

# **REQUEST FOR PROPOSAL (RFP)**

**Under**

**AICTE-Scheme Promoting Accessible Education (SPACE)**

RFP NO. 01/ AICTE/ IDC/ SPACE/ 2022-23



**All India Council for Technical Education (AICTE)  
Ministry of Education (MOE)  
Nelson Mandela Marg, Vasant Kunj  
New Delhi – 110070**

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## LETTER OF INVITATION

Dear Sir/ Madam,

All India Council for Technical Education (AICTE) under Ministry of Education (MOE) invites sealed Request for Proposal (RFP) for empaneling agencies for conducting Accessibility Audit under AICTE- Scheme Promoting Accessible Education (SPACE).The AICTE intends Accessibility Audit to be conducted for select (up to 15-20) institutions under the Scheme.

The RFP Document containing the details of qualification criteria, submission requirement, brief objective & scope of work and method of evaluation etc. is enclosed.

You may submit your response in sealed envelopes in prescribed format to the undersigned latest by 23.09.2022.

Yours faithfully,

Advisor - I (IDC)  
Institution Development Cell  
All India Council for Technical Education(AICTE)  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi – 110070

Email: [advidc@aicte-india.org](mailto:advidc@aicte-india.org);  
[spaceidc@aicte-india.org](mailto:spaceidc@aicte-india.org)

## **SECTION 1 - GENERAL INFORMATION**

**1.1. General Purpose** the All India Council for Technical Education, is issuing this RFP for the Accessibility Audit services it requires, as further described in Section 2 of this RFP.

### **1.2. Background**

#### **1.2.1. ABOUT AICTE**

- a) All India Council for Technical Education (hereinafter referred to as “AICTE” or “Council”) was set-up in November 1945 as a National Level Apex Advisory Body to conduct surveys on the facilities on technical education and to promote development in the country in a coordinated and integrated manner.
- b) To ensure the same, the AICTE is vested with statutory authority for planning, formulation and maintenance of norms and standards, quality assurance through accreditation, funding in priority areas, monitoring and evaluation, maintaining parity of certification and awards and ensuring coordinated and integrated development and management of technical education in the country.
- c) The AICTE is responsible for proper planning and coordinated development of the technical education and management education system in India.
- d) The AICTE accredits postgraduate and graduate programs under specific categories at Indian institutions as per its charter. It is assisted by 10 Statutory Boards of Studies, namely, UG Studies in Engg. & Tech., PG and Research in Engg. and Tech., Management Studies, Vocational Education, Technical Education, Pharmaceutical Education, Architecture, Hotel Management and Catering Technology, Information Technology, Town and Country Planning.

#### **1.2.2. Background and a brief note on the current scope of the project**

- a) To encourage enrolment of students with disabilities into technical education, make them as comfortable as other students and empower them to complete their studies (Accessible Education), certain special provisions are to be created or modified in the existing institutions, for a supportive atmosphere. These mechanisms should comprehensively cover physical accessibility of academic institutions, improvement of teaching-learning process, support systems once admitted and other linkages etc.

- b) The AICTE proposes to create one model institute imparting Accessible Education, in each major State which will be able to inspire others, so that over time all institutions start imparting Accessible Education.
- c) Through this RFP, the Council is seeking to empanel an agency to carry Accessibility Audit of identified educational institutions located across India. This Accessibility Audit should be covering infrastructural and educational aspects of institutions in higher education. The Audit Report shall become the basis for development of a proposal by the educational institute, for funding from the AICTE.

**1.3. Closing Date and Time**

All Proposals, complete in all respects, must be received by Council's Issuing Office by 23.09.2022, 23.59hrs (IST) see section 3 of this RFP for submission instructions.

- 1.4. Monitoring** This RFP will be posted on the AICTE website <http://www.aicte-india.org>, under "Announcements". Any Addenda including, without limitations, extensions of the Closing Date and Time will be posted on the AICTE website. Proposers shall be responsible for monitoring the AICTE website on a periodic basis for any modifications to the RFP. The Council is not required to issue individual notifications.

