

**NUMALIGARH
REFINERY
LIMITED**

A GOVERNMENT OF INDIA UNDERTAKING



TENDER DOCUMENT

FOR

**“Procurement of Electro forged Galvanized Iron (GI)
Gratings for RTA'2019.”**

Tender No. OC04000257/ASH

PART – I: UN-PRICED BID

PREPARED & ISSUED BY

NUMALIGARH REFINERY LIMITED

(A Govt. of India Enterprise)



NUMALIGARH REFINERY LIMITED
NOTICE INVITING TENDER (NIT)

1. Numaligarh Refinery Limited (NRL) invites ONLINE bid (E-tender) from competent and experienced suppliers under two bid system (Part-I: Techno-commercial part and Part-II: Price Part) with sound technical and financial capabilities fulfilling the Pre- Qualification Criteria (PQC) of the tender document for the following item:

Procurement of Electro forged Galvanized Iron (GI) Gratings for RTA'2019	
(Tender No : OC04000257/ASH)	
Tender Publish Date	23-11-2018 at 16-00 Hrs.
Tender document download end date & time	12-12-2018 at 11-00 Hrs.
Pre-bid Meeting	Not applicable
Bid Submission end date & time	12-12-2018 at 11-00 Hrs.
Bid opening date & time (Technical Bid):	13-12-2018 after 11-00 Hrs.
Tender Withdrawal Time End Date :	12-12-2018 at 10-00 Hrs.

- All amendment, corrigendum, addendum, extension of due date, etc. shall be uploaded in website (<http://eprocure.gov.in/eprocure/app>) only.

2. **SUBMISSION OF E-BID:**

The E-Bid should be prepared in Two Parts as per the following details.

- PART – I : Techno-commercial / Un-priced Bid
- PART - II : Price Bid

Note:

- Only online offer shall be considered against the subject enquiry. For details please go to our e-tendering portal <http://eprocure.gov.in/eprocure/app>
- This Tender is being conducted in e-tendering mode and the Bid documents can be downloaded for ONLINE bidding by the bidders, who has the Digital Signature Certificates.
- For any assistance you may please contact our service provider personnel at Phone No 03776 – 265774, email: z_tender@nrl.co.in
- Bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The Toll free contact number for the helpdesk is 1800 3070 2232.
- Bids received by way of Post, Courier, Fax, Telex or Telegram or email or in open condition shall not be considered.**

3. **PRE-QUALIFICATION CRITERIA (PQC):**The bidder shall be Manufacturer/Authorized supplier/ bidder should be experienced of supplying similar nature of structural materials within last Ten Years.
4. **EVALUATION OF THE TENDER:** Tender shall be evaluated on '**OVERALL LOWEST OFFER BASIS**'. This job is **Non-SPLITABLE**.
5. **DOCUMENTS TO BE UPLOADED AS A PART OF PART – I: TECHNO-COMMERCIAL / UNPRICED E-BID:**
 - a) Documents in support of PQC.
 - b) PAN No., GST registration number allocation certificate, Registration certificate /Trade license/certificate/ Enlistment certificate / Incorporation certificate in any Govt. deptt. / Statutory body / PSU shall be submitted
Such other certificates if any as defined in the ITB
Copy of partnership deed in case of partnership firm, Memorandum and Article of Association in case of limited company, ownership certificate in case of sole of proprietary 9 firm and Power of Attorney in favour of authorized signatory in case the firm is not a proprietary firm.
 - c) Agreed Terms & Conditions (ATC) duly filled, signed & stamped. The commercial terms & conditions should not be repeated in the offer.
 - d) In case bidder is Micro & Small Enterprise (MSE), EM-II Certificate & Indemnity Bond as per clause no. 8 of this NIT.
 - e) Duly signed & stamped copy of (i) Technical Compliance Sheet, (ii) Deviations (if any) etc.
 - f) OEM Authorization letter (if Applicable).
 - g) List of deviations from NRL technical specification, if any. Bidder should also provide nil deviation statement in the offer in case no technical deviation.
6. **DOCUMENTS TO BE SUBMITTED AS A PART OF PART – II: PRICED E-BID:**
 - (a) BoQ/Priced Bid "in "XLS" format as per instructions provided.
IMPORTANT NOTE:
 - (i) ***Bidder to quote Unit Price (FOR NRL Site), Taxes, Duties, all other charges (i.e. P&F, Freight, TPI/ IBR Charges) in online BoQ/Priced Bid in "XLS" format strictly as per instructions provided. Charges quoted elsewhere shall be ignored and will not be taken into consideration.***
 - (ii) *Bidders are strictly advised not to submit any additional offer documents mentioning commercial terms and conditions beyond the documents and forms published along with this tender. No subsequent revision in the BoQ is possible after final submission. Any services, charges, taxes and duties left blank or =0 (zero) in the online priced bid (BoQ) shall be deemed to be inclusive in the quoted price.*
 - (iii) *Ambiguity/contradiction/lack of clarity may lead to rejection at any stage of the tender without further notice.*
7. **BENEFITS TO MICRO AND SMALL ENTERPRISES:**
With reference to Public Procurement Policy for Micro and Small Enterprises (MSEs) notified by the Government under the Micro, Small and Medium Enterprise Development Act, 2006, which came into effect from 1st April, 2012. The Ministry of MSME published an order known as Public

Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012 under which Micro and Small Enterprises (MSEs) shall be entitled for benefits, subject to terms and conditions as under:

Qualifying Criteria for MSEs vendors:

- (I) MSE bidders must submit Notarized copy of MSE Registration document (all the pages of the EM-II Certificate [Part – II Memorandum]) from any of the following body (or any other body specified by the Ministry of MSME) :
 - National Small Industries Corporation (NSIC)
 - District Industries Centres (DIC)
 - Coir Board
 - Khadi and Village Industries Commission (KVIC)
 - Khadi and Village Industries Board (KVIB)
 - Directorate of Handicrafts and Handloom
- (II) Indemnity Bond (on Rs. 100 Stamp Paper) stating that “The Bidder” shall offer and supply the entire tender quantity from the plant (situated at _____ Plant Address _____), which is having MSE Certification.
- (III) The MSE Registration shall be valid as on date of placement of order.
- (IV) The registration must be for the items /services relevant to the tendered items /services.
- (V) The classification and registration as Small Scale Industries has been rescinded, after implementation of the MSMED Act 2006. The same is also issued vide policy ref. no. 5(1)/2011-MSME Pol. dtd. 14.06.2011 issued from the Office of the Development Commissioner, Ministry of MSME, Govt. of India. So, the use of Small Scale Industries in statutes/ rules/ guidelines/ instructions etc. is to be substituted by the term Micro and Small Enterprise (MSE) and permanent SSI registration is to be substituted by Entrepreneurs Memorandum Acknowledgement (Part-II). As such, certificates with SSI registration shall not be considered eligible for the benefits under Public Procurement Policy for Micro and Small Enterprises (MSEs) Order 2012.

Note: Scan copy of Notarized copy of MSE Registration documents (all the pages of the EM-II Certificate [Part – II Memorandum]) to be uploaded by the bidder along with their un-priced (Techno-Commercial) bid and Original/True copy to be submitted in a sealed envelope superscribed as - “Submission of Original Notarized copy of MSE Registration document for the job of “Procurement of Structural Steel for Maintenance jobs.” Tender No: (Tender No :OC19000255/BOR) and to be send to the undersigned on or before bid submission close date. In absence of above documents, benefit to MSE will not be passed on to bidders.

(A) Purchase Preference for MSE:

In tenders, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than a Micro and

Small Enterprise and such Micro and Small Enterprise shall be allowed to supply up to 20 percent of total tendered value.

In such cases, the MSE who is lowest within the MSEs and quoting price within the price band of L1+15% shall be provided the first opportunity to agree to supply the item at the L1 price and on his refusal to accept the L1 price, opportunity shall be provided so on to the other MSEs.

(B) Exemption from Earnest Money Deposit (EMD)/ Tender cost for MSE:

Not applicable in this tender.

8. SPECIALNOTE TO THE BIDDERS:

The relaxation in case of MSE / Start-up will not be applicable for this tender as it is related to Critical Plant Operations and also related to public safety. As such Pre-Qualifying Criteria has to be complied by all participating bidders.

Documents to be submitted in support of 'Micro & Small' and 'Start Ups'

Apart from the documents listed above, bidders who are willing to avail the benefit of 'Micro & Small Enterprises' and 'Start Ups' are required to submit the following documents.

