



Bankers Institute of Rural Development (BIRD)

Sector-H, LDA Colony, Kanpur Road
LUCKNOW -226012 (Uttar Pradesh)

Phone No. : 0522-2421137

Email- bird@nabard.org; dit.bird.lko@nabard.org

Request for Proposal “Annual Maintenance Contract of CPEC Website (<https://bird-cpec.nabard.org>)”

Important dates and information

Date of issue of RFP	05 February, 2024
EMD	₹ 3,000/-
Pre Bid Meeting	15 February, 2024, 1530 hours
Time and last date for submission of RFP	26 February, 2024, 1500 hours
Time and date of opening RFP	26 February, 2024, 1530 hours
Time and date of opening of Price Bids	Will be communicated to technically qualified bidders/vendors.

Bankers Institute of Rural Development (BIRD), Lucknow, invites sealed proposals from Bidders for “Annual Maintenance Contract of CPEC Website (<https://bird-cpec.nabard.org>)”

The RFP Document can be downloaded from BIRD's website
<https://birdlucknow.nabard.org/>

Letter of invitation

Bankers Institute of Rural Development (BIRD) is an autonomous training institution registered as a Society under Societies Registration Act, 1860. It has been promoted by National Bank for Agriculture & Rural Development (NABARD), having its Office at Sector-H, LDA Colony, Kanpur Road, Lucknow-226012.

Through this RFP, BIRD is seeking to hire a suitable agency for “Annual Maintenance Contract of CPEC Website (<https://bird-cpec.nabard.org>)” by a dynamic service provider with requisite domain expertise.

BIRD seeks cost for designing, developing and maintaining the BIRD’s website for a period of one year. A brief scope of work, deliverables and detailed procedure for submission of RFP have been given in this document.

Sealed proposal (RFP) should be submitted as advised below:

- a) In two Envelopes indicating clearly '**Envelope No.1**' – **Technical Bid** and '**Envelope No.2**' – **Price Bid**.
- b) Bidder/ Vendor may place Envelopes 1 & 2 in a 3rd big envelope. The last date and time for submission of tender is on **26 February 2024 at 1500 hours**. Unsealed bid/envelop (Either envelop 1, 2 or 3) will not be accepted and summarily rejected.
- c) **Envelope No. 1** (Technical Bid) will be opened on the same day as that of last date & time for submission of tender in the presence of bidders/vendors representatives, if they choose to be present.
- d) **Envelope No. 2** (Price Bid):
 - i. The Price Bid complete in all respects, duly sealed. The price bid should not contain any conditions whatsoever and any conditional bids shall be rejected.
 - ii. Envelope No. 2 (Price Bid) will be opened on some suitable date and time, which will be communicated separately only to technically qualified bidders/vendors.

The RFP may be addressed to **The Director, Bankers Institute of Rural Development, Sector-H, LDA Colony, Kanpur Road, Lucknow-226 012**. The complete proposal should reach on or before **1500 hours on 26-02-2024**.

Any further information in this regard shall be published only on website <https://birdlucknow.nabard.org/>.

Sd/-
Rakesh Kumar
Assistant General Manager

2. Introduction about BIRD and CPEC in brief:

Bankers Institute of Rural Development (BIRD) is an ISO 9001: 2015 certified autonomous training institution registered as a Society under Societies Registration Act, 1860. It has been promoted by National Bank for Agriculture & Rural Development (NABARD) having its Office at Sector-H, LDA Colony, Kanpur Road, Lucknow-226012.

Centre for Professional Excellence in Cooperatives (C-PEC) has been set up within the BIRD to streamline training systems in Cooperative Credit Structure (CCS) which would ensure availability of professional staff with the cooperatives for efficient delivery of banking and financial services. This CCS training and certification system is conceptually a part of the overall training strategy visualized for sustainability of the Cooperative Reform Programme and will be implemented within the overall framework of the Revival Package.

3. Eligibility Criteria

- i. **Bidders must have thorough knowledge of CPEC website sitemap architecture and the technologies used in the development. Bidders should submit one page write-up about their maintenance plan, protocol, elaborating their understanding on the functionality of the CPEC website along with other terms and conditions.**
- ii. The bidder should attach copies of GST registration, PAN/TIN of the firm.
- iii. The bidders' team should be proficient in WordPress CMS, PHP, experience of Database Handling in MySQL, HTML, CSS, XML, Configuring and Installation of the plug-in module on WordPress and any other required to maintain the website.
- iv. The participating bidder(s) must have annual turnover of Minimum 10 lakhs (only from website maintenance and hosting activity) in any one of preceding year during last three years duly certified by the Chartered Accountant ((Please attach).

