



Tender No: HCSL/OPS/SB/TEN/072/2022-23, Dt.- 28.09.2022.

NOTICE INVITING TENDER

Sealed competitive tenders are invited on behalf of Hooghly Cochin Shipyard Limited (HCSL) from experienced vendors for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer Scope of Work, General Terms and Conditions and Special Terms attached.

Tender No. & date	HCSL/OPS/SB/TEN/072/2022-23, Dt.- 28.09.2022.
Scope of work	Procurement of Aluminium Anode, for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah (Detailed specification is enclosed separately)
Type of Tender	Single Bid
Cost of tender form	NIL
Earnest Money Deposit (EMD)	NIL
Last date & time of receipt of tender	19-Oct-2022 at 1500 Hrs.
Date & time of opening of technical bid	19-Oct-2022 at 1530 Hrs.
Tenure of contract	Within 14 Days (from the date of acceptance of Purchase Order).
Officer - in - Charge	<p>Name: Johnson Grandage Designation: Deputy Manager (Mechanical) Email: johnson.g@hooghlycsll.com Phone No: +91 9562266770</p> <p>Name: Sreerag .G Designation: Manager (Materials) Email: sreerag.g@hooghlycsll.com Phone No: +91 9916087168</p>

Tender reference should be clearly indicated on top of the respective envelopes.

Sealed tenders in Single cover system (Prequalification cum Technical and Price Bid in a single cover) addressed to The DGM (P&O) shall be **dropped in the HCSL tender box or courier to Hooghly CochinShipyard Ltd (HCSL), Satyen Bose Road, Danesh Sk Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109 before the due date and time.**

- i. The Tenderer should enclose copy of PAN, GST registration certificate, Income tax returns for last three years.
(A copy of the same shall be submitted along with the application for issue of tender document).
- ii. Offers from joint ventures/consortium will not be accepted.
- iii. Net worth of the bidder must be positive as per the latest balance sheet. (MSME/NSIC will get exemptions)

The tender documents can be downloaded from CSL website www.cochinshipyard.com or <http://www.eprocure.gov.in>. The tender documents are available on above mentioned link. All corrigenda, addenda, amendments and clarifications to this tender will be hosted in the website www.cochinshipyard.com or <http://www.eprocure.gov.in> and not in the newspaper. Bidders shall keep themselves updated with all such developments till the last date and time of submission of tender.

Tender administration: Tender procedure/administration/evaluation including correspondences and awarding of contract will be done M/s. Hooghly Cochin Shipyard Limited, Howrah, West Bengal.

Officer - in - Charge for the above work:

Name: Johnson Grandage
Designation: Deputy Manager (Mechanical)
Email: johnson.g@hooghlycsl.com
Phone No: +91 9562266770

Name: Sreerag .G
Designation: Manager (Materials)
Email: sreerag.g@hooghlycsl.com
Phone No: +91 9916087168

Only for query in connection with material make & grade (Please contact the below person)

Name: Rakesh Kumar Sagar
Designation: Manager (Naval Arch.)
Email: rakeshkr.sagar@hooghlycsl.com
Phone No: +91 9508921575

For Hooghly Cochin Shipyard Limited

कमांडर पी के मीश्रा (से. नि)
Cdr. P K MISHRA (Retd.)
उप महाप्रबंधक (परियोजना एवं प्रचालन) / DGM (P & O)
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

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For HooghlyCochin Shipyard Limited
Signature and Seal of the Bidder(s)



A) SCOPE OF SUPPLY

Procurement of Aluminium Anode for pontoon (30 Nos.), for Hooghly Cochin Shipyard Limited, Nazirgunge Unit, Howrah (Detailed specification is enclosed separately).

B) IMPORTANT INSTRUCTION

Suppliers shall take notice on the following points for its strict compliance

As the items are critically required, non-compliance of any of the following points will invite disqualification of the submitted offer without any further communication/ notice from this office in this regard.