For availing the benefits of 'Micro & Small Enterprise'

- (i) MSE bidder must submit Notarized copy of MSE registration document i.e. Entrepreneurs Memorandum Acknowledgement (Part-II) from any of the following body (or any other body specified by the Ministry of MSME):

- National Small Industries Corporation (NSIC)
- District industries Centers(DICs)
- Coir Board
- Khadi and Village Industries Commission(KVIC)
- Khadi and Village Industries Board(KVIB)
- Directorate of Handicrafts and Handloom

- (ii) The MSE registration shall be valid as on date of placement of order

The registration must be for the items/category of items/services relevant to the tendered items/category of items /services.

For availing the benefits of 'Start Ups'

- (i) Bidder who intends to participate as 'Start-up'' company should enclose the Certificate of Recognition issued by Department of Industrial Policy and Promotion, Ministry of Commerce & Industry, Govt. of India.

9. GENERAL:

- i) Bidder should not be under liquidation, court receivership or similar proceedings. Bidder to submit the self certificate in this regard.
- ii) Agencies submitting their bids shall not be on Holiday list of NRL.
- iii) Consortium/Joint venture bids shall not be accepted.

- iv) Canvassing in any other form by the bidder or by any other agency on their behalf may lead to disqualification of their bid.
- v) In case any of the document/information(s) furnished by a bidder are found to be false/forged, such bidder shall be kept in holiday list/ black list apart from other penal actions as deemed fit by NRL.
- vi) NRL reserves the right to defer the date/time of opening of the offer; to make changes in the terms & conditions of tender document and to reject any or all bids without assigning any reason thereof.

Date: 23-11-2018

**GM (Commercial & Legal)i/c
Numaligarh Refinery Limited.
Commercial Dept, Pankagrang,
PO- NR Project, Dist – Golaghat
PIN-785699, Assam**

Contact Person: Ashrukana Gogoi
Phone : 03776-265485
Email ID: ashrukanag@nrl.co.in

Item	Material Code	Description	Order Qty	UoM
00010	C-ACES-0108	Electroforged gratings with bearing bar Electroforged gratings with bearing bar of 25x5mm, c/c41mm, cross bar of 6mm sqare twisted bar across, c/c100 mm duly pr essed locked into bearing bar by way of electrofusion; duly hot dipped galvanised after fabrication.	5,000	m2

Procurement of Electro forged Galvanized Iron (GI) Gratings for RTA'2019

NUMALIGARH REFINERY LIMITED
AGREED TERMS & CONDITIONS (ATC)

Bidder M/s _____ Tender No : **OC04000257/ASH**

Offer Ref & Date: _____ Signature : _____

Tel. No/ Mob: _____ Name : _____

E-mail id _____ Official Seal : _____

DULY FILLED, SIGNED & STAMPED COPIES OF THIS PRE-FILLED "QUESTIONNAIRE" SHALL BE ENCLOSED WITH BIDDER'S UNPRICED QUOTATION. FAILURE ON THE PART OF BIDDER IN NOT RETURNING THIS DULY FILLED-UP "QUESTIONNAIRE WITH UNPRICED QUOTATION AND/OR SUBMITTING INCOMPLETE REPLIES MAY LEAD TO REJECTION OF BIDDER'S QUOTATION".

SN	DESCRIPTION	BIDDER'S CONFIRMATION
01.	EVALUATION OF TENDER: Basis of Evaluation of this tender shall be on – ' OVERALL LOWEST OFFER BASIS '. This job is NON-SPLITABLE .	Noted
02.	Quoted price shall be on FOR NRL Stores basis. Please indicate the following: (a) Despatch Point of the goods: (b) Mode of despatch of goods:	(a) _____ (b) _____
03.	Please confirm that you have quoted price on FOR NRL Site basis; Separately indicating Basic Price (on Ex-works), P&F (in % of basic), Freight Charge (in % of basic), GST (in % of basic) in the " BoQ/Priced Bid " in "XLS" format as per instructions provided	Confirmed.
	NOTE: Where any field in the online priced bid (BoQ) is left blank or =0, the charge, tax or duty shall be considered as either inclusive, nil or not applicable. Charges quoted elsewhere may be ignored in priced bid evaluation and shall not be borne by NRL. Bidders are strictly advised not to submit any additional offer documents mentioning commercial terms and conditions beyond the documents and forms published alongwith this tender. No subsequent revision in the BoQ is possible after final submission. Any services, charges, taxes and duties left unquoted shall be deemed to be inclusive in the quoted price. Ambiguity/contradiction/lack of clarity may lead to rejection at any stage of the tender without further notice.	Noted

04.	PACKING & FORWARDING (P&F) CHARGES: Seller to indicate applicability of P&F charges as per the respective quoted rates in BOQ or it is inclusive.	Confirmed.
05.	THIRD PARTY INSPECTION CHARGE: Seller to indicate the charge for Third Party Inspection Charge as per the respective quoted rates in BOQ or it is inclusive.	Confirmed.
06.	FREIGHT CHARGES: Please note that Transportation up to NRL Site is in the scope of Seller. Seller to indicate firm freight charge as per the respective quoted rates in BOQ or it is inclusive.	Confirmed.
07.	GST DETAILS: Please furnish following information as per the respective quoted rates in BOQ. 1. HSN CODE 2. APPLICABLE GST TYPE-IGST/CGST+SGST/UTGST 3. APPLICABLE GST %	Confirmed.
08.	<u>PAYMENT TERM:</u> 100% payment within 30 days after receipt and acceptance of materials at site. The above payments are subject to statutory deduction of taxes & duties and will be released on submission of performance bank guarantee for 10% of total order value.	Confirmed.
09.	DELIVERY PERIOD: All the materials shall be delivered at site within 90 days from the date of award of PO. <i>Please note that deviation to Delivery period may lead to rejection of Offer.</i>	Confirmed.
10.	OFFER VALIDITY: Bid shall remain valid for a period of 90 days from the bid due date/extended due date. <i>Note: In case any bidder quotes shorter bid validity, his offer shall be liable for rejection.</i>	Confirmed.
11.	PRICE REDUCTION CLAUSE FOR DELAYED DELIVERY: In case of delay in execution of the order, NRL may at its option, recover from the bidder price reduction of 0.5% of the value of delayed goods per week of delay or part thereof subject to a maximum of 5% of the total order value of goods.	Confirmed
12.	REPEAT ORDER: Acceptance of repeat order within 12 (Twelve) Months from the date of Purchase Order at same prices, terms and conditions.	Confirmed.

13.	GUARANTEE / WARRANTEE CLAUSE: Vendor shall guarantee NRL against any and all defects in design, workmanship of material and performance for a period of 12 months from the date of commissioning/installation or 24 months from the date of last despatch, whichever expires first. Should any defects develop during the guarantee period, it should be remedied promptly free of cost by the vendor and all expenses for transportation of goods necessitated for such repairs or replacement shall be borne by the vendor. The guarantee period for such repaired/replaced goods shall again be 12 months from the date of commissioning/installation.	Confirmed.
14.	PERFORMANCE BANK GUARANTEE (PBG): Submission of Performance Bank Guarantee for 10% of total order value for supply (as per NRL's standard PBG format attached with tender document) valid till for full guarantee period plus 3(Three) months of claim period.	Confirmed.
15.	ACCEPTANCE OF NRL GPC: Acceptance of General Purchase Conditions (GPC) of NRL shall be accepted without deviation. (Refer NRL website)	Confirmed.
16.	NO ESCALATION CLAUSE: (a) No escalation of contract value, in any form whatsoever will be entertained during the contract period. (b) For applicable labour wage at NRL site & other related information regarding labour wages, kindly refer "circular wages for contract workmen". This circular is available at NRL Website www.nrl.co.in/tender (Tender Room under heading "Circular of Wages for contract workmen"). (c) No mobilization advance will be paid to the contractor for execution of this work.	Confirmed.
17.	Lists of deviation stated is limited to exemption & deviation as per ANNEXURE –I .	Confirmed.
18.	Information furnished by the bidder is correct in all respects. In case of submission of any false information/ forged documents, offer shall be summarily rejected and penal action including holiday listing as deemed fit will be done by NRL.	Noted.

BIDDER'S SIGNATURE, SEAL:

TECHNICAL COMPLIANCE SHEET

Tender No : OC04000257/ASH

Subject : Procurement of Electro forged Galvanized Iron (GI) Gratings for RTA'2019.

Duly signed & stamped copy of this pre-filled 'Technical Compliance Sheet' along with all requisite technical documents/ drawings / information shall be enclosed with bidder's un-priced quotation. Failure on the part of bidder in not submitting the same may lead to rejection of bidder's quotation.