4. Earnest Money Deposit (EMD)

Mode of depositing EMD: The Bidder/Vendor shall furnish an EMD for an amount of **₹ 3,000/- (Rupees Three Thousand only)** by way of only online mode or fund transfer through NEFT etc. BIRD's Account details which is as follows:

❖ Current Account Number No. 921020044058630 with Axis Bank, MG Marg, Lucknow-226001.

❖ IFS Code: UTIB0000053

Documentary evidence of EMD deposit in the form of UTR (Unique Transaction Reference) / Receipt Voucher is to be enclosed along with the duly filled, signed & complete tender in all respects. Proposal without EMD shall be rejected.

5. Refund of EMD: The EMD will be returned to the Bidder/Vendor (after completion of process of award of work) if his / her proposal is not accepted by the BIRD but without any interest thereon. The Bidder/Vendor shall furnish bank account details in the format given in this RFP (**Annexure -III**). The EMD paid by the successful bidder/vendor will be retained as a security deposit during the contract period. The Security Deposit will be refunded after the expiry of the contract. No interest shall be paid on this deposit.

6. Forfeiture of EMD: The EMD shall be forfeited in case the Bidder/Vendor fails to comply with any of the conditions of the Contract / RFP or if he withdraws his proposal at any point of time before award of the work, in which case, he will also, not be allowed to participate in the event of any re-tender.

7. Scope of Work:

The CPEC website (<https://bird-cpec.nabard.org>) is already operational in English Language and is being hosted by NABARD. The bidder should consider the following points while quoting the price.

Important Parameters of the Website:

1.	Technology used for developing website application	WordPress CMS, PHP, HTML, CSS, MySQL
2	Development Platform	Linux Server, Centos
6	Size of Website	Approx 5GB
7	Estimated no. of updates per month	Approx 20-30 per month
8	Upload and download data size month	Approx 500 MB per month at peak time

Expected Activities during the Maintenance Period:

- The bidder is required to make corrections in the existing website only and complete change in the coding/technology will not be allowed under any circumstances.

- Checking the Security of the website at regular intervals and submitting the reports periodically.
- Backing up CPEC Website contents in locally connected medium.
- Updation of plugins/SSL as per requirement.
- Coordination for security audit/VAPT as and when needed as advised by DIT, NABARD, HO/BIRD Team.
- Bidder is responsible for the fixing the vulnerabilities, if identified during the VAPT. Fixing the vulnerabilities is under the scope of work and the bidder is responsible for resolving all types of vulnerabilities (related to the Security of the website and as advised by BIRD)
- Vendor will have to fix Vulnerability within 30 days of notice or as per dates indicated in Security Assessment Report/ any reports post VAPT (Vulnerability Assessment and Penetration Testing) or any other tests as undertaken by NABARD/BIRD/ or any other agency from time to time.
- Adding Notices, Tenders and documents in respective sections.
- The bidder is required to assist in any walkthrough or data integration process whenever asked by BIRD or services provider authorized by BIRD.
- Updating Sitemap
- Bug Fixing
- Maintenance of Static page information
- Uploading Content as per requirement(Content will be provided by CPEC/BIRD)
- Content Modification on the existing website
- Support for any functional problem of any module of website
- Website should be regularly checked for Security vulnerabilities and should be updated regularly.
- Updation would include regular upgradation of news, data, reports, tender announcements, recruitment and other relevant information etc., on daily, weekly, fortnightly, or monthly basis as may be required.
- Updating content in Hindi on CPEC website, if required.
- Web promotion shall be a part of this activity and shall include activities such as search engine registration and linking to related websites home page improvements etc.
- Static/Dynamic information updation (as and when required).
- Maintenance & Checking for dead links of static pages.