- 1.5. Definitions** As used in this RFP (unless otherwise stated), the capitalized terms shall have the meanings set forth in the annual Approval Process Handbook of AICTE.

## **SECTION 2 - SPECIFICATIONS AND PERFORMANCE CRITERIA**

The Council is seeking to empanel agency/ agencies to carry Accessibility Audit of identified educational institutions across India. The agency must display a proven track record of understanding professional assignments and delivering services to conduct detailed Accessibility Audits of similar contexts.

Below are a few components to be audited for the accessibility and the agency shall have to prepare a detailed accessible audit report for each audited institution (viz. blue-prints, sensory audit, etc.) including but not limited to the following examples; administrative space, circulation space; building infrastructure, classrooms, library, laboratory, workshop, hostel, cafeteria, activity center, incubation center, sports complex, playground, civic amenities (if available), any other common facilities/area, digital content, printed media content, institute website/ app, etc.

## **SECTION 3 - PROPOSER SUBMITTALS AND OTHER REQUIREMENTS**

### **3.1. Overview**

**3.1.1.** The AICTE expects all Proposers to submit the information identified in this Section 3, where the requested submittal is marked (E), the submittal will be evaluated and Proposers are expected to provide comprehensive written responses to the formats attached here with this RFP. Points will be awarded based on the degree to which the Council's evaluators determine that the Proposer meets the evaluation criteria. A Proposer that does not respond in an enclosed format may receive no points for that specification.

With respect to all other submittals, the decision as to whether the Proposer meets the submittal requirements rests solely with the Council. If the Council decides that a Proposer does not meet a submittal requirement as specified, or has not provided sufficient information relevant to allow the Council to evaluate a submittal requirement, the Council may deem the Proposal as "non-responsive" and terminate its review.

At any point prior to initial evaluation of a Proposal, the Council may seek further written information and/or clarification of one or more Proposals.

### **3.2. Submittals and Qualifications**

**3.2.1. Cover Letter** Proposer must submit a cover letter summarizing the Proposal.

**3.2.2. Contact Information** Proposer must submit the name and title of its primary contact dealing with this RFP, the business name, the primary address, the primary contact's telephone number, and the primary contact's email address.

### **3.2.3. Entity Verification**

**3.2.3.1.** If the Proposer is an entity other than a sole proprietorship, Proposer must submit evidence in the form of a Government Certificate (or equivalent documentation) that the individual submitting the Proposal is authorized to act for and bind the Proposer in all matters relating to the Proposal and possible subsequent contract. The written documentation, however, is not required to be in any particular form as long as it clearly shows the individual signing the Proposal has authority to bind the Proposer.

**3.2.3.2. Financial Capability** Proposer must submit sufficient evidence of financial capability<sup>1</sup> to meet the responsibilities to perform the task, which may include balance sheets, income statements, financial statements, independent financial compilation/ review or other financial information, whereby the Council can determine Proposer's credit rating or financial capability. It will be at Council's sole discretion to determine if evidence submitted is sufficient to determine financial capability or to deem a Proposer responsible to perform under a contract. Council reserves the right to request further information as needed for clarification purposes.

<sup>1</sup> Council does not require audited financial documents or extensive proof of one's financial capability. With respect to corporate entities or LLCs, a proposer may submit an independent financial compilation or report generally prepared by an accountant applying accounting and financial reporting expertise to assist the entity in preparing financial statements and reports without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with the applicable financial reporting framework. **Council does not require an audited statement or a verification of the accuracy of the information provided.** In the case of small businesses, sole proprietorships, and/or historically underutilized businesses, one may submit proof of confirmation of self-employment status, verification of income from self-employment, and/or a statement of assets, credit references, a current bank statement, and/or a current credit report. This list is not exclusive. Council will independently evaluate all documentation received from a proposer. A proposal may not be rejected if financial information is not submitted. However, Council may require proof of a Consultancy/ Agency's financial ability to provide the services in advance of a contract award.

**3.2.4. Addenda Posted After Proposer's Submission of Proposal** If Proposer has already submitted a Proposal, Proposer may (i) modify the previously submitted Proposal (in accordance with the procedures set forth in Section 4 below) to include a signed copy of each Addendum not previously acknowledged, or (ii) withdraw the previously submitted Proposal (in accordance with the procedures set forth in Section 4 below).