- I. For the consideration of the offer and its price bid opening, suppliers should ensure the compliance of following points (which are mandatory in line with this particular tender) as stipulated in the general terms and conditions of enquiry and techno-commercial check list herewith.
 1. Liquidated damage
 2. Payment terms
 3. Validity of offer
 4. Security deposit
 5. Guarantee
 6. Material test certification from the competent authority (If Applicable)
 7. Risk purchase
 8. Make and Grade of offered item.
 9. Submission of relevant catalog for offered material (if applicable)
 10. Self-certified copy of MSE/NSIC certificate **in relevant** field, if applicable
 11. Price bid to be submitted in the price bid format attached at annexure-3

II. MSME/NSIC BENEFITS:

A. The following benefits are extended for all the firms who are registered with district industries center and come under the category of **Micro and Small** Enterprises holding a valid Entrepreneurs Memorandum (EM) part ii certificate or Udyog Aadhaar Certificate. However, in order to avail the benefits as per public procurement policy for MSME's orders, 2012, all MSE bidders are required to declare their Udyog Aadhaar Memorandum (UAM) number in Central Public Procurement Portal (CPPP) compulsorily.

- Tender Forms Shall Be Issued Free of Cost.
- Payment of earnest money deposit (EMD) is exempted.
- The list of items published as part of MSME order dated 23rd March 2012 {currently 358 items} shall be procured exclusively from MSE firms only.

B. For all firms who are registered with National Small Industries Corporation (NSIC) and come under Micro and Small Enterprises holding a valid NSIC certificate. The below benefit also extended in addition to above.

Waiver of security deposit (SD) for the performance of the contract (3% of the order value by the way of bank guarantee till the supplies are completed), up to financial limit as mentioned in NSIC certificate. However, to ensure performance of the item during the guarantee period a performance bank guarantee (PBG) (3% of order value by the way of bank guarantee) to be submitted by the firm as applicable.

C. This tender shall be based on MSME order dated 23rd march 2012, pertaining to public procurement policy.

D. When supply/service as per tender is divisible in nature, MSE's within price band of L1+15 percent shall be allowed to supply a portion up to 20% of requirement by bringing down their price to L1 price where L1 is non MSE's. If multiple vendors satisfy the above condition, requirement shall be divided equally. In this scenario, preference shall be given to SC/ST vendors to such an extent that they are allowed to supply minimum 4% out of the 20% in line with the aforementioned MSME order. SC/ST vendors shall submit a valid certificate from district industries center / NSIC, for qualifying in the above criteria.

E. In the case of tender item non-splitable or non-divisible, MSE's quoting price band L1 + 15% (in the ascending order) may be awarded full/ complete supply of total tendered value to MSE's, considering spirit of policy for enhancing the government procurement from MSE's

III. It is reiterated that offers submitted without compliance of any one of the aforesaid points will not be considered for its evaluation and summarily be rejected on commercial background without any further clarification/ notice/ communication in this regard from M/S Hooghly Cochin Shipyard Ltd., even though the offer is technically acceptable.

