

**TENDER NOTICE**

सीएसएल – कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), कोलकाता की ओर से निम्न सूचित कार्य के लिए अनुभवी फर्मों से मुहरबंद प्रतिस्पर्धी निविदाएं आमंत्रित की जाती हैं, ताकि निम्न सूचित तिथि और समय पर या उससे पहले अधोहस्ताक्षरी तक पहुँच सकें। कृपया संलग्न तकनीकी विनिर्देश, सामान्य नियम और शर्तें एवं अन्य अनुदेशों का संदर्भ लें।

Sealed competitive tenders are invited on behalf of CSL-Kolkata Ship Repair Unit (CKSRU), Kolkata from experienced firms for the under mentioned work, so as to reach the undersigned on or before the date and time mentioned below. Please refer to the Technical Specification, General Terms and Conditions and other instructions attached.

निविदा सं. व तिथि Tender No. & date	सीएसएल/सीकेएसआरयू/टीईएन/496/2024-25 दिनांक 19.08.2024 CSL/CKSRU/TEN/496/2024-25 dated 19.08.2024
कार्य का नाम Name of Work	सीकेएसआरयू, कोलकाता में हाइड्रोलिक ड्रम हैंडलर की आपूर्ति (विस्तृत विनिर्देश अलग से संलग्न है। ) Supply of hydraulic drum handlers at CKSRU, Kolkata (Detailed specification is enclosed separately)
निविदा का प्रकार Type of Tender	<b>दो बोली</b> <b>Two Bid</b>
जमा करने के लिए बयाना राशि Earnest Money to be deposit	रु. Nil Rs.Nil
निविदा प्रपत्र की लागत Cost of Tender Form	रु. Nil Rs.Nil
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 02.09.2024 2024 को 15.00 बजे तक 02.09.2024 up to 15.00 hrs.
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 02.09.2024 को 15.30 बजे तक 02.09.2024 at 15.30 hrs.

लिफाफे के ऊपर निविदा संदर्भ स्पष्ट रूप से सूचित किया जाना चाहिए।

Tender reference should be clearly indicated on top of the envelope.

**उप महाप्रबंधक (सीकेएसआरयू) को संबोधित मुहरबंद निविदाएं सीएसएल- कोलकाता पोत मरम्मत यूनिट (सीकेएसआरयू), ड्राई डॉक ऑफिस बिल्डिंग, गेट नं. 9, नेताजी सुभास डॉक, सर्कुलर गार्डन रीच रोड, कोलकाता – 700024 में स्थित 'सीकेएसआरयू निविदा बॉक्स' में नियत तारीख एवं समय तक डाली जाएंगी।**



**कोचीन शिपयार्ड लिमिटेड**

(भारत सरकार का श्रेणी 1 मिनि रत्न कंपनी, पोत परिवहन मंत्रालय)



**COCHIN SHIPYARD LIMITED**

(A Government of India Category-1 Miniratna Company, Ministry of Shipping)

Sealed tenders addressed to The Deputy General Manager (CKSRU) shall be dropped in the “**CKSRU Tender box**” located at **CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No. 9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata -700024** by the due date and time.

OR

Password protected tender file shall be emailed to [shyjo.johny@cochinshipyard.in](mailto:shyjo.johny@cochinshipyard.in) by the due date and time

उपरोक्त कार्य के लिए प्रभारी अधिकारी  
Officer In-Charge for the above work

नाम/ Name : शायजो जॉनी /Shyjo Johny  
पदनाम/ Designation: उप प्रबंधक/Deputy Manager (Mechanical)  
संपर्क सं. (मोब.)/Contact No (M) :+917994208974  
ई-मेल/ E-mail: shyjo.johny@cochinshipyard.in

ठेकेदार का हस्ताक्षर एवं मुहर  
Signature and Seal of the Contractor (s)

**कृते कोचीन शिपयार्ड लिमिटेड**  
**For Cochin Shipyard Limited**

शायजो जॉनी / SHYJO JOHNY  
उप प्रबंधक (यांत्रिक) / Dy Manager (Mechanical)  
कोचीन शिपयार्ड लिमिटेड  
कोलकाता पोत मरम्मत यूनिट

**उप महाप्रबंधक (सीकेएसआरयू)**  
**Deputy General Manager (CKSRU)**



पंजीकृत कार्यालय: प्रशासनिक भवन, पी.ओ. बैग सं. 1653, पेरुमानूर पी.ओ., कोच्ची - 682 015  
Registered Office: Administrative Building, P.O. BagNo. 1653, Perumanoor P.O., Kochi - 682 015  
फोन / Phone: +91 (484) 2361181/2501200. फाक्स/ Fax: +91 (484) 2370897/2383902  
वेबसाइट / Website: www.cochinshipyard.com CIN: U63032KL1972GOI002414

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**SCOPE OF WORK, TECHNICAL SPECIFICATION & ELIGIBILITY CRITERIA**

The scope of work includes supply of 2 No. Hydraulic Drum Handler at CSL – Kolkata Ship Repair Unit (CKSRU), Kolkata, as per below technical specification;

**1. Technical specification:**

<b>Sl. No.</b>	<b>Specification</b>	<b>Minimum Requirements</b>
a	Quantity	2 Nos.
b	Lifting Capacity	250 Kgs (Min)
c	Lift Height	280 mm (Min)
d	Overall length/size	Bidder to specify
e	Overall height	Bidder to specify
f	Net weight	Bidder to specify
g	Wheel (Diameter X Width)	Bidder to specify
h	Wheel (Drive / Load) material	Nylon / Polyurethane
i	Hydraulic Power Source	Manual pump
j	Control Mechanism	Manual controls with foot pedal
k	Drum diameter to be handled	572 mm
l	Drum Length to be handled	915 mm
m	Working condition	Outdoor

Product catalogue, with technical specification to be submitted along with bid.

**2. Delivery Location:**

Cochin Shipyard Ltd,

CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building,

Gate No: 9, Netaji Subhas Bhavan, Circular Garden Reach Road, Kolkata - 700024

**3. Transportation Arrangements**

The supplier shall ensure the safe and appropriate transport of equipment from origin warehouse to designated location. All local & statutory permissions for cargo movement, permission form police/transport/tax authorization to be ensured by the supplier.

**4. Guarantee/Warranty**

12 months from date of delivery (Guarantee certificate should be submitted along with the supply). The equipment shall have guaranteed performance for rugged site conditions since equipment is intended for use on uneven surfaces.

**5. Documentation:**

Following documents to be provided along with the equipment:

- a) Equipment detailed drawings
- b) Technical Data sheets
- c) Operation & Maintenance manual
- d) Spare Parts list
- e) Test reports

**6. Period of Delivery:**

- a) The item against the purchase order shall be **delivered within 4 weeks from the date of acceptance of purchase order.**
- b) In the event of delay occurred due to genuine reasons not accountable to the contractor, these days will be excluded from the allotted completion duration, at the discretion of CSL.

**7. Spares:**

List of recommended spares for 2 years of operation along with price shall be submitted by the bidder which should be hold valid for 2 years after the completion of guarantee period. However, this will not be considered for price evaluation.

**8. Eligibility criteria:**

Sl. No.	Particulars	Eligibility Criteria	Proof/Documents Required
1	Experience in relevant field	The Bidder should have supplied same Category Products in at least one of the last three financial years before the bid opening date to any Central / State Govt Organization / PSU / Public Listed Company.	Copy of Purchase Order (proving supply of cumulative order quantity in any one financial year) and tax invoice / delivery challan satisfying the eligibility criteria.
2	Financial capability	The Bidder shall furnish proof for positive net worth during the last three financial years i.e., 2021-22, 2022-23 & 2023-24.	Profit and loss account statement for the respective financial year
3	Authorization letter	The Supplier should be OEM / OEM Authorized Dealer.	OEM certificate/OEM Authorized dealer should submit authorization Certificate provided by the OEM along with the offer

PRICE BID FORMAT					Annexure-2		
Name of work: Supply of hydraulic drum handlers at CKSRU, Kolkata							
Tender No: Tender No: CSL/CKSRU/TEN/496/2024-25 dated 19.08.2024							
Sl. No.	Description of Items	Qty (A)	Unit	Rate per unit excluding GST (Rs) (B)	Total rate excluding GST (Rs.) (C=A x B)	GST (%)	HSN/SAC Code
1	Supply of hydraulic drum handlers as per technical specification in Annexure-1	2	Nos.				
Total amount excluding GST (Rs) (In figures)							
Total amount excluding GST (Rs) (In words)							

Note: a) L1 will be arrived based on the lowest total amount quoted for all items excluding GST.

b) In the case of error in multiplication/addition in the amount calculated, the unit rate quoted will be considered as correct and the amount will be calculated accordingly.

