall be liable to be rejected.

In case the Proposal is not rejected, the District Collector/ District Planning Cell may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding.
Evaluation of Technical Proposals

32) In the first stage, the Technical Proposal will be evaluated on the basis of the experience of the Consultant. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 shall qualify for further consideration, and shall be ranked from highest to the lowest on the basis of their technical score (ST).

33) The scoring criteria to be used for evaluation shall be based on the number of years of experience and its relevance to the proposed scope of work. The minimum eligibility will be determined on the basis of minimum requirement of experience in development planning /implementation as indicated above. For additional years of experience, additional weightage shall be accorded on a pro rata basis. For the purpose of experience in strategy formulation, weightage would be given on the number of years of experience in preparing strategy.

Evaluation of Financial Proposal:

34) In the second stage, the financial evaluation will be carried out and each Financial Proposal will be assigned a financial score (FS).

35) For financial evaluation, the total cost indicated in the Financial Proposal will be considered.

36) The District Collector/ District planning Cell will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any item shall not entitle the Team to be compensated and the liability to fulfill its obligations as per the TOR within the total quoted price shall be that of the Consultant. The lowest financial proposal (FL) will be given a financial score (FS) of 100 points. The financial scores of other proposals will be computed as follows:

$$FS = 100 \times \frac{FL}{F}$$

(F = amount of Financial Proposal)

Combined Technical and Final Evaluation:

37) Proposals will finally be ranked according to their combined technical (TS) and financial (FS) scores as follows:

$$S = TS \times T_w + FS \times F_w$$

Where S is the combined score, and T_w and F_w are weights assigned to Technical Proposal and Financial Proposal that shall be 0.80 and 0.20 respectively.

38) The Selected Consultant shall be the first ranked Consultant (having the highest combined score). The second ranked Consultant shall
be kept in reserve in case the first ranked Consultant withdraws, or fails to comply with the requirements as the case may be.

**Award of Consultancy**

39) After selection, a Letter of Award shall be issued, in duplicate, by the District Collector/ District Planning Cell to the Selected Consultant and the Consultant shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. The LOA shall constitute the Agreement for the purpose of this consultancy assignment.

**Proprietary data**

40) All documents and other information provided by the District Collector/ District Planning Cell or submitted by the consultant to the District Collector/ District Planning Cell shall remain or become the property of the District Collector/ District Planning Cell. Firms are to treat all information as strictly confidential. The District Collector/ District Planning Cell will not return any Proposal or any information related thereto. All information collected, analyzed, processed, or in whatever manner provided by the Consultant to the District Collector/ District Planning Cell in relation to the Consultancy shall be the property of the District Collector/ District Planning Cell.

**Deliverables and Payment to the Consultant(s) & Institutions**

41) The payment would be made on a quarterly basis as per agreed to at the time of appointment. The payment approved in the contract, will be inclusive of the costs of Consultant’s travel, lodging and boarding and also all incidental expenses, Professional fees etc. No separate charges will be payable by the District Collector/ District Planning Cell on any such account. However in case, the consultant is required to travel outside the District in the context of work/ assignment with prior approval of District Collector/ District Planning Cell, the actual cost will be reimbursed as per the rules / regulations of the Tamil Nadu Government.

42) District Collector/ District Planning Cell shall cause the payment due to the firm to be made within 30 (thirty) days after the receipt by the District Collector/ District Planning Cell of duly completed bills with necessary particulars.

The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which District Collector/ District Planning Cell will issue TDS certificate/s. Service Tax, as applicable shall be payable extra , at the prevalent rates,

43) All payments under this Agreement shall be made to the bank account specified by the Consultant through ECS as may be notified to the District Collector/ District Planning Cell by the Resource Institution/ Consultant
**Performance Security**

44) The District Collector/ District Planning Cell shall retain by way of performance security 5% (five percent) of all the amounts due and payable to the Consultant to be appropriated against breach of this Agreement or for recovery of liquidated damages. The balance remaining out of the Performance Security shall be returned to the Consultant at the end of three months after the expiration of the contract.

**Liquidated Damages for error/variation**

45) In case any error or variation is detected in the reports submitted by the Consultant and such error or variation is the result of negligence or lack of due diligence on the part of the Resource Institution/ Consultant, the consequential damages thereof shall be quantified by the District Collector/ District Planning Cell in a reasonable manner and recovered from the Consultant by way of liquidated damages, subject to a maximum of 10% (ten percent) of the Contract Value.

**Liquidated Damages for delay**

46) In case of delay in completion of Services, liquidated damages not exceeding an amount equal to 0.2% (zero point two percent) of the Contract Value per day, subject to a maximum of 10% (ten percent) of the Contract Value will be imposed and shall be recovered by appropriation from the Performance Security or otherwise. However, in case of delay due to reasons beyond the control of the Consultant, suitable extension of time shall be granted.

**Appropriation of Performance Security**

47) The District Collector/ District Planning Cell shall have the right to appropriate the Performance Security, in whole or in part, without notice to the consultant in the event of breach of Agreement or for recovery of liquidated damages.

**Miscellaneous**

48) The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Chennai shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Selection Process.
Annexure-1

Application format for appointment as Resource Institution/ Consultant for State Balance Growth Fund in Kanniyakumari District, Tamil Nadu.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name</td>
</tr>
<tr>
<td>2</td>
<td>Mailing Address (with Tel./Mob No. and E-mail address)</td>
</tr>
<tr>
<td>3</td>
<td>Permanent Address</td>
</tr>
<tr>
<td>4</td>
<td>Sectors in which the Resource Institution /Consultant has experience *</td>
</tr>
<tr>
<td>5</td>
<td>Years of Experience</td>
</tr>
<tr>
<td>6</td>
<td>District(s) in which the Institution/ Consultant is having experience *</td>
</tr>
<tr>
<td>7</td>
<td>Details of the projects handled*</td>
</tr>
<tr>
<td>8</td>
<td>No. of Qualified people working in the Resource Institution / Consultant</td>
</tr>
</tbody>
</table>

Details of personnel to be deployed for this project**

* Add separate sheet for each item if it needs to be elaborated.

**The Curriculum Vitae of the individual Research Assistants should be enclosed.

References:

(i)

(ii)

Signature

Place:

Date:
Financial Proposal

Form 1: Covering Letter

(Date and Reference)

To,

The District Planning Cell,
Kanniakumari District.

Dear Sir,

Subject: Appointment of Consultant for the implementation of State Balanced Growth Fund in Kanniyakumari District

I, _____________ (Applicant name) herewith enclose the Financial Proposal for the preparation of Perspective Plan and related activities for the implementation of State Balanced Growth Fund. I agree that this offer shall remain valid for a period of 60 (sixty) days from the due date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation)

Note: The Financial Proposal is to be submitted strictly as per forms given in the RFP

Financial Proposal

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Amount (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cost for providing various support services in implementation of SBGF in 9 blocks/ and 4 Municipalities (including taxes)</td>
<td></td>
</tr>
</tbody>
</table>

Note:

1) The financial evaluation shall be based on the above Financial Proposal.
2) No escalation on any account will be payable on the above amount
3) All payments shall be made in Indian Rupees and shall be subject to applicable Indian laws, withholding taxes if any.
TOR

Terms of Reference for engagement Consultants for Rural Development & District Planning Division

I. Precise statement of Objectives:-

(Discipline or the domains where engagement of consultants is required should be indicated)

II. Outline of the tasks to be carried out:-

(Details of work required to be carried out / specific tasks/ activities to be assigned to Consultants should be indicated)

III. Schedule for completion of Tasks:-

(This should be framed in such a manner that both the time frame for the jobs as well as deliverables are clearly identified and are amenable to periodic monitoring over the duration of the assignment)

IV. The support or inputs to be provided by District Planning Cell to facilitate the Consultancy:-

(Officer who will provide guidance to the Consultant and to whom reporting is to be done should be specified here)

V. The final outputs that will be required of the Consultant at the end of the Consultancy period should be specified.
Know all me by those present that………………………………………………….
………………………………………………………………………………………………
……………………………… (hereinafter called the “Obligator”) is held and
firmly bound to the District Planning Cell, here in after called the
Consultant / Consulting Firm (or)Institution in the sum of Rs.………………
(Rupees…………………………) together with interest thereon at the
prevailing borrowing rate of the Govt. of Tamil Nadu from the date of receipt
of the said amount by the Obligator up to the date of refund thereon to the
Government.

2. Signed this ………. day of …..…….in the year …………….

3. Whereas on the Obligator’s request the District Planning Cell letter
No. ………..dated………..and here in after referred to as the letter of
sanction (which forms an integral part of those presents and a copy where
of is annexed here to Annexure ‘A’ agreed to make in favor of the Obligator
for the purpose of
…………………………………………………………………………a sanction of Rs.
…………… (Rupees…………………….) out of Rs…………………………………….
(Rupees………………..) have already been paid to the Obligator (the
receipt where the obligator do hereby admit and acknowledge in the terms
and conditions manners contained here in after which the obligator and at
its request the sureties have agreed to do.

4. Now the conditions of the above written obligator is such that if the
obligator shall dully fulfill and comply with all its conditions mentioned in
the letter of grant then the above written bond or obligation shall be void
and of no effect, but otherwise it shall remain in full force, effect and virtue.
These presents further witness that:-

(a) That decision of the District Collector/ District Planning Cell....
District , Tamil Nadu administratively concerned with the matter, on
the question whether there has been breach or violation on the part
of the Obligator or any of the terms and conditions mentioned in the
letter of sanction, shall be final and binding on the Obligator.

(b) The Society / Trust / Institution agrees and undertake to surrender
/ pay to Govt. the monetary value of all such pecuniary or other
benefits which it may receive or derive / have received or derived
through / upon unauthorized use of grant for purpose other than
that of which the grant was intended or the assets, purchased largely
from out of “Government Grants”. The decision of the District
Collector the administrative head of the district concerned as regards
the monetary value of aforementioned to be surrender / paid to the
Govt. will be final and binding on the Society / Trust / Institution.

(c) The Obligator shall in the event of breach or violation of the terms
and conditions mentioned in the letter of sanction, refund to the
Govt. on demand and without demur the entire amount of Rs.
…………….  (Rupees ………………) or such part thereof as may be
mentioned in the notice demand issued by the Govt. along with the
interest thereon at the prevailing borrowing rate of the Govt. of Tamil
Nadu from the date of receipt of the said amount by the Obligator up
to date of refund thereof to the Govt.
(d) The Govt. has agreed to bear the stamp duty, if any chargeable on these presents.

5. In witness thereof these presents have been executed on behalf of the Obligor and the day and year here in above written and accepted for (Name and Designation) on the day and year appearing against his signature.

Signed for and on behalf of

Signature of the Consultant with date

(Stamp/Seal)

in the presence of:

1………………………………… 
……………………………………..
(Name & Address of witness) (Signature)

2………………………………… 
……………………………………..
(Name & Address of witness) (Signature)

Accepted for and on behalf of the Governor of Tamil Nadu.

---------------------------------------------
Annexure-4
Receipt
(for Individual Consultant(s))

Received a sum of Rs._______/- (Rupees __________________ only) as _____ installment towards the consultancy services provided as per the Letter of Acceptance ______________________ Dated: / / through ECS

Signature of the Consultant
(Stamp/Seal)

Place __________________

Dated _________________

**********

ANNEXURE-III