**3.2.5. Other Proposer Requirements** Proposer must not be listed on the Debarred Contractors listing. Proposer must not be excluded from contract awards by the Government. Upon closing of this RFP, and as part of Council's initial review of mandatory requirements, Council may verify whether Proposer is excluded from contract awards by the GoI.

**3.2.6. Experience** Proposer must have at least 5 years of experience in working on similar projects involving institutions of higher learning and research. The Proposer must submit a description of the Proposer's experience performing projects similar in type and magnitude to the subject of this RFP (in given format 3). Proposer should have described



its experience in working with institutions of higher learning. Proposer's description must include a minimum of 3 examples demonstrating the above experience.

**3.2.7. Detailed accessibility reports of similar norms and scale** Proposer must provide samples of detailed accessibility reports of similar norms and scale demonstrating their best capabilities in conducting accessibility audits that evidence its ability to meet the requirements set forth in Section 2 of this RFP. **(E) Samples must be mailed along with the hard copy of application to the address listed below:**

**Advisor-1,  
Institutional Development Cell,  
All India Council for Technical Education (AICTE)  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi-110070**

**3.2.8. Services Offered** Proposer must submit a full description of (i) how Proposer would approach this project, and (ii) and how Proposer will carry the Accessibility Audit in AICTE identified educational institutions, under a contract awarded pursuant to this RFP. **(E)**

**3.2.9. References** Proposer must submit a list of three clients and contact information for whom similar projects have been completed by the Proposer (in given format 3). These clients may be contacted by the Council for evaluation feedback and assessment of the Proposer's performance. **(E)**

**3.2.10. Key Personnel** Proposer must provide a list of key personnel (format 4) who will be assigned to this project. This list will include each individual's name, title, qualifications, areas of expertise, experience with projects of similar scope and nature and a concise business biography or resume. **(E)**

**3.2.11. Management Procedures** Proposer must include a detailed description of procedures and other aspects of the working relationship expected between Proposer's project manager and Council's representative as well as any other information deemed necessary for the fulfillment of the awarded contract. **(E)**

## **SECTION 4 - PROPOSER INSTRUCTIONS AND PROPOSAL PROCEDURES**

**4.1. Overview** Proposer **MUST** comply with all Proposal procedures and follow all Proposer instructions set forth in this Section.

**4.2. Consultancy/ Agency Questions** Please note that Council will not respond directly to individual enquiries. Council will not address enquiries that are unique to a specific Proposer, are non-substantive, and/or are already addressed in this RFP. **The Council only addresses enquiries through a posted addendum when it has sufficient resources available and determines the information will assist all interested parties in preparing responsive Proposals.** Council will not respond to oral enquiries. Consultancy/ Agency questions must be submitted to email id [spaceidc@aicte-india.org](mailto:spaceidc@aicte-india.org) no later than (10) ten business days prior to the Closing Date. Please do not follow questions with emails requesting if and/or when responses will be posted.

### **4.3. Proposal Preparation**

**4.3.1. Completeness** Unless Proposers are specifically authorized by this RFP to take exceptions or to leave terms open to negotiation, Proposals will be a complete offer and will be subject to the terms of this RFP. To be evaluated and considered for award, Proposals must include all information required herein. Failure to do so may be deemed sufficient cause for rejection of the Proposal as “non-responsive.”

**4.3.2. Organization** Proposals must follow the organization and format described in this RFP. Proposals must clearly identify the question or request to which the Proposer is addressing and restate the Section number with each response. Proposals must be organized in the order in which the question or request was presented in the RFP. Proposals that do not follow the format described in this RFP may at Council’s sole discretion be deemed “non-responsive,” and receive no further consideration.

#### **4.4. Proposal Submission**

**4.4.1. Form** Proposals must be submitted electronically via e-mail on to the id [spaceid@aicte-india.org](mailto:spaceid@aicte-india.org) and hard copy of the same must be sent to the address listed below.

**Advisor-1,  
Institutional Development Cell,  
All India Council for Technical Education (AICTE)  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi-110070**

**IMPORTANT: Agencies who do not provide samples may not be considered for award under this RFP.**

#### **4.4.2. Procedure for Electronic Submissions**

The subject line must clearly state that it is a “**PROPOSAL**,” noting the RFP Title, RFP Number, and the Closing Date and Time. Electronic Proposals must be formatted in MS Word, Excel, or pdf. Supporting documentation such as graphics, pictures, and financial statements may be in pdf or other appropriate format. All Proposals submitted electronically must be submitted by individuals with legal authority to bind the Proposer.

**4.4.3. Accessibility** If a Proposer is unable to comply with the above procedure, please contact the Issuing Office **before the Closing Date** for further instructions. Late submissions will not be accepted.

**4.4.4. Authorization** Proposals must be submitted by Proposer’s authorized agent or representative. Proposer acknowledges that its Proposal shall remain firm for a period of six months after the Closing Date. By submitting its Proposal, Proposer represents and warrants that Proposer understands and agrees to be bound by all of the terms and conditions of this RFP.

**4.4.5. Receipt of Proposal by Council** All Proposals must be received by Council’s Issuing Office by the Closing Date and Time. Postmarks will not be considered. It is Proposer’s responsibility to ensure that the Proposal is received by Council at the required delivery point (as indicated in Section 1 of this RFP), prior to the Closing Date and Time, regardless of method used to submit the Proposal. Council will not be responsible for the proper identification and handling of Proposals not submitted in the designated manner or format as required by this RFP.

**4.4.6. Proposer's Costs** Council is not responsible for any costs of Proposers incurred in connection with submitting or presenting a Proposal. All Proposers who respond to solicitations do so solely at their own expense.

**4.4.7. Modification of Proposal by Proposer** Proposers may modify a previously submitted Proposal prior to the Closing Date and Time. Modifications must be submitted electronically. The subject line must be clearly marked “**PROPOSAL MODIFICATION,**” and must display the RFP Title, RFP Number, and the Closing Date and Time. Verbal modifications or corrections will not be recognized or considered.

**4.4.8. Withdrawal of Proposal by Proposer** Proposals may be withdrawn at any time prior to the scheduled Closing Date and Time. Notification of withdrawal must be submitted electronically. The subject line must be clearly identified with the words “**PROPOSAL WITHDRAWAL,**” and must display the RFP Title, RFP Number, and the Closing Date and Time.

**4.4.9. Proposals are Property of Council** All Proposals submitted in response to this RFP become the property of Council. By submitting a Proposal in response to this RFP, Proposer grants the Council a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Proposal solely for the purpose of evaluating the Proposal, negotiating a contract, if awarded to Proposer, or as otherwise needed to administer the RFP process, and to fulfill obligations under Council rules and regulations. Proposals, including supporting materials, will not be returned to Proposer.

**4.4.10. Trade Secrets** This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be retained by requesting Council department for the required retention period, and made a part of a file or record, which will be open to public inspection. If a Proposal contains any information that is considered a "trade secret", the Proposer must provide an alternative copy of its Proposal with any specific text, drawings, or other markings that are considered a “trade secret”, if any, clearly marked or redacted, and also mark each sheet that contains such information in the Proposal.

Failure to provide a marked alternative copy or mark the Proposal as required in this Section will conclusively establish that the information on that page does not constitute a trade secret. **Proposals in which the entire document is marked or otherwise identified in its entirety as confidential or a “trade secret” may be rejected. If the Proposal is not rejected, the response will be deemed available for disclosure to the public. Council will not agree to non-disclosure of confidential disclosure agreements.**

**4.4.11. Council’s Right to Amend** Council reserves the right, at its option, to amend this RFP. Any Addenda including, without limitations, extensions of the Closing Date and Time will be posted on the AICTE website, under “Announcements,” accessible at [www.aicte-india.org](http://www.aicte-india.org). Proposers are responsible for monitoring the AICTE website on a periodic basis for any modifications to the RFP. Council is not required to issue individual notifications.