SN	TECHNICAL REQUIREMENT	BIDDER'S CONFIRMATION
01.	PRE-QUALIFYING CRITERIA: The bidder shall be Manufacturer/Authorized supplier/ bidder should be experienced of supplying similar nature of structural materials within last Ten Years.	Noted & confirmed.
02.	Anticipated requirement for RTA'2019.	Noted
03.	Manufacturer's Test Certificates as per mentioned IS codes with the respective item description have to be submitted by the Supplier along with each lot of materials.	Confirmed
04	TECHNICAL: A) MATERIALS TO BE USED SHOULD CONFORM TO IS-2062 AND GALVANISING SHOULD CONFORM TO IS-2629. ZINC COATING SHOULD CONFORM TO IS-4759. THE SUPPLIER SHOULD FURNISH THE MATERIAL TEST CERTIFICATE AND GALVANISING & ZINC COATING COMPLIANCE CERTIFICATE ALONG WITH THE SUPPLY. B) SIZE OF GRATING PIECES TO BE 1.0M X 1.0M 4) MAKE/MANUFACTURER :BHOLA RAM STEELS PVT LTD/CELLCOM TELESERVICES PVT LTD/GREATWELD STEEL GRATINGS PVT LTD/INDIANA GRATINGS PVT LTD/KANADE ANAND UDYOG PVT LTD/OMKAR GRATINGS PVT LTD/PINAX STEEL INDUSTRIES PVT LTD/PREMIER POWER PRODUCTS PVT LTD/SUTTANI ENTERPRISE LTD/VINFAB GRATINGS OR ANY OTHER MANUFACTURER APPROVED BY EIL.	Confirmed

SIGNATURE OF BIDDER : _____
NAME OF BIDDER : _____
COMPANY SEAL : _____
DATE : _____

COMPLIANCE TO BID REQUIREMENTS**Tender No : OC04000257/ASH****Subject : Procurement of Electro forged Galvanized Iron (GI) Gratings for RTA'2019.****Name of Bidder :**

We confirm that our bid complies to the total techno-commercial requirements of bidding document with the following deviation(s):

Sl No	Page No of this Document	Deviation in brief (Details may be attached in separate sheets and may be mailed prior to pre-bid meeting)

Total Nos of deviations stated above

Deviations stated in other (..... Nos of) pages

(SIGNATURE OF BIDDER)

[For Micro and Small Enterprise (MSE) for passing benefit to MSE as per NIT]

FORMAT FOR 'INDEMNITY BOND'

(To be submitted in **Rs. 100 Stamp Paper**)

To,

CGM (Commercial & Legal)
Numaligarh Refinery Limited,
Commercial Dept, Pankagrath,
PO- NR Project, Dist – Golaghat
PIN-785699, Assam.

We, M/s _____ having registered office at _____; hereby declare that we shall offer and supply the entire tender quantity against the Tender No. OC04000257/ASH for **“Procurement of Electro forged Galvanized Iron (GI) Gratings for RTA'2019”** from our plant/ factory situated at _____, if awarded to us; which is having MSE certification.

Thanking You,

Yours faithfully,

Signature :

Full Name :

Designation :

Date :

Company Seal:

(To be submitted on bidder's letterhead)

UNDERTAKING

Date: _____

To,
CGM (Commercial & Legal),
Numaligarh Refinery Limited,
Pankagrath, PO: Numaligarh Refinery Project,
Dist-Golaghat (Assam), India
PIN-785699
Fax No.: 03776-265514 / Phone: 03776-265477
E-mail: ashrukanag@nrl.co.in

Sub: Declaration for not being under liquidation, court receivership or similar proceedings.

Ref: (Tender No: OC04000257/ASH)

Dear Sir,

We herewith declare that we are not under liquidation, court receivership or similar proceedings.

(Authorized Signatory)

Name & Designation:

Company Seal:

Date:

Place:

PROFORMA OF BANK GUARANTEE FOR INDIGENOUS PURCHASE
(PERFORMANCE)

This deed of Guarantee made thisday of by(Name of the bank) Company registered under and having its registered office at and wherever the context so requires includes its successors and assigns (hereinafter called "The Surety") for the favour of M/s Numaligarh Refinery Limited, a company under Public Sector, registered under Indian Companies Act of 1956 having its registered office at 122A, GS Road, Christian Basti, Guwahati-781005 wherever the context so requires includes its successors and assigns (hereinafter called as "The Company").