- Content research and management (Uploading of the English Contents on website).
- Accepting bugs and minor changes and providing the solution.
- Link updates, uploads, replace and addition of content and links and other related work.
- The service provider will not use any pirated or un-authorized software or tool for developing/amending the website during the entire period of contract.
- If C-PEC will develop any web portal, module or application by any vendor, bidder will have to provide necessary support to integrate that web portal, module or application to C-PEC website. Bidder will have to coordinate with concerned vendor as and when required.
- Bidder should have provide necessary training to C-PEC nominated officer to manage website as needed by C-PEC/BIRD.
- Bidder shall participate in the weekly/monthly/quarterly revdiew meeting as and when conducted by C-PEC/BIRD.
- Bidder shall be responsible for all the related passwords and should never disclose it any third party.
- Bidder shall provide technical data of website and other information to C-PEC/BIRD/NABARD as and when asked for.
- Maintenance of the following features, functionalities and links already available on the website:

(A) Home

- i. Login
- ii. Member's Area
- iii. Tender and ADV
- iv. Announcements
- v. Featured Events
- vi. Tickers
- vii. CPEC- Film
- viii. Discussion Forum
- ix. Disclaimer
- x. Terms and Conditions
- xi. Sitemap

- xii. Contact us
- xiii. Photos/Gallery

(B) About C-PEC

- i. Overview
- ii. Milestones
- iii. C-PEC Team
- iv. C-PEC Membership
- v. Contact us

(C) Accreditation

- i. Why Accreditation
- ii. Norms & Parameters
- iii. Accreditation Process
- iv. Accreditation Board
- v. Accredited Institutes
- vi. Apply Online

(D) Standardization

- i. Concept of Standardization
- ii. Standardised Programmes
- iii. Standardized Day to Day Schedule
- iv. Approved Online Programmes

(E) Certification

- i. Concept of Certification
- ii. Certified Courses
- iii. List of Certified Trainers

(F) Knowledge

- i. Library
- ii. Success Stories
- iii. Share Stories
- iv. E-News Letter
- v. E- Learning

(G) Any other recruitment process as may be prescribed by CPEC/BIRD

8. Service Requirement:

Website Monitoring : Website to be monitored 24*7*365 days

Website uptime : 100% uptime availability of the CPEC website when network is available.

Troubleshooting : The successful bidder will provide immediate support and assistance in the event of any disruption in the Services being provided by the bidder. The manner and time frame for troubleshooting and the timelines for the resolution of the problems will be as follows:

Troubleshooting & resolution times priority	Priority Definition	Mean Time to Assist (MTTA)	Mean Time to Repair (MTTR)
Medium	Partial/Intermittent service interruptions – e.g. System, N/W performance degraded but still functioning	30 Minutes	4 Hours
Low	All changes requests, upload	1 Hour	2 Hours

9. Data Ownership

- The website is hosted on a server provided by National Bank for Agriculture and Rural Development (NABARD). The ownership of the entire data of CPEC website, in all forms (including text, data, graphics, animations, audio/video content, etc.) will rest only with BIRD even if in case the service provider facilitates hosting the content on the website on a server owned by the service provider.
- Similarly, the ownership of all source code of website/ software used for the purpose of maintaining/developing the content on CPEC website would rest with BIRD.
- BIRD reserves the right to change the service provider for maintenance with one month notice period.
- In case the source code along with other software/data of the entire website is required to be migrated from the current service provider to a new service provider/ representative as informed by BIRD, the same would have to be provided to BIRD/new service provider. Furthermore, the current service provider/bidder will handhold/facilitate the migration activity with new service provider,

whenever the same is asked for by BIRD.

10. Period of Assignment

The initial assignment, i.e. contract, of the maintenance of the website will be for a period of 01 year. After AMC period of 01 year, subject to review of services, AMC may be extended further on a yearly basis. However, BIRD will have the option to terminate the contract with a one month notice period. On the expiry or early termination of this contract, the bidder must hand over the source code along with other software/data of the entire website to BIRD (or any new vendor engaged by BIRD).

11. Payment

Payment will be made on quarterly basis after completion of each quarter with satisfactory service. Payments would be subjected to tax deduction at source (TDS) as per the statutory requirement.

12. Period of bid validity

The Bids shall be valid for a period of 90 days from the closing date for submission of the bid.

13. Signing of Contract

The bidder shall be required to enter into a contract with **BIRD (Annexure-II)**, within 07 days of the award of the bid or within such extended period, as may be specified by **BIRD**, on the basis of the Bid Document.

14. Purchase of non-judicial stamp paper

The cost of such stamp paper is to be borne by the successful Vendor/Bidder. The agreement needs to be stamped as per latest provisions of the applicable Stamp Act.

15. Right of BIRD to accept or reject the bid

- **BIRD** reserves the right to accept/reject any or all offers submitted in response to this without assigning any reason whatsoever.
- **BIRD** reserves the right to short-list the bidders based on the requirement of **BIRD** and may call bidders for a presentation or otherwise before an evaluation committee, at bidder's cost.

16. Governing Law and Disputes

- The RFP and any contract resulting therefrom shall be governed by and construed according to the Indian Laws.
- All disputes or differences whatsoever arising between the parties (i.e., **BIRD** and

the bidder) out of or in relation to the construction, meaning and operation or effect of this Bid Document or breach thereof, shall be settled amicably. If, however, the parties, as above, are not able to resolve them amicably, the same shall be settled by arbitration in accordance with the applicable Indian Laws, and the award made in pursuance thereof shall be binding on the parties, as above. The Arbitrator/Arbitrators shall give a reasoned award. Any appeal will be subject to the exclusive jurisdiction of the courts at Lucknow, India.

- The bidder shall continue work under the Contract during the arbitration proceedings unless otherwise directed in writing by **BIRD** or unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator or of the umpire, as the case may be, is obtained.
- The venue of the arbitration shall be Lucknow, India.

17. Force Majeure

- In case either party is prevented from performing any of its obligations due to any cause beyond its control, including but not limited to act of God, fire, flood, explosion, war, action or request of governmental authority, systemic breakdown, failure of electricity supply, accident and labor trouble, the time for performance shall be extended until the operation or such cause has ceased, provided the party affected gives prompt notice to the other party of any such factors or inability to perform and resume performance as soon as such factors disappear or are circumvented.
- Decision of **BIRD** this regard shall be final and shall not be questioned in arbitration or other legal proceedings.

18. Limitation of Liability

- Notwithstanding anything to the contrary elsewhere contained in this RFP, neither Party shall, in any event, regardless of the form of claim, be liable for any indirect, special, punitive, exemplary, speculative or consequential damages.
- However, the foregoing shall not include any loss of data, business interruption, and loss of income or profits, irrespective of whether it had an advance notice of the possibility of any such damages.
- Subject to the above and notwithstanding anything to the contrary elsewhere contained herein, the aggregate liability of bidder under the Agreement shall

not exceed the amount of Professional Fees actually paid by **BIRD**.

- Provided, that aforesaid limitation of liability shall not be applicable in respect of claims arising as a result of infringement of Intellectual Property Rights of a third party.

Annexure I

(No financials to be mentioned in this)

SN	Particulars	Details
1	Basic:	
	a) Firm's Name	
	b) Date of Incorporation	
	c) Corporate Office Address	
	• Contact Person	
	• Phone No.(landline/Mobile)	
	• Fax No.	
	Email address :	
	Contact person in Lucknow :	
2.	Turnover:	
	• Turnover for last 3 years (In lakhs)	
	2022-23	
	2021-22	
	2020-21	
3.	Technical:	
	a) <i>Please provide details relevant only to website service</i>	
	• No of Technical Staff in Hardware Area	
	• No of Technical Staff in Software Area	
	• No of personnel for designing	
	• No of personnel for digital media	
4.1	Total number of clients handled	
4.2	Most important 3 clients handled	
	Client Name:	
	Website URL:	
	Client Name:	
	Website URL:	
	Client Name:	
	Website URL:	

Signature of contractor with seal

Annexure II

AGREEMENT (in ₹ 100/- stamp)

AGREEMENT FOR MAINTENANCE OF CPEC WEBSITE
(<https://bird-cpec.nabard.org>)

This Agreement is made at Lucknow on this the ---- day of 2024.

BETWEEN

Bankers Institute of Rural Development, a society registered under Societies Registration Act, 1860 and having its office at Sector H, LDA Colony, Kanpur Road, Lucknow – 226012 (Uttar Pradesh), hereinafter referred to as “BIRD” (which expression shall, unless repugnant to the context or meaning thereof, mean and includes its successors and assigns) **OF THE FIRST PART.**

AND

M/s. _____, India, hereinafter referred to as the "Contractor" (which expression shall, unless repugnant to the context or meaning thereof, mean and includes its successors and assigns) **OF THE SECOND PART.**

Whereas BIRD is a premier organization involved in training, research and consultancy, particularly in the area of rural development banking.