Name of Bidder

Signature and seal of Bidder

**TERMS & CONDITIONS**

1. Offer shall be submitted in the prescribed form in the CKSRU tender box located at Cochin Shipyard Limited, CSL- Kolkata Ship Repair Unit (CKSRU), Circular Garden Reach Road, Kolkata - 24, and has to be addressed to The Deputy General Manager (CKSRU) or Password protected tender file shall be emailed to shyjo.johny@cochinshipyard.in by the due date and time.
2. **Location of work:** Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit, Gate No.9, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata – 24.
3. **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
4. L1 will be arrived based on the lowest total amount quoted for all items excluding GST.
5. Bidders shall quote total amount in figures and in words. Corrections and additions, if any, must be attested / duly signed by the bidder. In the case of error in multiplication / addition in amount calculated, the unit rate quoted will be considered as correct and the amount will be calculated accordingly. Conditional rebates & discounts, incomplete / ambiguous offers are likely to be rejected.
6. GST / Duties, if any, payable extra is to be indicated in the price part for single bid and in techno-commercial part for two bids.
7. The Bidder shall submit the Electronic Payment Mandate Form, as per Enclosure 1 in their letter head duly signed by the respective authorized representative of the Bank with a cancelled cheque along with the Offer.
8. **Payment Terms:**
  - a) 100% payment after completion of supply of all items as per the Purchase Order and final acceptance by Officer In-Charge after necessary deduction including Security Deposit, if any.
  - b) Contractor shall indicate details like PAN, GST details etc. required for processing payment. Payments will be made through NEFT/RTGS/Cheque mode and necessary details shall be furnished by the contractor. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
  - c) The invoice is to be raised on Officer In-Charge, Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit (CKSRU), Dry Dock Office Building, Gate No.09, Netaji Subhas Dock, Circular Garden Reach Road, Kolkata – 24.
  - d) GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.
  - e) Payment will be released tentatively within 30 days from the date of submission of bill duly certified by the authorized CSL representative at Kolkata. Delay of accepted bills will lead to delay in processing of payment.

9. Bidders to note that no advance payment will be made by CSL against work order issued.
10. **Guarantee:** The goods supplied shall be guaranteed for satisfactory performance for 12 months wherever applicable from the date of delivery against faulty design, defective materials and bad workmanship. Guarantee certificate should be submitted by the contractor along with the supply. Supplier should supply and install free of cost immediately any part found to be defective for the above reasons within the guarantee period.
11. **Liquidated Damages:** In case of any delay in supply of ordered materials beyond the stipulated time period, the contractor has to pay Liquidated Damage (LD) a sum equivalent to ½% (half percentage) per week or part of the week of the order value subjected to maximum of 10% of the order value.
12. **Transportation clause (to and fro):** To and fro transportation of all materials is under the scope of bidder.
13. **Language:** All documents, instructions, catalogues, brochures, pamphlets, design data, norms and calculations, drawings, operation, maintenance and safety manuals, reports, labels on deliveries and any other data shall be in English language.
17. All applicable taxes, duties, transportation and insurance etc. should be included in the rate quoted, unless specified otherwise. CSL reserves the right for the deduction of taxes and duties as applicable from the bill or invoice.
18. MSEs, Start-ups, Local Suppliers (Make in India), MSME firms and Start-ups will be eligible for various relaxations in pre-qualification criteria and other benefits as per the orders promulgated by Government of India. Bidders are advised to refer the details of various benefits and relaxation in pre-qualification criteria as published at CSL website ([www.cochinshipyard.in](http://www.cochinshipyard.in)) under the Tenders tab for further reference.
19. Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department are exempted from submission of EMD & Tender cost.
20. **Restrictions under Rule 144 (Xi) of the General Financial Rules (GFRS), 2017**
  - a) Certificate shall be submitted by the bidders as per the below format along with their offer, stating compliance with office order OM No. 6/18/2019-PPD dated 23rd July 2020 (as amended from time to time shall be applicable) regarding restrictions under rule 144 (ix) of the General Financial Rules (GFRs).

*"I have read the clause regarding restrictions on procurement from as bidder of a country which shares a land border with India and on sub- contracting to contractors from such countries; I certify that this bidder is not from such a country or, if from such a country, has been registered with the competent*



*authority and will not sub contract any work to a contractor from such countries unless such contractor is registered with competent authority. I hereby certify that this bidder fulfills all requirement in this regard and is eligible to be considered”*

Where applicable, evidence of valid registration by the competent authority shall be attached.

