

**MADRAS FERTILIZERS LIMITED
(A GOVT. OF INDIA UNDERTAKING)
MANALI, CHENNAI 600068
TELEPHONE: 044 25945290/25945293/25945295/25945261**

**NOTICE INVITING TENDER FOR
APPOINTMENT OF GST CONSULTANT**

SUMMARY

Sealed covers are invited from Chennai based Professional consultants for providing consultancy for implementation of Goods and Services Tax (GST). Bidders, who are interested to submit bids, may visit MFL website www.madrasfert.nic.in . Instructions for applying for tender are given in **Annexure-1**.

For any clarification, please communicate to the following:

Phone : 044 25945293/25945295
User Contact details: mfltaxation@gmail.com

Tender No. & Date : MFL/F&A/GST 2017/002 dt. September 12, 2017	
Description	Appointment of Consultant for implementation of Goods and Service Tax (GST)
Estimated Value	Rs 5 lacs
Nature of Bidding	Two Part Bidding: 1. Techno Commercial 2. Price
Commencement of viewing and downloading tender document from website	04.10.2017
Due date & Time for submission	13.10.17 up to 15.00 hrs
Bid Opening Date & Time	13.10.17 @ 15.30 hrs
Bid Submission: Sealed Bids (To be submitted on or before the due date and Time)	Two part Bidding: 1. Techno Commercial 2. Price To be submitted with price details as per terms & conditions on or before the date and time meant for submission of bids as above.

Bid Validity	90 days from the date of opening of bid.
Security Deposit (SD)	5% of the Contract value in the event of placement of award of contract (Annexure - 8)
Mode of Payment of SD	By Demand Draft in favour of Madras Fertilizers Ltd., payable at Chennai or by Bank Guarantee as per Annexure - 9 or thru RTGS as per Annexure - 13.
Contract Period	One year from the date of Award of Contract
Bid Evaluation Basis	Refer Annexure - 5 of NIT
Payment Term	Monthly basis
Scope of work / duties and responsibilities of the contract	Refer Annexure - 2 of NIT

**JOINT GENERAL MANAGER
MARKETING ACCOUNTS & TAXATION**

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**JOINT GENERAL MANAGER
MARKETING ACCOUNTS & TAXATION**

INSTRUCTIONS TO TENDERERS FOR APPLYING TENDER

Instructions to the Tenderers/Bidders

- 1) The Bidders can update well in advance, the documents such as certificates, purchase order details etc., and these can be selected as per tender requirements and then send along with bid documents during bid submission.
- 2) After getting the tender schedules, the Bidder should go through them carefully and then submit the documents as asked, otherwise, the bid will be rejected.
- 3) If there are any clarifications, this may be obtained through the contact details.
- 4) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender schedule.
- 5) It is construed that the bidder has read all the terms and conditions before submitting their offer including General Terms and Conditions (GTC) and Special Terms & Conditions (STC). GTC & STC can be accessed through Company's website.
- 6) The bidder has to submit the tender document well in advance before the prescribed time to avoid any delay or problem during the submission process.
- 7) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids.
- 8) Bidder should submit the bid in time, i.e., on or before the bid submission end time. If there is any delay, due to other issues, bidder only is responsible.
- 9) The bidders are requested to submit the bids to AGM-CA&T well before the bid submission end date & time.
- 10) Bidders should ensure that prices should not be indicated anywhere in the un-priced part. The prices should be indicated only in the price bid and nowhere else. The deviation, if any, the bid shall summarily be rejected.

DETAILED SCOPE OF WORK

Sl.No.	
1	GST Implementation Plan
A	<p>Assistance in actual implementation Assist in transition and implementation of GST across functions from tax perspective. Build communication and deliver trainings. Suggest changes for compliances and documentation. Prepare GST manual for states, on registrations, returns, documents, etc.</p>
B	<p>Modification in system as required for Post GST scenario. Stock valuation policy, Existing Excise, Service Tax & VAT credit balances will be transferred into GST credit account. Creation of new tax categories. New reports for Sales, Stock Transfer, etc. Inventory Valuation, Method and timings. Complete matching of sales, purchases and tax data.</p>
C	<p>Training Build communication and deliver trainings. The training will cover comprehensive training workshops on GST to the employees of MFL with focus on Company specific issues. Workshops will be conducted by the consultant at our Plant at Manali to cover Plant and eleven Regional offices.</p>
D	<p>Post implementation support Review of tax computations / return for 6 months and identifying the gap for improvement. Handhold in day-to-day queries related to GST post implementation of GST.</p>