Whereas M/s _____ has expressed its intention, in terms of their Letter No. Ref. No. _____ dated _____ 2024, for providing services to BIRD for Maintenance of CPEC website (<https://bird-cpec.nabard.org>).

The terms and conditions mentioned, hereinafter, it is confirmed as having been agreed to between the respective parties as under:

1. Scope of Work

1.1. The Contractor agrees for Maintenance of CPEC website (<https://bird-cpec.nabard.org>) as per scope of work mentioned in Contractor’s Letter ref. no. _____ dated _____ 2024 and BIRD’s work order ref. no. _____, dated _____ 2024.

1.2. The Contractor agrees to perform corrective maintenance for CPEC website (<https://bird-cpec.nabard.org>) for a period of one year i.e. _____ 2024 to _____ 2025. The corrective maintenance work shall encompass the correction of complaints lodged by BIRD which shall include changes in code of website to ensure its smooth functioning (herein after referred to as “corrective maintenance”).

1.3. The Contractor agrees to perform preventive maintenance of C-PEC Website for a period mentioned in BIRD work order no _____, dated _____ 2024. The preventive maintenance work shall encompass ensuring safety of

the websites from external threats i.e. hacking, malware, spyware, etc. (hereinafter referred to as "preventive maintenance").

1.4 The Contractor shall ensure 24 * 7 * 365 days availability of website over the Internet.

1.5 The Contractor will provide copy of source code along with other software/data of the entire website if required. In case it is decided by BIRD/NABARD to migrate the current website, the contractor will be liable to undertake all related activities on the same. The contractor will handhold/facilitate the migration activity with new service provider, whenever the same is asked for by BIRD/CPEC. The ownership of all source code of website/ software used for the purpose of maintenance of CPEC website would rest with BIRD/CPEC and the contractor will share the same on immediate basis whenever asked.

2. Time of performance

2.1. Complaint lodged by BIRD/CPEC to the Contractor should be resolved within 4 hours of receipt. Any deviation from stipulated time must be reported along with issues observed.

2.2. For down time beyond the permissible time i.e. 4 hours, penalty at the rate of Rs. 500/- per day will be charged. However, the amount of penalty shall not exceed more than 10% of amount of the Contract.

3. Service charges

3.1. For the services listed under "**Scope of Work**", to be provided under this Agreement by the Contractor.

3.2. These charges quoted by you are expressed inclusive of all taxes related to onsite or off-site corrective or preventive maintenance or any other maintenance work.

3.3 The Agreement shall apply to the website (C-PEC) and its components at their installation sites.

3.4. Separate payment will be made for any separate module developed by the Contractor on request of BIRD/CPEC.

4. Terms of payment of service charges

4.1. The invoices shall be submitted by the Contractor to BIRD after completion of each quarter and payment will be made by BIRD to the Contractor subsequently.

4.2. The payments shall be made by BIRD to the Contractor within fifteen days from the date of receipt of invoice at site subject to deduction of penalty as to be computed for non-compliance of the performance as set out under this Agreement and other statutory deductions as applicable.

5. Liability and maintenance

5.1. In the event of the Contractor failing to perform the agreed works related to hosting support and maintaining completely or properly, BIRD shall immediately notify to the Contractor of the deficiencies in writing, and the Contractor shall immediately carry out inspection and remedy the deficiencies discovered during such inspection at its own expenses.

5.2. If the Contractor fails to comply with its duty to remedy defects, BIRD shall be entitled to forthrightly terminate the contract or at its option, it may set further extension of period for the purpose against such reduced rates as it may determine.

5.3. The Contractor shall be liable for damage caused by deliberate action or gross negligence in the performance of this Agreement.

6. Term of the Agreement

6.1. The Agreement shall come into effect from xx/xx/2024 for preventive/corrective maintenance of CPEC website (<https://bird-cpec.nabard.org>) and shall continue up to xx/xx/2025.

6.2 BIRD's right to terminate the Agreement shall remain intact without assigning any reason. However, notice of termination must be in writing.

