



**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/467/2024-25 दिनांक 20.08.2024 CSL/CKSRU/TEN/467/2024-25 dated 20.08.2024
कार्य का नाम Name of Work	सीकेएसआरयू कोलकाता में साइकिल और बाइक पार्किंग शेड का निर्माण, आपूर्ति और स्थापना (विस्तृत विनिर्देश अलग से संलग्न है)। FABRICATION, SUPPLY, AND INSTALLATION OF BICYCLE AND BIKE PARKING SHED 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	शून्य NIL
निविदा प्रपत्र की लागत Cost of Tender Form	शून्य NIL
निविदा प्राप्ति की अंतिम तिथि एवं समय Last date & time of receipt of tender	दिनांक 09.09.2024 को 16:00 बजे तक 09.09.2024 up to 16:00 hrs
निविदा खोलने की तिथि एवं समय Date & time of opening of tender	दिनांक 09.09.2024 को 16:30 बजे तक 09.09.2024 at 16:30 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 महा प्रबन्धक (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।

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.

उपरोक्त कार्य के लिए प्रभारी अधिकारी Officer In-Charge for the above work	{	नाम/ Name	: राजा कैरी / Raja Karri
		पदनाम/ Designation	: उप प्रबन्धक (यांत्रिक)/DM (Mech)
		संपर्क सं. (मोब.)/Contact No (M)	: 7994207598/ 9703900510
		ई-मेल/ E-mail	: karri.raja@cochinshipyard.in

कृते कोचीन शिपयार्ड लिमिटेड  
For Cochin Shipyard Limited



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

उप महा प्रबन्धक (सीकेएसआरयू)  
Deputy General Manager (CKSRU)

Tender No: CSL/CKSRU/TEN/467/2024-25

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## **SCOPE OF WORK AND ELIGIBILITY**

### **1. Scope of Work:**

- i. Excavation, Compaction, PCC, Surface drain and Finishing of Civil works for parking shed arrangement along with Labor, Materials, and Machinery.
- ii. Fabrication, Supply, and Erection of MS Steel parking shed.
- iii. The contractor has to submit the detailed drawing and obtain approval from OIC prior to the commencement of procurement activities.

### **2. Technical Specification:**

#### **a) PCC Specification:**

1. Excavation of all types of Soils as per the instruction of the Officer In charge.
2. All the waste materials generated during the work (including excavated soil) shall be disposed of by the contractor outside of CKSRU premises. All arrangements including vehicle, loading
3. Equipment, Labor, and Statutory clearances if any shall be under the scope of the contractor.
4. Compaction of soil to the required level by means of mechanical compactor.
5. Providing and placing the M-15 Grade PCC of thickness 100MM Thick cement concrete (1:2:4). This includes pouring of PCC, vibration, leveling, etc. (Cement make: Ultratech / ACC / L&T / Ambuja)
6. Providing surface drain of dimension 200mm wide and 50mm deep.

#### **b) Concrete work:**

When specifying reinforced concrete for construction projects, various points need to be considered to ensure the quality, durability, and structural integrity of the concrete elements.

1. Hand-Mix Concrete or RMC of M20 grade is allowed for RCC.
2. Shuttering providing and laying is also included in the scope of work.
3. The measurement of RCC is as per site condition to be measured.
4. The cement used should be of OPC53 grade.

#### **c) Reinforcement Work:**

1. The reinforcement steel used for the work shall be of TMT and minimum Fe500D grade and conforming to IS 1786 and has to be sourced from TATA/JINDAL/SAIL/RINL/AMNS.
2. Providing and keeping in position the cover blocks of required depth is necessary and included in the scope of work.
3. Bar bending, tying with CI/ GI binding wire, and keeping in position are included in the scope of work.

#### **d) Fabrication Specifications:**

1. Fabrication and erection of MS structure shed as per sample GA all MS steel structure material sections should be procured from main suppliers (Make TATA/JINDAL/SAIL/RINL) and RM inspection shall be done by CSL.
2. SA2 Sandblasting shall be done before applying primer.
3. Apply 1 coat of epoxy primer and 2 coats of final epoxy HB paint of the approved color. The final shade shall be confirmed by CSL to the successful bidder. (Jotun / AkzoNobel / Asian Paints / Berger / Kansai Nerolac)
4. Providing and fixing 0.5mm thick GI color-coated sheets over the structural shed. Shade shall be confirmed by CSL to the successful bidder. (Make JINDAL/TATA)

5. Providing and fixing 15 cm wide, 45 cm overall semi-circular plain G.S. sheet gutter with iron brackets 40x3mm size, bolts, nuts and washers etc., including making necessary connections with rain water pipes complete 0.80 mm thick with zinc coating not less than 275 gm/m<sup>2</sup>.

**3. Location of work:**

Cochin Shipyard Limited, CSL-Kolkata Ship Repair Unit,  
Gate No.9, Netaji Subhas Dock,  
Circular Garden Reach Road, Kolkata – 24.

**4. Period of Completion:**

- a) The entire work against the work order should be **completed within 40 days from the date of acceptance of work 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.

**5. Eligibility Criteria**

- a) Experience having completed similar works (Structural fabrication jobs) during the last 03 years ending the last day of the month previous to the one in which tenders are invited should be either of the following:  
Three similar completed works each costing not less than the amount equal to Rs.4 Lakhs.  
OR  
Two similar completed works each costing not less than the amount equal to Rs.5 Lakhs.  
OR  
One similar completed work costing not less than the amount equal to Rs.8 Lakhs.
- b) The firm should have a positive net worth in the last 3 FYs (FY22, FY23 & FY24). Relevant authorized documents with necessary statutory certifications are to be submitted.

**PRICE BID**

Tender No. CSL/CKSRU/TEN/467/2024-25

Annexure 2

Name of work : FABRICATION, SUPPLY, AND INSTALLATION OF BICYCLE AND BIKE PARKING SHED AT CKSRU, KOLKATA

Sl. No.	Description	Qty (A)	Unit	Rate per unit excluding GST (Rs) (B)	Total rate excluding GST (Rs) (C=A*B)	GST (%)	HSN/SAC CODE
1	Supply, fabrication and erection of MS structure including surface preparation & painting as per Annexure 1	3	TONS				
2	Supply and fixing of GI color coated roofing sheet 0.5mm as per Annexure 1	170	SQM				
3	Supply and fixing of color coated eaves gutters as per Annexure 1	40	MTRS				
4	100MM Thick cement concrete (1:2:4) Flooring as per annexure 1	20	CUM				
5	Concrete of M20 grade with minimum cement content of 270 kg /cum	1	CUM				
6	Reinforcement (TMT)for R.C.C. work including straightening, cutting, bending, placing in position and binding with wire etc complete including cost of conveyance, lead, lift of all materials for all types of RCC works at all levels as per IS code: 1786 and specification as directed by Engineer.	200	KG				
7	Carrying out miscellaneous works by arranging man/coolie as per the direction of the Officer-in-charge	20	Manday				
					<b>Grand Total</b>		

**GENERAL 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).
2. **Validity:** The offer should be valid for a minimum period of four months of date of submission of offer.
3. L1 will be arrived based on the total rate of work against all line items excluding GST.
4. **Inspection:** Inspections/materials shall be done by CKSRU QC team and CSL Officer-in-charge. The arrangement for both inspections at yard / workshop is the responsibility of the contractor.
5. **Yard Facilities:**  
Temporary storage space for keeping Contractor's equipment and tools will be provided subject to availability of space. In case space is not available, contractor has to make their own arrangement.
6. **Payment Terms:**
  - a) 100% payment after completion of work against each line item and satisfactory trials shown to CSL.
  - 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 Contractor shall also 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.
  - d) 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.
  - e) **GST No. of CSL-Kolkata Ship Repair Unit is 19AAACC6905B1Z1.**
  - f) 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.
7. **Performance Guarantee:** The contractor has to guarantee the work for satisfactory performance against defective workmanship/inferior quality of materials used for a minimum period of TWELVE MONTHS from the date of commissioning of the equipment. Any defect developed during this period has to be rectified by the contractor at his own expenses. In addition to this contractor has to rectify the defects occurred in warranty period due to defective workmanship, at free of cost. Towards the above guarantee, 3% of the order value (rounded off to next fifty rupees) shall be deducted from the payment.
8. **Liquidated Damages:** In case of any delay in works 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. LD is applicable for delayed portion of supply and installation part separately. In case of reasons attributed to CSL, i.e. site non-readiness, LD can be waived proportionately.
9. **Transportation clause (to and fro):** To and fro transportation of all materials is under the scope of bidder.