Sl.No.	Particulars	Timelines
2	Timelines for completion of Project	
1	Review "As Is" and conduct GST impact analysis	1 month
2	Assistance in actual implementation	1 month (including trial run)
3	Post implementation	10 months

ANNEXURE – 3

QUALIFICATION CRITERIA

1.0 QUALIFICATION CRITERIA

Tenderer shall have minimum 2 years of experience for providing consultancy services in the field of indirect taxation for applying this tender.

Non-compliance of this criteria shall lead to total rejection of the tender.

2.0 DOCUMENTS REQUIRED:

Contract award letter copies / performance certificate from any organization to prove two years of experience in this field or experience to show appearance before Tribunal, Commissioner (Appeals) etc.

- Signed copies to be attached with the submission of bids.
- Tenders will be rejected for non-submission of the relevant valid document.
- If the Tenderer is under Holiday List / de-list or having any litigation with MFL, then they need not apply.
- Also, if the Tenderer is under Black List in any State / Central Government or other PSUs, then they need not apply.

ANNEXURE – 4

PRICE BID FORMAT
TENDER NO.: MFL/F&A/GST 2017/002

Description	Rate (in Rs.)
Consultant Fees for implementation of Goods and Service Tax (GST) (exclusive of all taxes) for a period of one year	

BID EVALUATION BASIS

- L1 will be identified on opening of Price bids of the technically qualified bidders.
- If the Management deems the quoted rates are higher, negotiation shall be conducted with L1 Party.

GENERAL TERMS & CONDITIONS

1.0 DEFINITIONS:

- 1.1 The term "Contract" shall mean and include the entire tender and the agreement signed by the Consultant and Madras Fertilizers Limited.
- 1.2 "Consultant" shall mean and include those entering into agreement with Madras Fertilizers Ltd., their heirs, representatives, executors, administrators, successors, and their permitted assignees, as the case may be.
- 1.3 "MFL" shall mean and include Madras Fertilizers Limited, Manali, Chennai 600 068 or any of its authorized officers.
- 1.4 "Services" shall mean and include all items of work, duties / responsibilities of the Consultant and / or any other item of work not specified but consistent with general terms of the contract and entrusted by MFL.
- 1.5 "Contract Rates" shall mean the rates of payment accepted and/ or fixed by MFL and accepted by the Consultant.
- 1.6 "Company's Representatives" shall mean and include the General Manager (F&A), Joint General Manager (MA&T), Assistant General Manager (CA&T) or other officers of the Company.

2.0 PERIOD OF CONTRACT:

The period of contract will be one year from the date of commencement of the contract and can be extended for one more year with mutual consent at the same rates, terms and conditions.

3.0 LIABILITY OF PERSONNEL:

The Consultant shall ensure that all the Rules and Regulations in force from time to time regarding safety, hygiene, sanitation and prohibition of smoking are complied with by his workmen.

4.0 PENALTY CLAUSE:

PENALTY IF ANY LEVIED BY STATUTORY AUTHORITIES UNDER GST LAW FOR NON-CONFORMITIES WILL BE BORNE BY THE TENDERER.

5.0 SUMMARY TERMINATION:

- 5.1 Notwithstanding anything contained in the Clause 2.0 Supra, MFL reserves the right to terminate the contract forthwith at any time during the currency of the contract.
- 5.2 MFL shall also have, without prejudice to any other rights and remedies, the right in the event of breach/ failure by the Consultant of any of the terms and conditions of the Contract, or due to the Consultant's inability to perform as agreed for any reason whatsoever, to terminate the contract forthwith and get the work done for the unexpired period of the contract at the risk and cost of the Consultant and recover the losses, damages, expenses or costs that may be suffered or incurred by MFL besides forfeiture of security deposit.
- 5.3 The decision of Madras Fertilizers Limited about the breach / failure / losses, damages, expenses or costs etc. on the part of the Consultant shall be final and binding on the consultant and shall not be called into question.
- 5.4 MFL reserves the right to terminate the contract without any notice in writing or without an obligation on the part of MFL in the event of MFL's decision to operate the work by a different system.

6.0 WITHDRAWAL OF CONTRACT:

If the Consultant withdraws the contract during the contract period, MFL shall have the right to get the work done for the unexpired period of the contract at the risk and cost of the Consultant and recover the losses, damages, expenses or costs that may be suffered or incurred by MFL.

7.0 MFL SAFETY RULES AND REGULATIONS:

SMOKING INSIDE THE FACTORY PREMISES IS VERY DANGEROUS AND IS STRICTLY PROHIBITED. THE CONSULTANT SHALL ENSURE THAT HIS MEN DO NOT SMOKE INSIDE THE FACTORY PREMISES.

8.0 REMUNERATION:

The Consultant shall be paid the remuneration in respect of the services described in the scope of work and schedule of rates and performed by him, at the contracted rates per Annexure-4.

9.0 PAYMENT TERMS:

The payment shall be made on 30th day from the date of submission of bill provided the bill is in order and through RTGS. If payment is delayed beyond the period mentioned above due to any reason, it will not be construed as violation of the terms and conditions of the contract, nor will give any right to the consultant to suspend the work under this contract. The consultant shall not be entitled to any interest on the amount of bills.

10.0 LAWS GOVERNING THE CONTRACT:

The contract will be governed by the Laws of India for the time being in force and made or as amended from time to time and the jurisdiction of the Court shall be that of the place where the Registered Office of MFL is situated(Chennai only).

11.0 SUBLETTING AND TRANSFER:

The Consultant shall be solely responsible for rendering any or all the services. He shall not sublet/transfer/assign the contract or any part thereof, to others. All his dealings with third parties shall be as between two principals without reference, in any way to Madras Fertilizers Limited. The Consultant shall also undertake to make third parties fully aware of the position aforesaid.

12.0 ARBITRATION CLAUSE:

All disputes shall be settled in accordance with the laws of India for the time being in force and as amended from time to time.

Any or all disputes arising out of the Contract / agreement shall settled by mutual discussions and in the event of failure to do so, such dispute(s) shall be referred to a Sole Arbitrator, who will be appointed by mutual consent for settlement of such dispute(s) and whose decision shall be final and binding. In the event of failure to appoint such a Sole Arbitrator, with mutual consent, then the Sole Arbitrator will be appointed through the High Court of Judicature at Madras.

Subject as aforesaid, the Arbitration and Conciliation Act 1996 shall apply to the Arbitration Proceedings under this clause and such Arbitration shall be in English and take place in the city of Chennai only.

13.0 FORCE MAJEURE:

The terms and conditions of the orders shall be subject to force majeure. Neither Consultant nor MFL shall be considered in default of its obligation under this contract, if such performance is prevented or delayed because of war, hostilities, revolution, civil commotion, sabotage, strikes, lock outs, fires, floods, explosions, epidemics, accidents, freight embargoes on export or import to India, Acts of God, Acts of Government, should one or both parties be prevented from fulfilling their actual obligations by the state of force majeure lasting continuously for a period of 3 months the two parties should consult each other regarding future implementation of the contract.

Consultant shall promptly notify MFL in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the MFL in writing, the consultant shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

14.0 NEGOTIATION WITH L1 TENDERER:

If MFL deems it fit to conduct negotiation with the L1 Tenderer, MFL reserves the right to do so by inviting the L1 Tenderer in person to finalize the price.

15.0 RATES:

- 15.1 The tenderer should quote the rates exclusive of all taxes. Taxes extra will be as applicable at the time of billing.
- 15.2 The tenderers shall quote the rate exclusive of all statutory levies and duties in the proforma, "FIXED RATE BILL OF QUOTE" furnished as Annexure – 4.
- 15.3 The rates quoted shall be valid for a period of one year from the date of commencement of the contract. Escalation in rates (as agreed in Schedule of Rates) cannot be entertained by MFL under any circumstances.
- 15.4 Tenderer is requested to quote his most competitive rates keeping the above criteria in mind.