- b) Any bidder from a country, which shares a land border with India, will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. In works contracts, including turkey contracts , contractors shall not be allowed to sub contract works to any contractor from a country which shares a land border with India unless such contractor is registered with Competent authority. Relevant certificate to be submitted by bidder from a country which shares land border with India except for bidders to which Govt. of India has extended lines of Credit or in which Govt. of India has development projects, along with the offer as proof of registration with competent authority, failing which the offer will not be considered. A certificate is to be submitted by the bidder for compliance with the order referred above long with tender documents for consideration of offer (Wordings are as per Clause below). If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate termination and further legal action in accordance with law.
- c) Registration should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder is validly registered at the time of acceptance /order placement, registration shall not be a relevant consideration during contract execution.
- d) The competent authority for the purpose of registration under the order shall be Registration committee constituted by the Department of Promotion of Industry and Internal Trade (DPIIT). Details of the committee and procedure for registration and restrictions shall be as per Ann. I of the Order -Public Procurement no 1 dt 23.7.2020 issued by Ministry of Finance, department of Expenditure.
- e) “Bidder” (including the term ‘tenderers’, ‘consultant’ or ‘Service provider’ in certain contexts) means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency branch or office controlled by such person, participating in a procurement process.
- f) “Bidder from a country which shares a land border with India” for the purpose of this Order means:-
  - i. An entity incorporated, established or registered in such a country; or

- II. A subsidiary of an entity incorporated, established or registered in such a country; or
  - III. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - IV. An entity whose beneficial owner is situated in such a country; or
  - V. An Indian (or other) agent of such an entity; or
  - VI. A natural person who is a citizen of such a country; or
  - VII. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- g) The beneficial owner for the purpose above will be as under:
- I. In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has a controlling ownership interest or who exercises control through other means.  
Explanation-
    - i. "Controlling ownership interest" means ownership of or entitlement to more than twenty-five per cent of shares or capital or profits of the company.
    - ii. "Control" shall include the right to appoint majority of the directors or to control the management or policy decisions including by virtue of their shareholding or management rights or shareholders agreements or voting agreements.
  - II. In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more judicial person has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.
  - III. In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals,
  - IV. Where no natural person is identified under (1) or (2) or (3) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;
  - V. In case of trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control

or ownership.

- h) An Agent is a person employed to do any act for another, or to represent another in dealings with third person.
- i) The successful bidder shall not be allowed to sub-contract works to any contractor from a country, which shares a land border with India unless such contractor is registered with the Competent Authority.

21. **Indian Agent:** Cochin Shipyard Ltd. is a fully owned Govt. of India Enterprise and prefers to deal directly with the supplier. However, if the supplier appoints an Indian Agent to deal with Cochin Shipyard Ltd., 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 CKSRU/CSL shall be furnished. If Indian Agent submit 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."
22. **Risk Purchase:** If the supplier fails to supply the items ordered with in the delivery date or violate any of the terms and conditions of the purchase order; CKSRU/CSL shall have the following rights.
- a) To terminate the contract with 15 days' notice forfeiting the security deposit.
  - b) To initiate alternate procurement action at the risk and cost of the supplier.
23. **Force Majeure Condition:** Should failure in performance of the contract or part there of arise from war insurrection, restraint imposed by Government, Act of Legislature of other statutory Authority or illegal strike (event like local strike/ harthal etc in the yard, state or national), riot legal lock out, flood, fire, explosion, Act of God of any inevitable or unforeseen beyond human capacity which may be constructed as reasonable ground for an extension of time. CSL 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 or cessation.