7. Disputes

A dispute shall not entitle BIRD or the Contractor to restrict or cease performance of the contractual duties or remittance of payments. The right to terminate the Agreement for cause shall remain intact.

8. Other provisions

8.1. Jurisdiction

Place of jurisdiction for disputes arising from or in connection with this Agreement or subsequent individual Agreements based thereon shall be Lucknow (Uttar Pradesh), India.

8.2. Severability

If any term or provision of this Agreement is or becomes legally ineffective, in whole or in part, the validity of the remaining provisions shall not be affected thereby. In such case, the parties hereto shall agree on a legally admissible provision that comes as close as possible to the economic purpose of the legally ineffective provision; the same shall apply mutatis mutandis to any omission from the Agreement.

Signed, sealed and delivered

Signed, sealed and delivered

(Name.....)

(Name.....)

(Designation)

(Designation)

For and on behalf of BIRD

For and on behalf of the Contractor

In the presence of

In the presence of

1.

1.

2.

2.

Annexure III

Proforma for Bank Account Details/Electronic Payment

Details of Bank Account to be furnished by the agencies for effecting payment through ECS (e-payment)]

Name and Address of the bidder / agency with phone nos and email ID

.....
.....
.....

Bank Account details

Sr. No.	Particulars	Details
1	Name of the account holder (as appearing in the Bank account)	
2	Account Number	
3	IFSC Code	
4	Type of account (Current / Savings)	
5	Name of the Branch	
6	Name of the Bank	
7	PAN Number	
8	GST Identification Number	
9	Mobile No.	
10	Email ID	

Signature with Seal

Encls.:- Please enclose following documents along with this sheet

1. One cancelled cheque leaf
2. Copy of PAN and Aadhar Card
3. Copy of GST Identification Number

Annexure IV

Letter of Authorization

(On Bidder's Letter Head)

Date: dd/MM/yyyy

To

The Director
Bankers Institute of Rural Development
Sector-H, LDA Colony,
Kanpur Road, Lucknow - 226012

Dear Sir

Maintenance of CPEC Website

We _____ (Name of the Company) have submitted our bid for participating in BIRD's RFP dated _____ for Maintenance of website. We also confirm having read and understood the terms and conditions of the RFP as well as the scope of work and requirements.

As per the terms and conditions of RFP, we nominate Mr./Ms. _____ designated as _____ of our company to participate in the bidding process. BIRD shall contact the above named official for any and all matters relating to the bidding process.

We, hereby, confirm that we will honor the proposal placed by Mr./Ms. _____ on behalf of the company in the bidding process. We agree and understand that BIRD may debar us from participating in future RFP/bids for failure of any kind on our part.

Signature with company seal Name: Company/Organisation: Designation within company/ Organisation: Address of company/ organisation:	Name of Authorized Representative: Designation of Authorized Representative: Signature of Authorized Representative:
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Annexure V

Application Form

(On Bidder's Letter Head)

Date: dd/MM/yyyy

To

The Director
Bankers Institute of Rural Development
Sector-H, LDA Colony,
Kanpur Road, Lucknow - 226012

Dear Sir

Maintenance of CPEC Website

We have gone through the Request for Proposal (RFP) dated 2024 and the details posted on the BIRD's website. We hereby submit our application for maintenance of CPEC website as per the terms and conditions specified in the RFP and to abide by the terms and conditions specified therein.

While submitting this Application, we certify that the information/data/particulars furnished in our application are factually correct.

If our Application is accepted, we undertake to start the work as per the job assigned by BIRD.

We understand that BIRD reserves the right to accept or reject any or all applications at any time without assigning any reasons.

We have not been blacklisted by BIRD or any other organization where we have worked. Further, if any of the partners/directors of the organization/firm is blacklisted or having any criminal case against them, our bid shall not be considered. At any point of time, if our company/firm/and/or any of its partner/director is blacklisted by any organization, BIRD shall have the right to terminate the contract with us.

Yours sincerely,

Signature of Authorized person

Name and Designation of Authorized Person: [In full and initials]

Name of Company/Firm:

Address:

(Please affix rubber stamp of your company)

Price Bid

Name of the Firm: _____

SL	Particulars	Total Amount including of GST (₹)
1	Maintenance of CPEC Website (https://bird-cpec.nabard.org)	
2	Cost per man day for taking up additional work@ (As and when required)	

Signature of contractor with seal