**4.4.12. Council’s Right to Reject** The Council reserves the right, at its option, to reject any or all Proposals. Notification of Proposal rejection will be made in writing. Council reserves the right to waive minor informalities and irregularities in Proposals.

**4.4.13. Council’s Right to Cancel** Council reserves the right, at its option, to cancel this RFP.

## **SECTION 5 - EVALUATION AND AWARD**

**5.1. Evaluation by Committee** Proposals will be evaluated by a Committee constituted by the AICTE.

### **5.2. Initial Evaluation**

**5.2.1. Completeness and Compliance of Proposal** Proposals will be evaluated for completeness and compliance with the requirements of this RFP.

Those Proposals that are incomplete, do not meet all requirements of this RFP, or are otherwise deemed by Council to be "non-responsive," will be rejected.

**5.2.2. Responsibility of Proposer** Proposers will be evaluated for their demonstrated ability to perform responsibly under a contract awarded pursuant to this RFP. At the discretion of the Council, those Proposers who satisfactorily demonstrate their ability to perform responsibly under a contract awarded pursuant to this RFP are considered "responsible". Those Proposers who are unable to satisfactorily demonstrate to Council that they are able to perform responsibly under a contract awarded pursuant to this RFP are considered "non- responsible".

**5.3. Criteria Evaluation** Responsive proposals received from responsible Proposers will be further evaluated by the Committee. For each of these Proposals, the Committee will allocate points and calculate the Proposal's total score.

Although the general criteria to be used for final evaluation will be based on the inputs given by Proposer in the enclosed formats which have been provided in this RFP, it is not intended to limit imagination or creativity in preparing a Proposal that will achieve the goal targeted by the AICTE.

**5.4. Negotiations** Council may commence serial negotiations with the highest-ranked Proposer or commence simultaneous negotiations with all eligible Proposers. Council may negotiate:

- The statement of work, timelines, implementation plans, deadlines, delivery terms, etc.
- The contract price as it is affected by negotiating the above elements.
- Any other terms and conditions determined by Council in its sole discretion to be

reasonably related to those expressly authorized for negotiation. Accordingly, Proposers will not submit and Council will not accept for negotiation, any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation.

Terms and conditions within any proposed contract may be further negotiated after award, but before legal review or execution of the Contract.

- 5.5. Final Determination** After considering and assessing all factors it deems relevant; the Committee will make a decision as to how to proceed. **Council has an obligation to seek a solution that provides it with the best value as will be reasonably determined upon its evaluation of all Proposals. Council reserves the right to accept or reject Proposals on each line separately, or as a whole, to award items separately or in aggregate, and to contract with one or more Consultancy/ agency, all as determined by Council to be in the best interest of the Council.**
- 5.6. Notice of Conditional Award** The apparent successful Proposer will be notified in writing of its status and negotiations will commence to achieve a final contract, which will include the Councils' Standard Terms and Conditions. All other Proposers will be notified on the Council's website that the apparent winning Proposal has been selected. The award decision is conditioned upon final approval by the Council and the successful negotiation of a contract. Council makes no representation that a contract will be awarded pursuant to this RFP and reserves the right to cancel upon notice to all Proposers.
- 5.7. Declaration of Results** Because of the volume of its business, Council does not post selection or award results though, in its sole discretion, may elect to do so. Council does not conduct post-award debriefings. All solicitations, proposals, bids, award information, documents, and notices are confidential and not subject to public disclosure until a contract is executed with the successful Consultancy/ Agency or the procurement is cancelled.
- 5.8. Use of Council's Proprietary Marks and Information** Consultancy/ Agency upon award of project is not permitted to use the Council's name, logos, or other proprietary information for marketing, advertising, or any other purpose other than performing the project activity without advance written approval by the Council.