10. **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.
11. **Quantity:** Quantity mentioned in the schedule of work are only approximate for arriving L1 value. The quantity may vary based on the actual quantity executed at site. Payment will be made for actual measured quantities only.
12. The bidders are expected to inspect the site to know the nature of work and site condition at CKSRU, Kolkata as applicable with prior intimation to the Officer In-Charge. Bidders can contact Officer In-Charge of the work which is indicated in the tender 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.
13. The bidders are expected to familiarize himself, labour situation, wages and benefits applicable to labours, working hours, prior to quoting the rates. The submission of a bid by bidder implies that he has made himself aware of all the above situations and conditions. Any subsequent claim on this account will not be entertained.
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. Bidders to note that no advance payment will be made by CSL against work order issued.
19. 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.
20. 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.
21. 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.
22. If the contractor fails to supply or commence the work, in time as per the terms in work order, CSL shall have the rights to terminate the contract within 15 days of notice and to initiate alternative arrangements.
23. The work shall be inspected by the Officer In-Charge, his authorised representative or any other third party deputed by the Officer In-Charge. Officer In-Charge will have full liberty to impose penalties for the violation of any of the agreement clauses.
24. **General Conditions on Work Part:**
- 26.1. Cochin Shipyard Limited reserves the right to make minor alterations, additions or substitutions to the existing specifications/scope of work, if found necessary during the progress of work and the contractor is bound to carry out the work without any additional cost, as per such altered specifications.
- 26.2. The contractor /authorized representative shall report at the office of the Officer In-Charge on all working days before 08:30 hours / as informed by the Officer In-Charge and receive instruction regarding the works. The contractor should



maintain all work instruction register; attendance registers etc. and should follow instructions given by the Officer In-Charge.