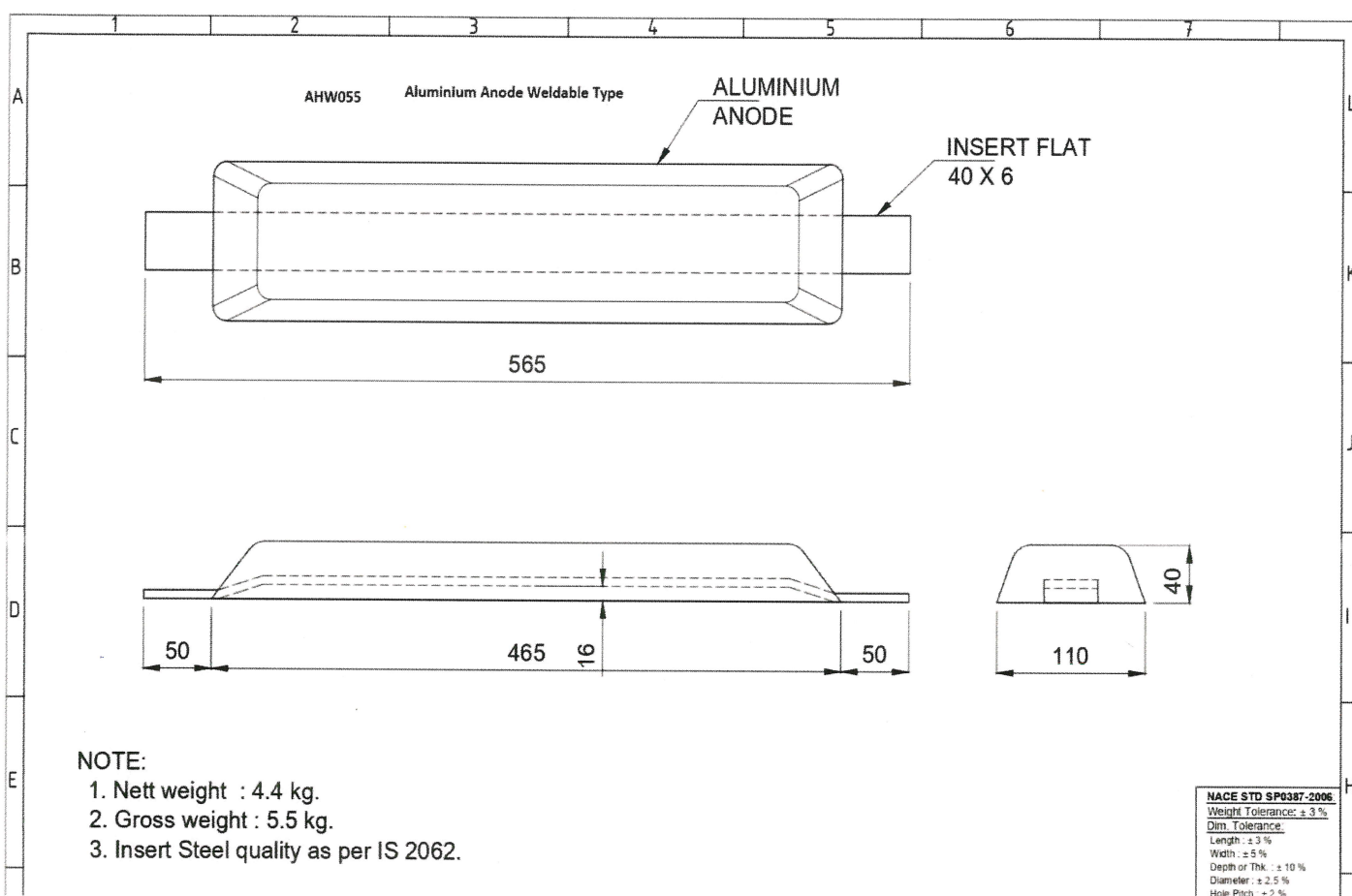
For Hooghly Cochin Shipyard Limited

कमांडर पी के मीश्रा (से. नि)
Cdr. P K MISHRA (Retd.)
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HOOGHLY COCHIN SHIPYARD LIMITED

Annexure – 2

Documents to be submitted (if any cost for the same shall be carried out on bidder / manufactures responsibility.

- Manufactures certificate of Inspection & Test records
- Report of Analysis & composition
- Material specification with current capacity of anodes.



Price Bid Format

Name of Bidder							
Sl. No	Material Description	UOM	Quantity Required (in Nos.)	Unit Rate (INR)	Amount	GST Amount	Total Amount
					(without GST) (INR)	(INR)	(Including GST) (INR)
	Scope of Supply		(A)	(B)	(C=A*B)	(D)	(E= C+D)
1	AL Anode (with metallic leg for fitment) Refer drawing in Annexure 2	Nos.	30				
2	Total Amount without GST (INR)			Rs.			
3	Total GST Amount (INR)			Rs.			
4	Total Amount Including GST (INR)			Rs.			
5	Total Amount Including GST (INR) (IN WORDS)			Rupees:			

Price Bid Instructions

- Bidder has to submit the price bid as mentioned in the format only, otherwise bid will be rejected.
- L1 Bidder will be evaluated based on the combined cost of all the items including GST.
- Quotation for all line items are mandatory. Partially quoting for few line items shall result in rejection of the bid.
- Freight Charges to be included in the unit price, not entertained to separately quote anywhere else or as a separate line item.

Seal & Sign. of the Bidder

GENERAL TERMS AND CONDITIONS

1. Tenderers are to carefully go through the terms and conditions and the technical specification of the items for which offers are called for.
2. Offers are to be furnished in duplicate and should be free from overwriting. Corrections and additions, if any, must be attested. Incomplete/ambiguous offers are likely to be rejected.
3. Offer shall be submitted in the prescribed form to M/s Hooghly Cochin Shipyard Ltd (HCSL), Nazirgunge Works, Satyen Bose Road, P. O. Danesh Sk. Lane, Howrah - 711 109, West Bengal at the designated tender box and has to be addressed to The Deputy General Manager (Projects & Operations).
4. All applicable taxes, duties, transportation, delivery, etc at HCSL Nazirgunge, should be included in the rate quoted, unless specified otherwise. HCSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
5. Indigenous tenderers should quote prices for delivery of materials at HCSL store (**Address:** Hooghly Cochin Shipyard Ltd (HCSL), Satyen Bose Road, Danesh Sk. Lane (PO), Nazirgunge, Howrah, West Bengal, PIN -711109). Insurance for transit shall be arranged by the vendor.
6. Bidders to note that no advance payment will be made by HCSL against work order issued.
7. Bidders can contact Officer-in-charge of the work which is indicated in the Tender Notice for any clarification before submitting the offer. If clarifications/details are not obtained before the offer is submitted, no claim on this account will be admitted.
8. **Delivery Period is 14 days from from the date of acceptance of PO. Acceptance should be made within 24 working hours after issuance of PO. Otherwise, it will be considered as non-acceptance of PO and appropriate action will be taken against the Vendor.**
9. Material unloading scope at Hooghly Cochin Shipyard Ltd, Nazirgunge Unit is under HCSL Account.
10. Delivered material weight will be re verified by HCSL Weigh Bridge.
11. **PAYMENT TERMS:**
 - a. For equipment's with commissioning HCSL payment term is 90% along with 100% applicable taxes within 30 days from the date of receipt and acceptance of critical equipment/machinery at HCSL stores after inspection and balance 10% on satisfactory completion of commissioning certified by HCSL.
 - b. For general items HCSL payment term is 100% within 30 days of receipt and acceptance of materials at HCSL stores after inspection.
 - c) Payment mode shall be Electronic Clearing System (ECS)/cheque /NEFT/ /LC/CAD/TT-as mutually agreed in line with above standard payment terms. Variations from standard terms, if any, shall be appropriately loaded for tender comparison purposes for arriving the lowest bid. Bank charges (including LC charges, if any) inside India will be to HCSL account and outside India to supplier's account (In the



case of import shipments). The charges for LC amendment, if any, shall be born by the parties by whom the same is attributed/ necessitated.

d) Normally advance payments are not encouraged. In case, if advance payment is sought, the same can be considered for a maximum of 10% order value only. Interest at the base rate of SBI {applicable on the date of price bid opening} + 1% for the amount of advance will be charged. In addition, Bank guarantee for equivalent amount of advance to cover the period till advance payment is adjusted to be furnished. (ie till completion of supplies or for a period as specifically agreed + 90 days). In case interest as above is not agreeable to be paid, the same will be loaded on your quoted basic prices, for tender comparison purposes for arriving the lowest bid

e) For deviation in Payments terms from HCSL standard terms, if any, aforesaid interest will be loaded on quoted item prices, for tender comparison purposes for arriving lowest bid.

f) Part payment shall be considered only if specifically agreed against partial supplies.

12. Materials offered shall confirm to HCSL specification.

13. **Force Majeure condition:** - Should failure in performance of the contract or part thereof arise from war insurrection, restraint imposed by Government, Act of Legislature or other Statutory Authority or illegal strike, riot, legal lock-out, flood, fire, explosion, act of God or any inevitable or unforeseen event beyond human control which may be construed as reasonable ground for an extension of time, HCSL may allow such additional time as is mutually agreed, to be justified by the circumstances of the case. The occurrence/ cessation of force majeure situation is to be informed with documentary evidence within 15 days from the date of occurrence/cessation.

14. **Liquidated Damage:** - In case of delay in supply of ordered materials beyond the stipulated delivery period, which is not attributable to HCSL, supplier is to pay Liquidated Damages (and not by way of penalty) a sum equivalent to ½% (half percent) per week or part of the week of the total basic price in case of Machinery/Equipment and of basic price of materials delayed in all other cases, subject to a maximum of 10% of the total basic price of undelivered material/10% of total basic price of machinery/equipment (Total basic price is the order value excluding freight, taxes, other charges etc.). Further GST will be applicable upon LD and the same also will be deducted along with LD. However, LD applicability is without prejudice to HCSL right to terminate contract for delayed delivery or other actions as per Risk Purchase clause.

15. **Risk Purchase:** If the supplier fails to supply the items ordered within the delivery date or violate any of the terms and conditions of the purchase order, HCSL shall have the following rights.

a) To terminate the contract with 07 days' notice forfeiting.

b) To initiate alternate procurement action at the risk and cost of the supplier.

16. **Warranty/ Guarantee:** - Nil

17. Suppliers are allowed to depute their authorized representative to be present at the time of opening of the Tender.

18. **Indian Agent** - Hooghly Cochin Shipyard Ltd. (HCSL) is a 100-percentage subsidiary of Cochin Shipyard Ltd (CSL) under ministry of shipping, Govt. of India Enterprise and prefers to deal directly with the supplier. However, if the supplier appoints an Indian Agent to deal with HCSL, the commission payable by the supplier to such an agency shall be intimated. The Indian agent shall be enlisted with Director General of Supplies and Disposals under the compulsory registration scheme of Ministry of Finance. "If manufacturer's effect supplied through Agents only, authorization in writing from manufacturers in favor of the Agent for supply to

HCSL shall be furnished. If Indian Agent submits offers on behalf of foreign manufacturers, copy of the Agency Agreement between them and their mutual interest in the basis to be furnished. In case where an Agent participates in a tender on behalf of a foreign manufacturer with specific authorization from the manufacturer, he should not quote on behalf of another foreign manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item. In other words, one Agent cannot represent two suppliers or quote on their behalf in a particular tender. “

19. **Jurisdiction:** All questions, disputes or difference arising under, out of, or in connection with contracts shall be subjected to the exclusive jurisdiction of the Courts at Kolkata, India.

20. **Cost of EMD (Earnest Money Deposit):** NIL

21. **Cost of Tender Form:** NIL

22. **Performance Guarantee:** NIL

23. **Security Deposit/ Warrantee Bank Guarantee:**

a.i The successful bidder shall remit a security deposit of 3% of the total order value (excluding taxes, duties,) in the form of demand draft drawn in favour of Hooghly Cochin Shipyard Ltd towards the satisfactory performance of the contract, if an order is placed on them. Alternatively, a Bank Guarantee equivalent to above % of the total order value (excluding taxes, duties) as per HCSL format from an International Bank as per approved list of banks available in CSL website (for overseas supplier) &

Scheduled Indian bank for Indian supplier is to be submitted, if an order is placed towards satisfactory performance of the contract.

a.ii)The supplier shall also agree for 3% of total order value (excluding taxes and duties) as Bank guarantee towards the Guarantee clause. { Delete this clause in the case of items where WBG is not applicable}

a.iii) The Bank Guarantee /DD as above should be initially valid till 90 days after completion of supplies in terms of SD and later revalidated (within the validity of initial BG) to cover the guarantee period mutually agreed plus 90 days. However, in the case of items where WBG is not applicable (as in 21), the SD shall be valid for item delivery at yard plus 90 days. Fixed Deposit Receipt (for equivalent amount of Security Deposit/WBG required as per tender) in lieu of bank guarantee is also acceptable. Fixed Deposit Receipt shall be in the name of supplier with lien marked in favour of Hooghly Cochin Shipyard Limited, Kolkata.

a.iv) The above SD/WBG is required or applicable only when the total order value (excluding taxes and duties) is Rs.20lakhs and above (or equivalent foreign currency).

b) If the bidder is not agreeable to submission of SD/ warrantee bank guarantee as per HCSL general terms and conditions of enquiry, HCSL reserves the right to reject the offer at our discretion or 3% of total order value (excluding taxes and duties) will be added to the quoted price for tender comparison/ evaluation purpose on case to case basis for arriving the lowest bid. However, in cases where total quoted value is less than 20 lakhs, (ie split order etc) and the order value of entire tendered items is more than Rs 20.0 lakhs, the aforesaid loading will be applied on individual items in following cases.

- The bidder has not quoted for entire tendered quantity
- HCSL has technically / commercially rejected a few items in the tender

c) SD to be submitted within 7 Days of receipt of order from yard.

d) Format of bank guarantee along with enquiry to be agreed, in general

e) Mode of receipt of bank guarantee is strictly through SWIFT mode from supplier bank to HCSL designated bank (for overseas bidders)

24. Supplier should depute only persons who are entitled for exemption for income tax in India or any site work. In case the supplier does not depute such persons, the tax liability will be to supplier's account.
25. Packing Material should be eco-friendly.
26. Supplier should follow the statutory requirements of products offered.
27. After submission of tender, no unsolicited correspondence will be entertained.
28. Hooghly Cochin Shipyard Limited does not bind itself to accept the lowest or any tender but reserves to itself the right to reject any or all or a part of any tender at its discretion.
29. In any case of the above conditions is not acceptable to the tenderer, it should be specifically indicated in the tender failing which it will be presumed that all the terms and conditions are acceptable.
30. In a tender, either the Indian Agent on behalf of the Principal/OEM or Principal/OEM itself can bid but both cannot bid simultaneously for the same item/product in the same tender.
31. If an agent submits bid on behalf of the Principal/OEM, the same agent shall not submit a bid on behalf of another Principal/OEM in the same tender for the same item/product.


For Hooghly Cochin Shipyard Limited

कमांडर पी के मीश्रा (से. नि)
Cdr. P K MISHRA (Retd.)
उप महाप्रबंधक (परियोजना एवं प्रचालन) / DGM (P & O)
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

SPECIAL INSTRUCTIONS FOR SINGLE BID SYSTEM**1. MODE OF SUBMISSION OF TENDERS**

Tenders should be submitted in ONE Single sealed covers superscripted in capital letters as "TECHNO-COMMERCIAL" & "PRICE" indicating the tender number, due date and name & address of the tenderer.

2. TECHNO-COMMERCIAL PART SHOULD CONTAIN FOLLOWING DETAILS

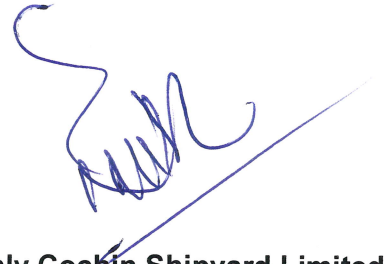
- a. Stamped and signed copy of all pages of **tender document and corrigenda (if any)** with all supporting document.
- b. Technical Specification & drawing as per **Annexure 2** to be compiled.
- c. Techno-commercial check list as per **Annexure 6** with supporting documents if required.
- d. Vendor Details as per **Annexure 7**.
- e. NEFT mandate Form as per **Annexure 8**.
- f. List of Deviation (if Any) as per **Annexure 9**.
- g. Contract Agreement as per **Annexure 11**.

3. PRICE PART

In Price Part as per Price Bid format (**Annexure 3**) should be signed and stamped kept in same cover and submitted strictly as per tender schedule.

4. **Validity:** The offer should be valid for a minimum period of three (3) months of date of Bid opening.
5. HCSL reserves the right to alter, modify the scope of supply at their discretion.
6. The Techno-commercial part and Price part will be opened on the due date of tender. ***Tenderers are allowed to attend the bid opening.***
7. The Tenderer shall ensure that their Indian Agent is not representing any other suppliers for the same Tender. In other words, Indian Agents are not permitted to represent more than one firm for a particular Tender.
8. Details of optional items, if any, should be indicated under separate heading in the technical bid and the respective price details should be given in the price bid.
9. After submission of quotation / price opening, no unsolicited correspondence will be entertained.
10. Clarifications, either technical or commercial, should be submitted to points specially asked for only. The opportunity so given should not be used for correcting/changing/amending the data/conditions already submitted with the tender.
11. Price part should be submitted exactly in the Price Format as provided. Price should be quoted separately for each item shown in the format. Combining of figures against more than one item and ambiguous clauses will lead to rejection of the bid.

12. Check lists, both technical & commercial, duly filled & signed should be submitted along with "Techno-Commercial" bid. Non-receipt of this document may lead to rejection of the offer.
13. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.
14. The tender document to be submitted by the bidder in Duly signed and sealed format.
15. Bid Submission shall include Amendment / corrigendum / response to pre bid query duly signed and accept (if any).



**For Hooghly Cochin Shipyard Limited
DGM (P&O)**

कमांडर पी के मीश्रा (से. नि)
Cdr. P K MISHRA (Retd.)
उप महाप्रबंधक (परियोजना एवं प्रचालन) / DGM (P & O)
हूगली कोचीन शिपयार्ड लिमिटेड
HOOGHLY COCHIN SHIPYARD LIMITED

Annexure 6

TECHNO-COMMERCIAL CHECK LIST				
SL. NO.	DESCRIPTION	COMPLIANCE		REMARKS
		YES	NO	
1.	Submission of Tender in one (1) part – Techno-commercial & Price			
2.	Delivery date confirmation to yards delivery schedule			
3.	Validity of offer – Three (3) months			
4.	Payment Terms - confirm your offered mode of payment			
	100% of the amount will be released after the completion of work against the order as per the scope of work, technical specifications and terms and conditions to the full satisfaction and acceptance of HCSL Officer-in-charge and on furnishing bill in triplicate.			
5.	The Prices offered should remain firm till the completion of delivery, in case the purchase order is placed with you.			
6.	Delivery of material at HCSL store including freight & insurance charges.			
7.	For indigenous suppliers: Have you quoted the rates for delivery at Hooghly Cochin Shipyard (For HCSL store) basis.			
8.	Have you considered Taxes, duties, levies, packing & forwarding etc., if any, in the offer.			
9.	Compliance with Pre-qualification criterion			
10.	L.D. payable as per relevant Clause in the General terms of enquiry.			
11.	Disputes in connection with contract subject to jurisdiction of courts at Kolkata India.			
12.	Termination of contract/Risk purchase as per relevant clause in the General terms of enquiry.			
13.	You should furnish appropriate certificate/paper. (Refer Annexure 2)			
14.	Confirm all other terms and conditions of enquiry are acceptable.			
15.	MSME/NSIC, if yes document required along with technical bid, in relevant sector			
16.	Vendor details to be submitted as per Annexure 7			
17.	Supplier should be in the business of supplying any type of Anode for the minimum three years if yes supporting documents to be submitted along with the technical bid.			

VENDOR DETAILS (to be submitted along with BID)

1	Name of Bidder/Firm	
2	Registered office Address of Company/firm in Kolkata/Howrah: Local office address at Kolkata/Howrah (if held):	
3	Telephone No./Fax No./Mobile No:	
4	E-mail address:	
5	Names of the contact person & Designation:	1) 2) 3)
6	Type of Entity-Pro praetorship/Partnership firm/company/NSIC/MSME Category etc. (Please attach registration certificate of Firm/Partnership agreement/proprietorship documents)	
7	Cost of Tender Details (DD No. Name of Bank)	NIL
8	EMD Details (DD No. Name of Bank)	NIL
9	PAN Card Number (Self-attested copy of PAN card has to be Submitted)	
	GST Registration No. (Self-attested copy has to be Submitted)	
10	Whether the agency has been blacklisted/de barred or given tender holiday or contract terminated before expiry of the contract period by any govt. autonomous bodies/organizations where bidder has provided services earlier due to deficiencies in service or misconduct etc.	Yes/No (Please tick as applicable) If yes, please furnish details on a separate sheet

- **Certified that the above information is true to the best of our belief and information.**

Place:

Date:

Signature of Supplier/Authorized signature of firm/agency:

Name of Supplier or authorized signatory of firm/agency:

Designation:

NEFT MANDATE FORM**(ON THE LETTER HEAD OF THE COMPANY)****Electronic Payment Mandate Form****(Mandate for receiving payments through RTGS/NEFT Hooghly Cochin Shipyard Ltd)**

- 1) Vendor Name
- 2) Vendor Address with Phone No
- 3) Vendor Code
- 4) Permanent Account No. (PAN)
- 5) Particulars of Bank Account
 - a. Name of the Bank
 - b. Name of the Branch
 - c. Branch Code
 - d. NEFT Code of the Bank
 - e. City Name
 - f. Branch Location
 - g. Branch Telephone No.
 - h. Bank IFSC Code
 - i. 9-Digit MICR Code

(Where MICR is starting with "0". Please take the correct code from your bank for proper identification of city, bank, branch)
 - i. Type of the Account (S.B Current or Cash Credit) with code (010/011/013)
 - j. Account Number (as appearing on the cheque book)
- 6 Email Address of Vendor
- 7 Date of Effect of RTGS/NEFT in your Bank

(Please enclose a cancelled un-signed cheque leaf to enable us to verify the details mentioned above)

We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we would not hold the company responsible.

(.....)

Signature of Employee

Bank Certificate

We certify that _____ has an Account
No. _____ with us and we confirm that the details given
above are correct as per our records.

Date:

Place:

(.....)
Authorized official of Bank