WHEREAS

1. The Company has placed an Order No. Dated (hereinafter referred to as "the order") with M/s a company registered under Indian Companies Act 1956 having its registered office at and whereas the context so requires includes its successors and assigns (hereinafter called or referred to as "the Supplier").

2. Under the terms of the order, the Supplier is required to furnish the Company at his own cost a Bank Guarantee for an amount of Rs., being the amount equivalent to percentage of the total value of the order for fulfilling the contract.

3. The Surety at the request of the Suppliers, agreed to issue Bank Guarantee in terms of the said order on behalf of the Supplier and the Company has agreed to accept the same. It is hereby stipulated and agreed that the Supplier shall repair or replace free of cost Equipment, Machinery, its parts and components found defective on account of workmanship or defective material or inferior manufacturer, as mentioned in Warranty and Guarantee Clause of the Order for period of from the date of commissioning/ installation OR from the date of delivery.

4. The Surety binds himself to pay to the extent of Rs. in case of failure on the parts of the Supplier to perform this Guarantee provided the Company informs the Surety in writing to this effect.

5. Notwithstanding anything contained hereinafter the liability of the Surety in respect of this Guarantee is restricted to Rs. (Rupees only) and it will remain in force till This Guarantee will remain in force upto in the first instance. However, if the contract for which this Guarantee is given is not completed or fully performed, the Surety (Bank) hereby agrees to further extend the Guarantee till such time as is required to fulfil the contract.

6. The Surety shall not be discharged or released from this Guarantee by any arrangement between the Company and the Supplier with or without the consent of the Surety or by any alteration in the obligation of the parties or by any indulgence, forbearance, whether as to payment, time performance or otherwise.

In witness whereof the said Surety Subscribed and set its name and seal hereupto the day.

VENDOR DETAILS

Bidder is requested to furnish the following information/ details along with their un-priced offer:

1. Vendor name (mandatory):
2. Complete address (State -mandatory):
3. PIN Code (mandatory):
4. Telephone, Fax, mobile & e-mail:
5. GSTNo :
6. Micro/Small/Medium/ others/ no category (mandatory):
7. PAN No (mandatory)

(Bidder's Signature)

Stamp:

Date:

+++++

ON VENDOR's LETTER HEAD

To,
CGM (Commercial & Legal)
Commercial Department
Numaligarh Refinery Limited,
Golaghat, Assam, Pin: 785699

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various contracts through electronic mode. I understand that Numaligarh Refinery Ltd. also reserves the right to send the payments due to me by a cheque / Demand Draft / electronic mode or through a banker.

A. Supplier / Contractor Details

1. Supplier / Contractor Name (As per bank records)
2. Supplier / Contractor Code
3. Address(Including Pin Code)
4. P. A N. -.

5. E-mail ID

6. Contact Telephone Number

B. Particulars of Bank Account

1. Bank Name

2. Branch Name /branch code

3. Branch Address (incl Pin code)

4. 9 Digit MICR No. of Bank and Branch as appearing on the cheque

5. Account Type (Savings/Cash credit/Current)

6. Account Number (as appearing on cheque book)

7. IFSC Code of the Branch (For RTGS)

8. IFSC Code of the Branch (For NEFT)

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to NRL. If the transaction is delayed or not effected for reasons of incomplete or incorrect information or banking delays, I shall not hold Numaligarh Refinery Limited responsible. I also agree for printing of the bank details on the cheque or DD if the payment is effected by cheque / DD.

Name (in Capitals) of supplier / contractor

Authorised Signatory

Official Rubber Stamp

Date:

Note: 1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed & stamped by the bankers. PLEASE NOTE THAT IF THIS FORMAT IS EXTENDED TO NUMBER OF PAGES THEN SIGNATURE AND STAMP FROM YOUR BANKER IS REQUIRED IN ALL THE PAGES.

2. PLEASE ENCLOSE A PHOTOCOPY OF A CHEQUE (DULY CANCELLED AT YOUR END) FROM YOUR CHEQUE BOOK OF THE BANK WHERE YOUR ACCOUNT IS BEING MAINTAINED.