- 26.3. Time is the essence of contract. The Contractor may have to work round the clock including holidays, if required for completing the work in time without any extra cost. However, works executed beyond office hours & on holidays must be informed to the Officer In-Charge well in advance and obtain his clearance and other necessary work permits.
- 26.4. All labour, skilled or unskilled shall be provided by the contractor. Settling any dispute with the labour, subcontractor, labour union shall be the sole responsibility of the contractor. Workers engaged for works should have sufficient knowledge and experience in the respective fields.
- 26.5. The contractor should take insurance for the men and materials till the handing over of the entire system to Yard. The contractor is bound to meet the expenses or defence of any action of legal proceedings that may be brought by any person for injury sustained owing to neglect of safety precaution and to pay damages and costs which may be awarded in consequence as per rules in force. It is the responsibility of the contractor to ensure that workmen engaged in the work should wear safety appliances like helmet, safety shoes, safety belts etc. and should strictly comply with Yard Safety Rules and Regulations in vogue. For obtaining entry permission for workmen into the company premises, the contractor has to furnish the identity proof of those persons to be engaged [Passport/Election Identity card etc.]. If required, police clearance certificate shall also be submitted. They should carry / display the pass issued by Yard authorities during the entire span while in Yard. The contractor has to abide by all relevant Labour Regulations and enactments as applicable to the contractor and his/their workmen and as amended from time to time without causing or claiming any responsibility or liability thereof to the company.
- 26.6. The workmen are strictly banned from use of any kind of Narcotics drugs / Alcohol /smoking etc inside Yard and any illegal activity by the work men should be reported to the Officer In-Charge without delay and the contractor shall remove such persons from Yard premises.
- 26.7. The Contractor should furnish their Registration code, ESI/PF/PAN/GST numbers issued by competent authorities if any. The supporting documents for the same may have to be submitted to CSL in the event of requirement. CSL reserves the right for the deduction of ESI/PF from the bill or invoice, if required.
- 26.8. 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.
- 26.9. **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.
- 26.10. The work is to be arranged without affecting normal functions / activities at the shops / buildings / premises and to other agencies engaged in that area where works are to be carried out and shall be arranged with minimum hindrances. The work shall be carried out without damaging any of the existing structures/structures under construction/ underground pipelines or cables etc. in the locality. Any damage occurring to the Yard property, by the contractor's operation, shall be compensated / made good at contractor's risk and cost to the satisfaction of the Officer In-Charge of the works, failing which Yard will do the rectification work and the cost incurred will be recovered from contractor's bill or from security deposit. If contractor fails to clear / dispose items, Yard is having the right to clean the premises and cost involved for the cleaning will be deducted from the contractor's bill.
- 26.11. If slabs/ chequered plates/manholes etc. are to be opened during the work by the contractor, the same has to be closed by the contractor immediately after completion of the particular area of work. Proper caution boards & barrier with fencing tape shall be provided by the contractor at opened RCC trenches/mud excavated trenches before the commencement of work, at their own cost. Suitable staging should be provided by the contractor in areas wherever necessary at their own cost and ensure safety.
- 26.12. The entire work should be carried out to the satisfaction of the Officer In-Charge of the work. Decisions of the Officer In-Charge will be final and binding to the contractor.
- 26.13. The workmanship shall be as per industrial standard in every respect both for the equipment supplied and for the installation carried out. The work should conform to relevant Indian Standard Specification / Indian Electricity Rules (ISS / IER) / Central Electricity Authority (CEA) regulation 2010 / other Statutory rules wherever necessary/applicable.
- 26.14. Necessary power shut down and permit-to-work has to be obtained from competent authorities whenever required to avoid electrical hazards and related accidents.
- 26.15. Arrangement of all necessary accessories shall be carried out by contractor for successful completion of work. All tools, tackles, accessories and other materials brought into Shipyard for the work shall comply with statutory requirements and shall be declared.
- 26.16. Necessary storage space will be provided by Yard as per the prevailing rules subject to the availability of space. If not, contractor has to make necessary arrangements outside Yard premises at his own cost and risk.
- 26.17. All statutory requirements are to be followed by the contractor. Packing material used, if any, should be eco-friendly.
- 26.18. The contractor has to abide by the Contract Labour Act 1970 and rules there under and applicable State Contract Labour Rules and the Yard safety rules and regulations. It is the responsibility of the contractor to follow all safety

rules and regulations in force, during the period of contract in Yard, and any violation of the same during the course of work will be at the risk and cost of the contractor and will attract penal action.

- 26.19. Necessary "Work in progress" boards shall be provided by the contractor at locations shown by the Officer In-Charge.
27. Bidders shall follow the Security instructions and HSE guidelines prevailing at CKSRU.
28. Additional safety provision: For the work carried out within Port area the contractor shall abide by all provisions of the dock workers (Safety, Health and Welfare) Regulation 1990 without causing any damage / accident in the work premises which will be ultimately causing loss to CSL either directly or indirectly. The contractor has to take all the necessary safety measures to prevent any damage/ accident at site during the execution of work.
29. Port entry permit: Since the work is to be carried out 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.
30. 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.
31. 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.

**COCHIN SHIPYARD LIMITED**  
**CSL-KOLKATA SHIP REPAIR UNIT (CKSRU)**  
**KOLKATA – 700 024**

**Annexure - 4**

**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 tenderer.

**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. Tenderers 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 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. 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.

**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

**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: