

**Notice for engagement of
Technical Consultancy Firm**

Indian Institute of Carpet Technology (IICT), Chauri Road, Bhadohi-221401 (U.P.), seeks to engage a GST registered professional firm to provide consultancy, technical documentation, and reporting services for the research project "Development of Dyeing Process of Woolen Carpet Yarn using Plant-Based Natural Dyes." The deadline for submission is within 7 days. For more information, visit: iict.ac.in

Director, IICT

Terms & Conditions for engagement of Technical Consultancy Firm

Indian Institute of Carpet Technology (IICT), Bhadohi Project: Development of Dyeing Process of Woolen Carpet Yarn using Plant-Based Natural Dyes.

IICT, Bhadohi, invites proposals from GST-registered professional firms to provide expert consultancy and technical documentation services. This is a short-term engagement for a duration of two (2) months, focused on the successful completion and reporting of our natural dye research project.

Responsibilities and Scope The selected firm will handle the following key areas:

- Process Documentation: Recording all technical dyeing methods, experimental data, and process parameters.
- Formal Reporting: Developing high-quality project reports and presentation materials for institutional stakeholders.
- Project Support: Providing expert consultancy to ensure all project outcomes meet established industry standards.
- Final Archiving: Preparing technical results for formal publication.

Eligibility Criteria

- Must be a GST-registered firm.
- Prior experience in technical writing or textile-related consultancy is preferred.
- The firm must have the capacity to start work immediately.

Submission Procedure

Due to the urgent nature of the project, please follow these guidelines:

- Timeframe: Total engagement is for 2 months.
- Submission Deadline: Proposals must be submitted within 7 days of this notice.
- Format: Submit your proposal in a sealed envelope marked: "Proposal for Consultancy Services - Natural Dye Project."
- Address: To, The Director, Indian Institute of Carpet Technology (IICT), Chauri Road Bhadohi-221401

Contact for Inquiries for any clarifications regarding the scope or submission process, please contact: **Dr. Anu Mishra | Mob: +91-9935792794 | Email: ictdmcc@rediffmail.com**

Payment Terms & Conditions

The payment shall be released in two installments, subject to satisfactory progress and completion of work as evaluated by IICT:

- First Installment (50%) shall be paid at the end of one month upon completion of at least 60% of the proposed work, subject to the satisfaction and judgment of IICT.
- Final Installment (50%) shall be paid at the end of the second month upon successful completion of 100% of the proposed work, strictly as per the satisfaction and judgment of IICT.
- Payment will be made only after submission of progress reports and final deliverables as prescribed by IICT.
- No advance payment shall be made.

(On Firm's Letterhead)

Proposal for engagement of Technical Consultancy Firm

Project: *Development of Dyeing Process of Woolen Carpet Yarn using Plant-Based Natural Dyes*

Date: ___ / ___ / 2026

To,
The Director
Indian Institute of Carpet Technology (IICT)
Chauri Road, Bhadohi – 221401

1. Firm Details

Name of Firm: _____
Registered Address: _____
Contact Person: _____
Mobile No.: _____
Email ID: _____
GST Registration No.: _____

2. Brief Experience / Capability

(Short description of experience in consultancy / technical documentation / textile or research-related work – max 4–5 lines)

3. Scope of Services Proposed

We propose to provide the following services:

- Process documentation
- Professional reporting
- Consultancy support
- Final archiving / publication preparation

4. Duration of Engagement

Total Duration: **2 months**

- Month 1: Minimum 60% of work completion
- Month 2: 100% completion with final report submission

5. Financial Quote (Inclusive of all Taxes)

Total Professional Fee: Rs. _____
(In words: _____)

Payment Terms (accepted):

- 50% payment after 1st month on completion of at least 60% work, subject to satisfaction of IICT.
- Final 50% payment after 2nd month on successful completion of 100% work, subject to satisfaction of IICT.

6. Declaration

We hereby declare that:

- We are a GST-registered firm.
- We agree to all terms and conditions mentioned in the Notice issued by IICT, Bhadohi.
- The information provided in this proposal is true and correct.
- We are capable of starting the work immediately upon selection.

Place: _____

Date: _____

Authorized Signatory: _____

Name: _____

Designation: _____