16.0 BASIS OF ARRIVING AT L1 TENDERER:

The bidder who quotes the lowest rates shall be considered as L1 tenderer.

17.0 SIGNING THE TENDER AND DOCUMENTS:

The tender duly filled in all respects shall be signed on each page by the tenderer.

The tender and all connected documents shall be signed by all the Partners/Directors/Members of the tender or by any such person, who has the full authority to bind all the Partners/Directors/Members of the tender.

Person or persons signing the tender shall state in what capacity he is or they are signing the tender, e.g. as Sole Proprietor of a firm or as Secretary / Manager / Director, etc. of a Limited Company.

In the case of a partnership firm, the names of all the partners be disclosed and the tender shall be signed by all the partners or their duly constituted attorney having authority to bind all the partners in all the matters pertaining to the contract, including the arbitration clause. partnership deed copy, should accompany the tender.

18.0 CONSTITUTION OF THE TENDERER:

- 18.1 The Consultant shall not change the constitution of the composition during the currency of the contract without the prior approval of MFL. Any change in the composition of consultant and happenings like death / resignation of any Partner / Director / Member shall be notified within 24 hours of such change / happenings by Registered Letter to Joint General Manager–Marketing Accounts & Taxation, Madras Fertilizers Ltd., Manali, Chennai 600 068. On receipt of such notice, MFL reserves the right either to terminate or continue the contract.
- 18.2 In the event of any dispute, Legal or other proceedings, by any party or parties concerning the constitution or composition of the consultant, MFL reserves the right to itself take such necessary action as it deems fit, including termination of the contract, withholding payments due to the Consultant.
- 18.3 The Contract shall be awarded on the basis of 'Principal-to-Principal Contract' and the Consultant shall be deemed to be in an independent consultant engaged for the performance of service / work / job in the manner and to the extent provided in these presents.

19.0 INFORMATION ABOUT TENDERERS:

- 19.1 The tenderers shall furnish at the time of submission of tender, complete, correct and precise details about themselves, viz., name and address, composition, their main business, in the form as per Annexure– 9.
- 19.2 Tenders not accompanied by all the Schedule / Annexures intact and duly filled in and signed, shall be rejected.

20.0 OPENING AND ACCEPTANCE OF TENDER:

- 20.1 Madras Fertilizers Limited shall reserve the right to accept any tender or reject any or all the tenders without assigning any reason. Madras Fertilizers Limited is not bound to accept the lowest or any other tender and shall reserve the right to negotiate the rates with any or all the tenderers and shall also reserve the right to take any decision regarding the tender.
- 20.2 Tenders not conforming to these instructions shall be liable to be rejected at the sole discretion of Joint General Manager – Marketing & Taxation.
- 20.3 The tenderers should be prepared to come to Madras Fertilizers Limited Plant at Manali, Chennai - 600 068, for discussions with the Company's Authorities, at their own expense and without any obligation, if called upon to do so.
- 20.4 Acceptance of the tender will be intimated to the successful tenderer through an Award of contract Letter. The successful tenderer should submit the Security Deposit within 15 days. In the event of failure on the part of the Consultant to provide the Security Deposit, the acceptance of his tender shall be considered withdrawn without prejudice to any other rights and claims by MFL.

21.0 GENERAL:

CANVASSING IN ANY FORM IS STRICTLY PROHIBITED AND THE TENDERER WHO RESORTS TO CANVASSING, SHALL BE DISQUALIFIED.

TENDERER UNDERTAKING

THE TENDERER HEREIN

- Agrees, accepts and abides by all the terms, conditions and covenants of the tender having read and understood the tender documents in full including the specification, scope of work, instructions, forms, annexures, terms & conditions etc.
- Confirms and acknowledges that the bids placed by the tenderer are true, accurate & with the best knowledge of the tenderer
- Confirms that awarding of the contract based on the bids of the tenderer is the sole discretion of MFL
- Undertakes to honour the bid(s), which is legally binding on, if the contract is awarded to the tenderer.
- Accepts SD & Penalty Clause and agrees to invocation of the respective clause(s) in case of non-fulfillment of commitment.
- Agrees to accept any changes, if any, to the tender that may be made subsequently after releasing the tender, but before the last date meant for submission of bids, with respect to specification, last date for bid submission and/or any other clauses/terms of the tender.
- Agrees to update any changes made in the tenders & subsequent corrigendum in website.

Signature of the authorized person :

Name of the authorized person :

Designation of the authorized person :

ANNEXURE – 7**INFORMATION ABOUT THE TENDERER**

Sl. No.	Information Required	To be Filled in by Tenderer
1	Name of the Tenderer	
2	Address of Registered Office and Branches	
3	Telegraphic Address and Phone Number, Fax Number, Email ID etc.	
4	Composition of Tender (here state whether it is Hindu Joint Family Business, Proprietorship concern or Registered Partnership or a Limited Company)	
5	Nature of normal business of the tenderer	
6	Experience of similar working (Certificate to support statement must be enclosed)	
7	Any other experience and reference of the Companies (Attach separate sheet, if necessary). Copies of certificates (Award of contract and experience) to support statement must be attached.	
8	Details of Turnover	
9	Copy of PAN Card and 3 years IT Assessment order to be attached	

10	Three years audited statement of Accounts with Balance Sheet	
11	Any court case is filed against you or your concern	
12	Have you / your Firm filed any case against your client	
13	PF Code No.	
14	ESI Code No.	
15	GST Registration No.	
16	PAN No.	

Note: Copies of documents are required to be attached for Sl.No.5 to 10.

Incomplete information and non-submission of copies of supporting document will lead to rejection of tender.

I/we declare that the above information is true to the best of my / our knowledge.

Place:

Signature of the Tenderer

Date :

(Name & Office seal)

DECLARATION

I/We hereby declare that I/We/our Organization have not put under Holiday List / De-list or having any litigation with MFL.

Also, I/We hereby declare that I/We/our Organization have not been banned or Black-listed by any State/Central Government or other PSUs / Financial Institution / Court.

**Place :
Tenderer**

Signature of the

Date :

(Name & Office seal)

SECURITY DEPOSIT (SD) TERMS & CONDITIONS

1. The successful tenderer shall pay 5% of the total contract value towards security deposit by Demand Draft or Bank Guarantee in the approved format (Annexure – 11) valid upto ninety days beyond the completion of the contract, issued by a Scheduled Bank to the satisfaction of MFL, payable and enforceable at Chennai or thru RTGS as per Annexure – 11, within 21 days from the date of intimation of his selection. Independent confirmation of BG by the issuing Bank shall be sent directly to the GM – F&A, Madras Fertilizers Ltd, Manali, Chennai - 600 068. If the contract is awarded to more than one Consultant, Security Deposit will be calculated based on the value of the contract, which will be intimated at the time of award of contract.
2. No interest shall be paid on the Security Deposit.
3. Failure to pay the security deposit or enter into contract shall be treated as failure to discharge the duties under the contract and shall result in cancellation of the offer of the contract. The EMD amount shall be forfeited and the tenderer shall be liable to compensate MFL for any losses incurred by MFL.
4. The security deposit shall be refunded within a reasonable time after the period of the contract subject to the Consultant fulfilling all obligations/ operations as required under the contract. Only after due satisfaction as regards to the payment of wages, bonus, ESI, PF and Service Tax dues by the Consultant, the security deposit will be refunded.
5. MFL reserves the right to appropriate any part or the whole of the amount of the security deposit without prejudice to other claims against the Consultant for losses suffered by MFL due to breach or failures on the part of the Consultant or due to termination of contract or Consultant becoming disqualified because of liquidation/insolvency or change of composition. The decision of MFL in respect of such losses, failures, breach, damages, charges, expenses or costs, shall be final and binding on the Consultant and shall not be called into question.
6. Whenever the security deposit falls short of the specified amount, consequent to any adjustment towards shortages/damages/losses, the Consultant shall make good the deficit within 7 days from the date of receipt of intimation from the Company so that the total amount of security deposit shall not at any time be less than the specified amount.
7. In the event of the security deposit being insufficient or if the security deposit has been wholly forfeited, the balance of the total sum recoverable from the Consultant as the case may be deducted from any sum then due or which at any time thereafter may become due and payable to the Consultant under this or any other contract with MFL. If sum also be not sufficient to cover the full amount recoverable, the Consultant shall pay to MFL on demand the remaining balance due as a debt.

ANNEXURE – 9

BANK GUARANTEE FORMAT FOR FURNISHING SECURITY DEPOSIT

In consideration of the Madras Fertilizers Limited, Manali, Chennai 600 068 (Hereinafter called "the Company") having agreed to exempt- _____ (hereinafter called "the said Consultant(s)") from the demand under the terms and conditions of an agreement dated _____, Purchase Order No. _____ dated _____ made between Madras Fertilizers Limited and _____ for providing consultation on GST (hereinafter called "the said agreement") of a Security Deposit for the due fulfillment by the said consultant of the terms and conditions contained in the said agreement, on production of Bank Guarantee for Rs. _____

(Rupees _____). We _____ (Hereinafter referred as "Bank") at the request of _____ do hereby undertake to pay to the company an amount not exceeding Rs. _____ (Rupees _____) against any loss or damage caused to or suffered or would be caused to or suffered by the Company by reason of any breach by the consultant of any of the terms and conditions contained in the said agreement.

We _____ (bank) _____ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the company stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by the company by reason of any breach by the said consultant of any of the terms or conditions contained in the said agreement or by reason of the consultant failure to perform the said agreement. Any such demand made on the bank shall be conclusive as regards the amount due any payable by the bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____ (Rupees _____). We undertake to pay to the company any money demanded notwithstanding any dispute raised by the consultant / tenderer(s) in any suit or proceeding pending before any court or tribunal relating thereto liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under any consultant/tenderer(s) shall have no claim against us for making such demand.

We _____(Bank)_____ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that is shall contained to be enforceable till all the dues of the company under or by virtue of the said agreement have been fully paid. And its claim satisfied or discharge or till the company certifies that the terms and conditions of the said agreement have been fully and properly carried out by the said consultant and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before _____(date)_____. We shall be discharged from all liability under this guarantee thereafter. We _____(bank)_____ further agree with the company that the company shall have the full cut liberty without our consent and without affecting in any manner or obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said consultant from time to time or to ;postpone for any time or from time to time any of the powers exercisable by the company against the said consultant and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said consultant or for any forbearance or omission on the part of the company or any indulgence by the company to the said consultant or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision have effect or so relieving us.

This guarantee will not be discharged due to the change in the constitution of the bank or the consultant/tenderer(s).

We, _____(bank)_____, lastly undertake not to revoke this guarantee during its currency.

Notwithstanding anything contained this bank guarantees our liability under this guarantee is restricted to Rs._____ (Rupees _____). Our guarantee shall remain in force until _____ and unless a demand or claim under this guarantee is received by us in writing on or before _____, all your rights under the said guarantee shall be forfeited and we shall be deemed relieved and discharged from all liabilities there under.

The beneficiary is bound to seek confirmation from the Regional Office whose address is mentioned below in respect of the geniuses and authenticity of the Bank Guarantee.

(Signature of the authorized officer of the Bank) -----

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch.

ANNEXURE – 10

FORMAT FOR RTGS WITH BANK DETAILS

**MADRAS FERTILIZERS LIMITED
MANALI, CHENNAI 600068**

E-PAYMENT

1	Name and address of the Firm / Consultant / Person	
2	Name of Bank	
3	Address of the Bank	
4	Name of Account Holder	
5	Account Number	
6	Account Type	
7	NEFT / IFSC / RTGS NO.	
8	PAN No.	
9	State Code :	
10	Contact Person	
11	Phone (Mobile / Landline)	
12	Email ID (if any)	

BANK CERTIFICATE

We _____, having our Branch at _____ have verified and certify that the information provided in Sl. Nos., 1 to 8 are correct per our records.

Signature of the authorised
Official from the Bank with Seal

Encl: Cancelled / Copy of Cheque Leaf