**24. Tax Elements:**

- a) The tax rate of the Goods and Services would be as per the Government of India published GST rate schedule for goods & services. The rates have been mapped with HSN & SAC in the rate notification issued by the government. The rate schedule should be referred to identify the applicable rate.
  - b) Permanent Account Number (PAN) obtained from Income Tax Department should be mentioned in the invoice for inclusion of PAN in the TDS returns filed by CSL.
  - c) GST Id should be mentioned.
  - d) The invoices should be as per the provisions of GST law. The invoices should mandatorily contain the HSN code/SAC and GSTIN number along with other particulars. The GST charged (CGST&SGST or IGST) should be separately indicated in the invoice.
  - e) Tax inclusive invoices will not be accepted.
  - f) All correction/rectification in the invoices should be done through Debit note / Credit note only.
22. All statutory requirements are to be followed by the contractor. Packing material used, if any, should be eco-friendly.
23. **Port entry permit:** Since the item is to be delivered inside the Port area, the contractor shall abide by all rules and regulations of the docks in force from time to time as applicable. The contractor is required to obtain required permit / RFID card issued by SMP to enter the CKSRU premises. The necessary recommendations will be issued by CKSRU to permit the contractor to take the materials / equipment / vehicle inside the dock area for the execution of the work.
24. It is clarified that the Contractor cannot go for arbitration for any disputes arising out of the agreement related to this contract work. Cochin Shipyard Ltd. has a Grievance Redressal Cell and all disputes shall be attended by CSL Grievance Redressal Cell. All questions, disputes difference or differences arising under, out of, or in connection with the contract after hearing by Cochin Shipyard Ltd Grievance Redressal Committee shall be subject to Indian Laws in force and at the exclusive jurisdiction of the courts at Kochi.
21. **Jurisdiction:** Any disputes or differences arising under, out of, or in connection with the contract shall be subject to the exclusive jurisdiction of courts at Ernakulam, Kerala, India.

**SPECIAL INSTRUCTIONS FOR TWO BID SYSTEMS**

1. **Mode of Submission of Tenders**

Tenders should be submitted in two separate sealed covers superscribed in capital letters as PART-I "TECHNO-COMMERCIAL" & PART-II "PRICE" indicating the tender number, due date and name & address of the Bidder.

2. Techno-Commercial Part should contain following details

- a) Documents for minimum eligibility criteria
- b) Other conditions, if any
- c) Copy of unpriced price bid (Price bid without price & with percentage of taxes & duties and details like quoted/Nil/Included need to be mentioned for each line item)
- d) Complete set of tender documents duly signed and sealed on all pages as a token of acceptance

3. Price Part should contain following details

- a) Duly filled price bid as per the tender document.
- b) The quoted rate shall include rate for material, transportation, loading etc. to deliver the items to the location as mentioned in the tender document.

4. CKSRU/CSL reserves the right to alter, modify the scope of supply at their discretion and consistent with the policy of the Government of India and statutory bodies under them as applicable to the contract from time to time.

5. The Techno-commercial part alone will be opened initially on the due date of tender. The price part will be opened only after evaluation of the Techno-commercial part. Firms will be intimated the date of opening of the price part, whose Techno-commercial bid is acceptable, in due course. Bidders shall not be allowed to attend the Techno-commercial bid opening.

6. Supplier should depute only persons who are entitled for exemption from income tax in India. In case the supplier does not depute such persons, the tax liability will be in the supplier's account.

7. The Bidder 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. After submission of quotation / price opening, no unsolicited correspondence will be entertained.

9. 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.

10. Price part should be submitted in the Price Bid format 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.

11. Offers should be clear and unambiguous. Incomplete/ambiguous offers are likely to be rejected.

**VENDOR DETAILS**

1	Name of the Bidder/Firm	
2	Registered office Address of Company/Firm	
3	Registered office Address of Company/Firm in Kolkata	
4	Telephone No./Fax No./Mobile No	
5	E-mail address	
6	Names of the contact person & designation	(i) (ii) (iii)
7	Type of Entity – Proprietorship / Partnership firm / Company / NSIC / MSME Category etc. (Please attach registration certificate of Firm / Partnership agreement / proprietorship documents)	
8	PAN Card Number	
	GST Registration Number (GST certificate to submitted along with the technical bid)	
	EPF registration no. (EPF registration certificate to be submitted along with the technical bid)  Note: In case firm does not have EPF registration reasons thereof to be indicated	
	ESI Registration No. (ESI registration certificate to be submitted along with the technical bid).  Note: In case firm does not have ESI registration reasons thereof to be indicated	
	Copy of License if applicable	
9	Whether the Agency has been blacklisted/debarred 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

Sign &amp; seal of contractor:

**Electronic Payment Mandate Form**

(Mandate for receiving payments through RTGS/NEFT Cochin Shipyard Ltd)

- 1) Vendor Name
- 2) Vendor Address with Phone No
  
- 3) Vendor Code
- 4) Permanent Account Number(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)
- j. Type of the Account (S.B,Current or Cash Credit) with code (010/011/013)
- k. 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