**5.9. Resolution of Dispute Amicably/Arbitration/Court of Law** All disputes relating to this RFP or claims arising out of or relating to this RFP or breach, termination or the invalidity thereof or on any issue whether arising during the progress of the services or after the completion or abandonment thereof or any matter directly or indirectly connected with this agreement shall be, in the first instance, placed before the Senior executives of both the parties to hold discussion and negotiation to resolve the same amicably. If the dispute still remains unresolved, then it shall be referred to the Sole Arbitrator who would be engaged with the mutual consent of both the parties and the arbitration proceedings shall be in accordance the provisions of the Arbitration and Conciliation Act, 1996 (as amended from to time and in force when the reference is made). The Arbitrator shall be appointed within a period of 30 days from date of receipt of written notice/demand of appointment of arbitrator from either party. The decision of Sole Arbitrator shall be binding on both the parties. The cost of arbitration shall be borne by respective parties equally. The venue and jurisdiction of such arbitration shall be at New Delhi. The arbitration proceeding shall be conducted in English language. The parties agree to comply with the awards resulting from arbitration and waive their rights to any form of appeal in so far as such waiver can validly be made.

If the dispute still remains unresolved, the same shall be adjudicated by the Courts of law at New Delhi.



**FORMAT 1 - RESPONSE LETTER**

To,  
All India Council for Technical Education(AICTE)  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi – 110070

Sub: Submission of Request for Proposal to conduct Accessibility Audit of  
Educational Institutes under AICTE-SPACE Scheme.

Sir,

In response to the Invitation for Request for Proposal (RFP) published on \_\_\_\_\_ for the above purpose, we would like to carry out the above proposed task. As instructed, we have attached 2 sets of the following documents in separately sealed envelopes and one softcopy for your kind attention:

1. Organizational Details (Format-2)
2. Experience in related fields (Format-3)
3. List of Experts / Consultants - at least 3 (Format-4)
4. Resume of experts/ consultants
5. Additional information (Format-5)
6. Declaration (Format-6)

Encl.: As above.

Sincerely Yours,

Signature of the applicant

[Full name of applicant]

Stamp.....

Date:

Note: This is to be furnished on the letter head of the organization.

**FORMAT 2 - CONTACT DETAILS**

S. No	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	Type of Organization Firm/ Company/ partnership firm registered under the Indian Companies Act, 1956/ the Partnership Act, 1932	
4.	Whether the firm has been blacklisted by any Central Govt./ State Govt./ PSU/ Govt. Bodies/ Autonomous organization? If yes, details thereof.	
5.	Address of registered office with phone no. & fax	
6.	Address of offices in i) National Capital Region of Delhi ii) All other States/UT's	
7.	Contact Person with telephone no. & e-mail ID	

Enclose: -

1. Copy of Certificate of Incorporation.
2. GST Certificate.

Signature of the applicant  
Full name of the applicant  
Stamp & Date

**FORMAT 3 – EXPERIENCE IN CONDUCTING ACCESSIBILITY**

Experience in Related Fields					
Overview of the past experience of the Organization in all aspects related conducting of Accessibility Audit of Building					
S. No	Items	Number of Assignments during last 5 years	Year in which the assignment was done	Mention the name of Client/ Organization	Remarks
1	Experience of carrying out assignments in IT/ITES/ Private sector				
1.1	Experience in carrying out assignments in Government				
1.2	Experience in carrying out assignments in Public sector.				
	Signature of the applicant Full name of applicant Stamp & Date				

**FORMAT 4 – LIST OF KEY PERSONNEL/CONSULTANTS**

List of Experts/Consultants on payroll for Conducting Accessibility Audit (at least 3)						
S. No	Name	Designation	Qualification	Weather Certified/ Registered (Yes/No)	Area of Expertise	Experience with projects of similar scope & nature
1.						
2.						
3.						
4.						
5.						

Signature of the applicant  
Full name of applicant  
Stamp & Date

**FORMAT 5 – ADDITIONAL INFORMATION**

Additional Information	
List of all Industry Partners / Sponsors:	
Sr. No.	Industry Partner/Sponsor Name
1	
2	
3	
4	
5	

Signature of the applicant  
Full name of applicant  
Stamp &Date

**FORMAT 6 – DECLARATION**

Declaration:

We hereby confirm that we are interested in competing for the Project Accessibility Audit of Institutions identified under AICTE- SPACE Scheme.

All the information provided herewith is genuine and accurate.

Authorized Person's Signature.

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.