

**WESTERN INDIA REGIONAL COUNCIL OF THE INSTITUTE OF CHARTERED ACCOUNTANTS**

**OF INDIA**

**TENDER**

**FOR**

**Providing Professional, Finance Head, Event Manager, Management Trainee, Supervisor,  
Accountants, Office Assistant, Data Entry Operators and Peons on outsource basis**

**To Various Offices of WIRC of ICAI located in Mumbai**

**PART - II (Financial Bid)**

**Address for Communication**

*Regional Head, WRO*

WIRC OF ICAI

'ICAI Tower'

Plot No.C-40, 'G' Block, Bandra Kurla Complex (BKC),

Bandra (East),

Mumbai – 400051

## **FINANCIAL BID**

1. Name of the Company, Address etc.:
2. Amount may be written in words as well as in figures, in case of any discrepancy between words and figures, the amount written in words will be taken for consideration)

### **Note:**

1. Please Indicate Total Cost to WIRC of ICAI per Category of per Personnel per Month.
2. No cutting and or overwriting will be allowed. Any Financial Bid with Cutting and or Overwriting will be disqualified.

**Bidder shall fill in the requisite details in columns 1-5 against Sr. No. 1-2.**

Sr.No.	Category	Educational Qualification and Relevant Experience	Minimum Wages (viz. as per respective State Govt. Notification/ orders) as applicable to the Categories Mentioned at Sl No. 1,2 &3 . For categories mentioned at Sl. No. 4&5, salary will be fixed between the range given therein based on the experience	PF	ESI	Service Charges (in Fixed rate only)	GST
			(1)	(2)	(3)	(4)	(5)
1	Peon	12 <sup>th</sup> Pass	Range between Rs.12,000/- to 15,000/-				
2	Data Entry Operator	Graduates with Computer Skills from reputed Institutes with minimum speed of 40 wpm	Range between Rs. 15,000/- to 20,000/-				

**Bidder shall fill in the requisite details in columns 4 & 5 only against Sr. No. 3-4.**

Sr.No.	Category	Educational Qualification and Relevant Experience	Minimum Wages (viz. as per respective State Govt. Notification/ orders) as applicable to the Categories Mentioned at Sl No. 1,2 &3 . For categories mentioned at Sl. No. 4&5, salary will be fixed between the range given therein based on the experience	PF	ESI	Service Charges (in Fixed rate only)	GST
			(1)	(2)	(3)	(4)	(5)
3	Office Assistant / Accountant	Post Graduates viz. M.Com/MCAMBA having at least 5 years experience Govt. / PSU / MNC organization	Range between Rs. 20,000/- to Rs. 25,000/-	If applicable	If applicable		
4	Supervisor	Post Graduates viz. M.Com/MCAMBA having at least 3 years experience Govt. / PSU / MNC organization	Range between Rs. 25,000/- to 35,000/-	If applicable	If applicable		

**Bidder shall fill in the requisite details in columns 4 & 5 only against Sr. No. 5-6.**

Sr.No.	Category	Educational Qualification and Relevant Experience	Minimum Wages (viz. as per respective State Govt. Notification/ orders) as applicable to the Categories Mentioned at Sl No. 1,2 &3 . For categories mentioned at Sl. No. 4&5, salary will be fixed between the range given therein based on the experience	PF	ESI	Service Charges (in Fixed rate only)	GST
			(1)	(2)	(3)	(4)	(5)
5	Management Trainee	Post Graduates viz. M.Com/MCA/MBA	Salary Range between Rs. 20,000/- to Rs. 25,000/-	If applicable	If applicable		
6	Professional	CA / CS / CWA / LL.B / Ph. D	Salary Range between Rs. 35,000/- to 50,000/-	If applicable	If applicable		
7	Event Manager	Graduates	Salary Range between Rs. 25,000/- to 30,000/-	If applicable	If applicable		
8	Finance Head	Chartered Accountancy (CA) experience with 10 to 12 years	Salary Range between Rs. 1,00,000/- to 1,25,000/-	If applicable	If applicable		

PF: Provident Fund shall be paid by the Service Providers

ESI: Employees State Insurance shall be paid by the Service Providers

SC: Service Charge shall be paid by WIRC of ICAI to the Service Providers

GST: Goods and Service Tax as applicable shall be paid by WIRC of ICAI to the Service Providers

(Signature of Authorized Person)

Place:

Name :

Date:

Designation :

Office Seal :

Business Address:

Mobile no. :

Telephone No:

Witness with Signature:

1) Name & Address:

2) Name & Address: