



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,

Dist. Gautambudh Nagar , Uttar Pradesh

Phone - 0120-2529842/43/47/51/53/54

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INVITATION TO BID

To : Open Vendor	ITB Number	11/PNMM/E/4702/2017-18/100917
	Type of Bid	Two part
	Type of Opening	Public Opening
	Date of Issue	31.05.2017
	Bid Closing Date	20-06-2017 Time : 3:00:00 PM
	Tech. Bid Opening Date	20-06-2017 Time : 3 :30:00 PM
	Price Bid Opening Date & Time	TO BE INTIMATED LATER.
	Venue of Bid Opening	PDIL BHAWAN, SEC-1, NOIDA
	Earnest money Deposit	RS. 5000/-
	Delivery/Completion Period	WITHIN 48 HOURS OF INTIMATION TO CONTRA

Projects & Development India Limited (PDIL) is a Govt. of India Undertaking under the administrative control of the Dept. of Fertilizers, Ministry of Chemicals & Fertilizers. PDIL invites bids in two part in sealed covers, addressed to Addl. General Manager & HOD (MM), for the under mentioned item subject to the 'Scope of Work' and 'Term & Conditions' enclosed herein.

SL. No.	Material	Description	Quantity	Unit
10.		Virtual Data Room Services for 500 User	1	AU

- 1.Pre-Qualification Criteria-Annexure I, 2)Instruction to Bidders-Annexure II
- 3)General Conditions of Contract-Annexure III, 4)Scope of Work-Annexure-IV
- 5)Schedule of Rate - Annexure-V, 6)Check List-Annexure-VI,.
- 7)Self Declaration-Annexure VII, 8)Format of details of payment-Annexure VIII

For & on behalf of

Projects & Development India Ltd.

(P. R. Sabu)

Addl. General Manager (MM)

e-mail: prsahu@pdilin.com; sbanerjee@pdilin.com,,

PRE QUALIFICATION CRITERIA (PQC)

Technical PQ Criteria:

- 1) The VDR provider must host the Company’s data on ISO 27001 Certified servers to ensure security, availability and privacy of the data. Copy of relevant ISO certificate must be enclosed.
- 2) The VDR provider must have worked with at least one reputed Indian company in last five years from the date of issue of the subject ITB. Work experience / endorsement certificate from at least one reputed Indian company should be attached.

Commercial PQ Criteria:

- 3) Net worth of the company should be positive as on 31st March 2017 for Indian bidders and 31st December 2016 for foreign bidders. Copy of audited balance sheet / profit loss account / CA certificate as on 31st March 2017 for Indian bidders and 31st December 2016 for foreign bidders should be attached.

INSTRUCTION TO BIDDERS

1.0 Any bidder who meets the Bidder's Pre-Qualification Criteria as per ITB and intends to quote against this tender may download the bidding document from PDIL **website <http://pdilin.com>** OR Central Public Procurement Portal **<https://eprocure.gov.in/cppp>** and submit the Bid complete in all respects as per terms & conditions of contract on or before the bid closing date and time.

1.0 **Submission of Bid**

Bidders are required to submit their bids under three envelopes as detailed below:

Envelope (A)

1) Earnest Money Deposit (EMD) as per clause No 5.0 below.

OR

A copy of valid Registration Certificate, in case of NSIC registered Companies.

2) Annexure -VIII Format of Bank Details (RTGS) for on line payment, all the details duly filled in.

Envelope (B) : Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- a. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-I of ITB as per the requirement.
- b. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any)
- c. **Price Confirmation Copy** - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- d. Copy of Check List as Annexure-VI enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- e. Photo copy of PAN card.
- f. A Copy of valid Service Tax registration certificate
- g. Any other document as per the requirement specified in the ITB.

Envelope (C) : Price Bid i.e. Annexure-V, Schedule of Rates with quoted rates against each head, signed and stamped.

All the above three envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. These three envelopes should be sealed and placed in a fourth envelop which should be addressed to the under mentioned and super scribed with our **ITB No. on the cover of your quotation with due date**. You are requested to clearly mention the details enabling us to identify your quotation for the job under reference. Sealed quotations must be submitted addressed to:

To,
Addl. General Manager &HOD (MM)
Projects & Development India Limited
PDIL Bhawan, A-14, Sector-1,
Noida – 201 301,Gautam Budh Nagar, (U.P.)
e-mail: prsahu@pdilin.com ; sbanerjee@pdilin.com

3.0 **Opening of Bids:**

Bid opening will be Public. Envelope A and B only will be opened on Technical Bid Opening Date. Price Bids (Envelope C) of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 **Price Evaluation Criteria:**

~~Price Evaluation of Bids shall be done considering the quoted prices by the bidder in the Schedule of rates i.e Annexure V along with taxes and duties, on overall lowest bidder considering the CENVAT benefit to PDIL.~~

~~In case of any discrepancy, unit rate shall prevail for calculation to arrive at the total price.~~

In case a bidder does not fill up any amount and leaves it blank or writing 'N/A' or put '-' against any item of Price Schedule, it shall be deemed that cost of such item (s) is included in other item by the bidder elsewhere in the quoted price.

5.0 **Earnest Money Deposit (EMD) :**

Earnest money deposit shall be submitted by way of Demand Draft/ Banker's Cheque only drawn on any Scheduled/ Nationalized Bank in favour of 'Projects & Development India Ltd', NOIDA. **Quotation/Bid without EMD may not be considered.** However, NSIC/MSE registered Companies are exempted from submission of EMD provided a valid Certificate in this regard is submitted.

5.1 EMD shall be refunded:

- To the unsuccessful bidders after acceptance of order by the successful bidder(s).
- To the successful bidder(s) after deposition of Security money/ confirmation by Bank of the Security cum Performance Guarantee submitted by bidder

No interest shall be payable on EMD.

5.2 EMD may be forfeited without prejudice to any other right or remedy of PDIL including but not limited to following circumstances:

- a) If a bidder withdraws his bid during the period of bid validity specified by the bidder
OR
- b) In the case of successful bidder, if the bidder fails to accept the order
OR
- c) If a bidder is found to have furnished Mis-representation or wrongful declaration/ presentation of qualifying data and other facts in their Bid.]

6.0 **Validity of Bids:** Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

7.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

Ref : ITB No. 11/PNMM/E/4801/2016-17/100836

- 8.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 9.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 10.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 11.0 Bids must be submitted on or before the closing date and time physically in the bid box at the office of Addl. General Manager &HOD (MM), **Projects & Development India Ltd., PDIL Bhawan, A-14, Sector-1, Noida (UP)** or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 12.0 Bid through fax and e-mail shall not be acceptable.
- 13.0 PDIL reserve the rights to assess bidder’s capability and capacity to perform the contract.
- 14.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
 - a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 15.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.

GENERAL CONDITIONS OF CONTRACT

- 1.0 **Scope:** Shall be as per 'Scope of Work' (Annexure-IV) and Schedule of Rates (Annexure-V) enclosed with ITB
- 2.0 **Firm Price:** Price to be quoted shall be firm and subject to no escalation whatsoever during the contractual completion period including extended period, if any, except for any statutory variations i.e. change in the rate of tax & duty and/or inclusion of any new tax & duty.
Bid with variable price will not be accepted.
- 2.1 **Price Basis:** Duly executed at PDIL Bhawan, A-14, Sector-1, NOIDA.
- 3.0 **Taxes and duties**
 - 3.1 All applicable taxes & duties shall be paid at actual at the prevailing rate only. However, Rate of Sales tax / VAT, Service tax, any other tax as applicable should be indicated in the 'Price Schedule'.
 - 3.2 Statutory variation in taxes and duties including imposition of any new tax & duty, within the scheduled Completion period, as per Contract, shall be paid at actual on production of documentary evidence.
 - 3.3 In case of delay in execution, if there is any increase in the rate of tax & duty and/or there is imposition of any new tax/ duty by statutory authorities, PDIL shall restrict the payment of taxes & duties, as prevalent on the scheduled delivery/ completion period only, as mentioned in the P.O/Contract and amendment(s) there to.
 - 3.4 If there is any decrease in applicable rate of taxes & duties &/or there is any withdrawal of any tax & duty by statutory authorities, during the completion period including extended/amended period of P.O/Contract, shall accrue to PDIL's a/c.
 - 3.5 ~~The Contractor has to submit / furnish all necessary documents / information to enable PDIL claim CENVAT in respect of Service tax/ Excise Duty / Countervailing Duties, if any.~~
 - 3.6 PDIL shall not issue any form other than Form-38 i.e. Road Permit, if required, on written request by the Contractor.
- 5.0 **Delivery/ Completion Period:** The Virtual Data Room Services (VDR) to be started within 48 hours of intimation to service provider for the start of services.
- 6.0 **Payment Terms:** 100% upfront payment shall be released within 30 days of start of services after successful demo to be provided by the service provider duly certified by the HOD (Computer) PDIL,NOIDA on the invoice.
- 7.0 **Tax deduction at source**
Income tax, as applicable as per income tax act, shall be deducted at source from contractor's bills and a certificate towards this deduction shall be issued to the contractor. The bidder has to submit the Copy of PAN.

- 8.0 **Security Deposit:** Earnest money deposit (EMD) shall be retained as Security Deposit for faithful performance of contract.
- 8.1 No interest shall be payable on Security Deposit.
- 8.2 PDIL Noida, however, reserves the right to encash/ forfeit the Security Deposit, if the Contractor fails to execute the Contract and/or abide by all the terms and conditions of the P.O.
- 8.3 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor
- 9.0 **Price Reduction Clause:** In the event of delay in execution beyond contractual delivery period, price reduction @ 0.5% per week or part thereof subject to maximum 5 % of total order value shall be recovered from supplier's bill(s)
- 10.0 **Insurance:** Necessary insurance(s) to cover accident risk for his employees loss of life, material etc. to crew or the third party to be arranged by supplier at his cost.
- 13.0 **Termination :**
In the event of unsatisfactory performance, PDIL reserves right to cancel part or whole of the order / contract and make alternate arrangement at any time during currency of contract on risk & costs of contractor and / or forfeit security deposit.
- 14.0 **Force Majeure:**
The act of God, epidemic, wars, revolution, and official strike shall be treated as force majeure condition. In event of occurrence of such condition neither party shall be responsible for delay in performance provided that it is notified within 07 days of its occurrence. The Supplier shall provide justification by documentation countersigned by the local chamber of commerce.
- 15.0 **Arbitration:**
All cases of dispute arising during execution of contract shall be resolved by mutual discussion of parties operating the Contract. In the event of failure to do so, matter will be settled as per Arbitration and Conciliation Act, 1996, as amended from time to time.

However, wherever applicable, in case of settlement of commercial disputes between PSEs inter SE and PSE(s) and Government Department(s), the same shall be settled through Permanent Machinery of Arbitrators (PMA) setup in the Department of Public Enterprises(DPEs) as per the following Clause:

“In the event of any dispute or difference relating to the Interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law

Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator”.

The performance under this contract, shall not stop for any reason, whatsoever, during the said dispute / proceedings, unless the service provider is specifically directed by PDIL to desist from working in this behalf.

16.0 **Jurisdiction:**

This contract shall be deemed to have been entered into at Noida and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within the jurisdiction of Noida, Distt. Gautam Budh Nagar (UP).

SCOPE OF WORK

1.0 SCOPE OF SERVICES

Engagement of Virtual Data Room (herein after called the "VDR") service provider for a strategic transaction (herein after called the "transaction"). Projects & Development India Ltd. (PDIL) hereby referred as the "Company" is going through the transaction and as such needs a VDR service provider to provide VDR services to run and manage the transaction in the ultra-secured and compliant manner as per Technical Specification detailed below:

- 1 Details of Quantum of data and Period
 - i) Data : 10 GB
 - ii) Period : 3 months
 - iii) Users : 500
 - iv) Option for incremental usage (to be billed only when triggered)
 - a) Month to month extension: Amount per month
 - b) Additional storage : Amount per 10MB
 - c) Additional users: Amount per 10 users
- 2 The VDR should be a web based, simple to use and operate application.
- 3 The VDR should have a plug-in free web platform to upload and download data.
- 4 The VDR should operate seamless on all major web browsers like Google Chrome, Internet Explorer, Microsoft Edge, Safari, Firefox etc., on major operating systems like Windows and Mac and on all devices like Desktops, Laptops, Tablets & Smart phones.
- 5 The VDR should support in browser viewing of all major business file formats like PDF, MS Office, Common image files like JPEG, PNG, Media files like MP4.
- 6 The VDR should have the capability of applying plugin free DRM (Digital Rights Management) to let download the standard business file formats like PDF to restrict its use even after they have been downloaded with an option to instantly revoke access or auto expiration of access at a pre-defined date/time.
- 7 The VDR should have the option to perform Search and apply smart filters for the documents and its contents (if the OCR scanning is done).

- 8 The VDR should have a minimum of 256 Bit Data encryption.
- 9 The VDR should have friendly looking auto document indexing with the capability to auto re-indexing.
- 10 The VDR should have a simple interface to add users into the VDR and should have the flexibility to apply different access rights and permissions to different user groups. The document permissions for end users should include the choice to allow or disallow Viewing, Deleting, Copying, Printing, Editing, Downloading and Uploading.
- 11 Customizable user access and viewing restrictions, e.g. By company, By individual user, By project, By folder, By file etc. should be present in VDR.
- 12 The VDR should have the capability to apply dynamic watermarks when the documents are reviewed by the end users and should capture a custom text, name, email, date and time and the IP address of the end user.
- 13 VDR should have the capability to effectively manage Q&A during the transaction.
- 14 The VDR should have a complete log and audit trail for each and every document and the activity happening on the VDR. Along with the logs, the VDR must also be able to provide graphical and statistical customizable reports to track.
- 15 Bulk data upload and download features should be present in VDR.
- 16 Ability to view/protect documents in their native formats, disable copying text and screen capture features should be present in VDR.
- 17 Sensitive information held on data storage media (including magnetic tapes, disks, printed results, and stationery) should be protected against corruption, loss or disclosure.
- 18 The whole VDR system should be replicated at all times to ensure security and high availability purposes. If Virtual Machines are to be used for replication purpose, they all should be deployed in a private environment.
- 19 Secondary layer of real time server replication is required which may be activated in case of a disaster event (Failover).

Other Conditions

1. The VDR provider should provide a minimum of 99.5% services uptime guarantee
2. The VDR provider should provide an option to the users to enable two-factor authentication for additional security.
3. The VDR provider should provide 24/7/365 global support through Phone, Email and Live Chat. A dedicated project manager should also be provided to conduct training, answer questions and assist with the initial set-up of the data room. Support should be available to all parties interfacing with the platform. The VDR provider should have a local (India based) support and project management team with the capacity to interact in English as well as in the national language – Hindi.
4. The VDR provider must have worked with at least one reputed Indian company. Work experience certificate from at least one reputed Indian company should be attached.
5. The VDR provider should be able to bill to the Company in Indian Rupees and the Company should be able to pay to the VDR provider via local bank transfer, Bank Check or a Demand Draft. The Company should not have to arrange for foreign remittance and incur additional associated charges.
6. The VDR provider must host the Company's data on ISO 27001 Certified servers to ensure security, availability and privacy of the data.
7. VDR provider should ensure that all the data whether inbound, outbound or at rest should be connected via secure connection (https) and the data should be encrypted in transit via SSL/TLS-encrypted end points using the most up to date TLS v1.2 cipher suites.
8. The VDR provider should agree to permanently delete the entire dataset within 15 Days from the service deactivation or deletion request.
9. Zero Date for creation or initiation of VDR will be intimated later to successful bidder after issue of LOI/PO. Three months duration of VDR will be started from this Zero Date.
10. Bidder has to give technical Demo/presentation for suitability of the VDR to the satisfaction of committee.

An undertaking that neither Bidder nor any of its subsidiaries is blacklisted by any private or government organization. Details of any current legal actions pending against the supplier or its directors and/or office bearers must be shared with us.

Ref : ITB No. 11/PNMM/E/4702/2017-18/100917
Item: Virtual Data Room Services

SCHEDULE OF RATES (SOR)

SI No	Description	Total lump sum price for the period of Three(03) months In INR / Foreign Currency (to indicate.)
(A)	<u>VIRTUAL DATA ROOM SERVICES*</u>	
1.0	Virtual Data Room Services (10 GB Data for 03 months) for 500 Users	
2.0	<u>TAXES & DUTIES</u>	
2.1	Service Tax @.....%	
2.1	Any other taxes: If applicable, please specify and indicate rate @.....%	

Optional item if required

SI No	Description	Total lump sum charges for additional item In INR / Foreign Currency (to indicate.)
(B)	Incremental Virtual Data Room Services for 500 Users	
1.1	Additional One (01) month extension fee for existing 10 GB Data	
1.2	Additional storage (Data of 10 MB Block) for 01 month	

Note:

1. Bidder shall quote either in INR or Foreign Currency (to indicate), in the above SOR strictly, failing which the offer shall be rejected.
2. The Contractor has to submit / furnish all necessary documents / information to enable PDIL claim CENVAT in respect of Service tax/ Excise Duty / countervailing Duties, if any.
3. Price evaluation of foreign bidders shall be done with conversion of foreign currency to INR as per TT exchange rate of RBI, prevailed on the date of opening of price bid. Contract shall be awarded on the basis of lowest(L-1) quoted Total lump sum price SI.No. 1.0 under (A) above.

Bidder's Signature:

Name:

Designation:

Seal:

Date:

CHECK LIST

(BIDDER MUST CONFIRM POINT BY POINT AND STRIKE OUT WHICHEVER IS NOT APPLICABLE)

NAME OF BIDDER:

OFFER NO.:

SL. NO.	DESCRIPTION	BIDDER'S CONFIRMATION/ ACCEPTANCE/ COMMENTS
1.0	<u>Price Basis</u> : Duly executed at PDIL Bhawan, A-14, Sector-1, NOIDA	Confirmed
1.1	<u>Firm Price</u> : Rates shall be firm and subject to no escalation till the contractual completion period. As per Clause 2.0 of Annexure-III of ITB	Confirmed
2.0	EMD/ NSIC registration Certificate and Bank details. As per Clause 5.0 of Annexure-II of ITB	Submitted
3.0	<u>Payment Terms</u> : 100% payment shall be made, within 30 days. As per Clause 6.0 of Annexure-III of ITB	Accepted
4.0	<u>Security Deposit</u> : (EMD) is retained as Security Deposit. As per Clause 8.0 of Annexure-III of ITB	Confirmed
5.0	<u>Delivery/ Completion Period</u> : The Virtual Data Room Services (VDR) to be started within 48 hours of intimation to service provider for the start of services.	Confirmed
6.0	<u>Price Reduction Clause</u> : @ 0.5% per week or part thereof subject to maximum 5 % of total order value. As per Clause 9.0 of Annexure-III of ITB	Confirmed
7.0	<u>Validity</u> : Shall be 90 days from date of opening of technical bids Bid. As per Clause 6.0 of Annexure-II of ITB	Confirmed
8.0	<u>Price Confirmation Copy</u> - A copy of Priced offer(Annexure-V), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted shall be submitted along with Un-priced Techno Commercial BID.	Submitted
9.0(A)	Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a copy of Registration Certificate.	YES / NO.
(B)	Whether the M S E Company is owned by SC / ST (YES / NO.)	
10.0	Photocopy of PAN card	Submitted
11.0	A Copy of valid Service Tax registration certificate.	Submitted
12.0	Address of IT counter where the bidder files Income Tax.	
13.0	Confirmation of Acceptance to all Terms and Conditions of the Tender Document in totality.	Confirmed
14.0	Name, Designation, Telephone Nos. & Fax No. of Contact Person for this Enquiry.	

It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in this summary shall prevail.

SIGNATURE & STAMP OF THE BIDDER:

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To ,

Projects and Development India Lid.

Noida – 201301

Subject : ITB No.Dt.

Sir ,

We hereby declare that M/s is neither put on Holiday or Black-listed by any
Government / PSU / Private firm or Financial Institution .

Signature

Name :

Designation :

Seal of the Bidder.

DECLARATION FOR ONLINE PAYMENT

1.0	COMPANY/ FIRM DETAILS:	
1.1	Name of Company/ Firm:	
1.2	Address: Phone No. E-mail ID:	
2.0	BANK DETAILS:	
2.1	Name of the Bank	
2.2	Address of the Branch Telephone No.	
2.3	9 Digit Code number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
2.4	11 Digit NEFT/IFSC Code of the Bank Branch	
2.5	Account Type (SB/CC/CA)	
2.6	Bank Account No.(as appearing on the Cheque)	
3.0	Permanent Account Number (PAN) Under Income Tax Act.	
4.0	Service Tax Registration Number	
5.0	Name of Authorized Signatory	
6.0	Contact Person Name	

SIGNATURE OF AUTHORISED SIGNATORY OF THE FIRM

NAME: _____

OFFICIAL SEAL _____

DATE: _____

Note: Please furnish the above declaration for online payment duly typed on the Company's Letter head, filled in, signed by the authorized person with your Company's Seal.