

Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	27-02-2024 14:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	27-02-2024 14:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	180 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Mines
Department Name/विभाग का नाम	Hindustan Copper Limited
Organisation Name/संगठन का नाम	Hindustan Copper Limited
Office Name/कार्यालय का नाम	Kolkata Corporate Office
Item Category/मद केटेगरी	Custom Bid for Services - Appointment of Chartered Cost Accountant firm for physical verification of stores spares
Contract Period/अनुबंध अवधि	2 Month(s)
MSE Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से एमएसई छूट	No
Startup Exemption for Years of Experience and Turnover/ अनुभव के वर्षों से स्टार्टअप छूट	No
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Additional Doc 1 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	2 Days
Estimated Bid Value/अनुमानित बिड मूल्य	5900
Evaluation Method/मूल्यांकन पद्धति	Total value wise evaluation

EMD Detail/ईएमडी विवरण

Required/आवश्यकता	No
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ePBG Detail/इंपीबीजी विवरण

Required/आवश्यकता	No
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Splitting/विभाजन

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

MII Compliance/एमआईआई अनुपालन

MII Compliance/एमआईआई अनुपालन	Yes
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MSE Purchase Preference/एमएसई खरीद वरीयता

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. Purchase preference to Micro and Small Enterprises (MSEs): Purchase preference will be given to MSEs as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail the Purchase preference for services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered service. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band defined in relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

[OM No.1_4_2021_PPD_dated_18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017.

2. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा

Scope of Work:<1708157672.pdf>

Service Level Agreement (SLA):<1708157705.pdf>

Payment Terms:<1708157708.pdf>

GEM Availability Report (GAR):<1708157714.pdf>

Custom Bid For Services - Appointment Of Chartered Cost Accountant Firm For Physical Verification Of Stores Spares (1)

Technical Specifications/तकनीकी विशिष्टियाँ

Specification	Values
Core	
Description /Nomenclature of Service Proposed for procurement using custom bid functionality	Appointment of Chartered Cost Accountant firm for physical verification of stores spares
Regulatory/ Statutory Compliance of Service	YES
Compliance of Service to SOW, STC, SLA etc	YES
Addon(s)/एडऑन	

Additional Specification Documents/अतिरिक्त विशेष दस्तावेज़

Consignees/Reporting Officer/प्रेषिती/रिपोर्टिंग अधिकारी

S.No./क्र. सं.	Consignee Reporting/Officer/ प्रेषिती/रिपोर्टिंग अधिकारी	Address/पता	The quantity of procurement "1" indicates Project based or Lumpsum based hiring.	Additional Requirement/अतिरिक्त आवश्यकता
1	Pinaki Mohan Sutradhar	393110,Plot No 747, GIDC Mega Estate, P.O. Jhagadia, Dist.- Bharuch, Gujrat-393110	1	N/A

Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें

1. Generic

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

Disclaimer/अस्वीकरण

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. Any clause(s) incorporated by the Buyer regarding following shall be treated as null and void and would not be considered as part of bid:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process.
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, 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. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो।बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

---Thank You/धन्यवाद---



NIT -513-Stores & Spares Audit

Hindustan Copper Limited, Gujarat Copper Project (A Govt. of India Enterprise) Plot No 747, GIDC Estate Jhagadia Bharuch, Gujarat-393110	Enquiry No.: 513 Dept.: -M&C Issued by: - Dy. Mgr. (M&C) Last Date & Time for Tender Submission: -As mentioned in GeM Place of submission: Online through GeM Date & Time of Tender Opening: As mentioned in GeM Note to Supplier: Two Bid E.M.D (Rs.): NIL PAYABLE AT: Bharuch SECURITY DEPOSIT (%): Nil Duration of Contract: 2 Months
To	

Subject: -Appointment of Chartered/ Cost Accountant firm for physical verification of stores & spares as on 31/12/2023 & other associated works related to the verification at Gujarat Copper Project (A Unit of Hindustan Copper Ltd.), 747, GIDC Industrial Area, Jhagadia, Bharuch, Gujarat-393110

Dear Sirs,

Online tenders through **GeM** are invited on behalf of M/s Hindustan Copper Limited **Plot No 747, GIDC Estate Jhagadia** for the work as per details given below. The offer should be as per terms and conditions given in the tender document.

Sl. No.	Item Code	Description of Work	Unit	Quantity	SAC Code
1	906330083	Appointment of Chartered/ Cost Accountant firm for physical verification of stores & spares etc	Lumpsum*	1	

* The amount to be quoted in lumpsum for all items in consolidated manner as per terms mentioned in point no 3 in Annexure-1.

- Though adequate care has been taken while preparing this Tender Document, the bidder should satisfy himself that document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately in writing (as mentioned below). If no intimation is received by this office within seven days from the date of issue of the Tender Document, then the office shall consider that the Tender Document received by the prospective bidder is complete in all respects and that the bidder is satisfied with the same. No further intimation in that respect shall be entertained by this office after the said stipulated period.
- HCL reserves the right to change any or all of the provisions of this Tender Document. Such a change would be posted only on the website of the GeM and/or Hindustan Copper Website and the prospective bidders should keep in touch with the company's website for updates before submitting their bids.
- HCL reserves the right to reject any or all of the Bid Document without assigning any reasons thereof. The bidding process shall be governed by the laws of India and Courts at Raigad will have jurisdiction over the matter concerning and arising out of NIT document.

We have also enclosed herewith the under-mentioned Annexures to the tender document, which may be seen & selected carefully for submission of offer:



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Annexure No	Description
I	Scope of Supply, PQC, Specifications and General Terms & Conditions
II	Company Profile
III	Self-Declaration Regarding Black/Holiday listing
IV	No Near Relative Certificate
V	Declaration under Section 206AB of Income Tax Act, 1961
VI	Bank Mandate

Dy. Manager (M&C)
Gujarat Copper Project
Hindustan Copper Ltd.



TERMS AND CONDITIONS

1. POC:

- i. A Firm must have done similar type of work in any manufacturing unit of Government organization /PSU/ Listed Company/Pvt. Company. In support, completed valid Work orders must be submitted. Work orders which are only direct in nature (WOs issued to the firm for audit of stores and spares of the issuing organization's only) will be considered as valid WO. WOs related to audit of stores and spares of any third party will be viewed as invalid.
- ii. A Firm must have done similar type of work in Government organisation/PSU/ Listed Company/Pvt. Companies (Work order copies to be attached.)

2. Scope of Work-

- i. **Physical verification of around 2000 Nos of stores & spares (having value more than Rs. 1000) available with Hindustan Copper Limited, Gujarat Copper Project, Jhagadia as on 31.12.2023.**

The physical balance has to be verified at Main Stores & site stores with the Price Stores Ledger (PSL). The PSL balance as on 31.12.2023 to be considered for this purpose. List of stores & spares available will be provided by HCL-GCP. Discrepancies, if any found during physical verification, to be reconciled and necessary details of rectification entries to be passed by the unit and same to be given along with your report. The format of report will be as follows:

As per main stores		As per site stores		Total as per physical verification		As per PSL		Excess (+) /Shortage (-)	
Nos	Value	Nos	Value	Nos	Value	Nos	Value	Nos	Value

- a. The entire assignment including submission of report to be completed within 20 days from the date of the issuance of the work order.
- b. To assess the value, age and provide for Provision to be created as on date in books of accounts. (System generated report & List of Obsolete items as declared by the departments will be provided by HCL)
- ii. For carrying out above work, the audit team should consist of minimum one senior qualified Accountant (either Chartered or Cost) and one semi-qualified (either Inter Chartered or Inter Cost) Accountant or Graduate Assistants. The maximum number of the audit team will be restricted to 2 (Two).
- iii. Partner to supervise the work, and to discuss the draft report with the Project Head, Finance Head & M&C head of the unit before submission of final report.
- iv. The detailed Programme is to be worked out based on the scope of work and in discussion with the HCL-GCP.

v. SUBMISSION OF REPORTS

The successful bidders are required to submit **3 (three) copies** of the final report at HCL-GCP including separate list as mentioned in Point No. (i) under the "Scope of work" within **30 days** from the date of issuance of work order. It may please be noted that the draft report should be discussed and accepted by the HCL-GCP



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before submission of final report.

3.0 REMUNERATION AND ALLOWANCES

- i) Bidders are requested to quote your consolidated fees in rupees. This remuneration includes all your charges for Journey, hotel accommodation, supervision by your Partner/Consultant, their discussion with our officers and also for writing of reports, typing etc. The price bids which are not quoted as per the clause will summarily be rejected. Evaluation of the bidders will be made on the basis of fees quoted excluding GST.
- ii) Working lunch will be provided at company premises during the period of physical verification.
- iii) **The bidder is expected to quote its charges after careful analysis of costs involved considering all specifications and conditions of the work. In case it is noticed that the rates quoted by the bidder are unusually low, HCL/GCP may request the bidder to submit clarification to ascertain reasonableness of the rates quoted. If any firm does not provide price justification or unable to proof the rationality of the quoted price, the price bid will be considered invalid and shall be rejected out rightly and no further correspondence shall be done in this matter. HCL/GCP shall have the sole discretion to take final decision on the issue.**

4.0 PAYMENT OF REMUNERATION AND ALLOWANCES

As per GeM terms.

5.0 All working papers created in the course of job will be the property of the company and handed over to the Finance Head, HCL-GCP, at the time of submission of the Final Report.

6.0 Unsatisfactory performance may terminate this appointment any time during period of physical verification for Stores & Spares.

7.0 Any dispute shall be mutually settled and the decision of unit head of HCL-GCP will be final and binding.

8.0 Please submit the copy of the tender document duly signed and stamped on each page as a token of your acceptances of all the Terms & Conditions.

9.0 The offer submitted to be valid for a period of 120 days from the date of opening of the same.

10.0 The contract period will be valid for 2 (two) months from the date of acceptance of work order.

11.0 Income tax, & other applicable taxes, if any, shall be deducted at source at the rate prevailing at the time of credit/payment.

12.0 PRICE VARIATIONS

Rates given in the contract are firm & fixed. No price escalation will be allowed for any reasons whatsoever during the execution of the work.

13.0 LOSSES & DAMAGES

Losses & damages caused to the company's assets & goods due to contractor's negligence shall be recoverable from the contractor's accounts bills or any other amount lying with the company, HCL/GCP.

14.0 JURISDICTION



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The jurisdiction shall be with the courts of Bharuch (Gujarat.) only.

15.0 TERMINATION OF CONTRACT IN FULL OR PART

If the contractor fails to complete the work or commits default in complying with any of the terms & conditions of the contract, the company HCL/GCP may without prejudice to any other right or remedy by written notice of 7(seven) days, cancel the contract as a whole or part of the contract.

16.0. HCL management shall immediately be informed in case of any change in the members of the firm/company or its address or in case of any merger.

17.0 No persons below 18 years of age shall be allowed to work.

18. TENDER VALIDITY

The tender should remain valid for a period of 120 days from the date of tender opening.

19. HCL'S DISCRETION

HCL reserves the right to reject any or all the tenders without assigning any reasons whatsoever.

20. LATE OFFER

In no case, late and delayed offers will be considered.

21. The company has the right to cancel the enquiry or extend the due date of receipt of quotation without assigning any reason thereof.

22. Tenders must be submitted up to 15:00 Hrs. till the last date of tender submission. Bids will be opened online on opening due date of tender.

23. Contact details:

(1) For Technical Queries-

Mr. Uvesh Bhayani, E-mail: uvesh_b@hindustancopper.com

(2) For commercial queries: -

Mr. Pinaki Mohan Sutradhar, E-mail: pinaki_ms@hindustancopper.com,

24. Tender shall be evaluated on overall L-1 basis for all items.

Dy. Manager(M&C)
Gujarat Copper Project
Hindustan Copper Ltd.



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Annexure: II

(To be submitted on Company's Letterhead)

Company Profile

S.No	Description	Details
1.	Name & address of the Agency with Phone No/ Fax/email	
2.	Name of authorized person with phone/cell no.	
3.	Status of the Firm (Proprietorship / Partnership / Company) Please attach documents in support a) Name of Directors / Partners b) Year of Establishment c) Details of infrastructure and network	
4.	Income Tax PAN number	
5.	GST No.	
6.	P.F. Registration No.	
7.	Name of the contact person and his/her office/residence phone no. & mobile no.	
8.	Name of the persons authorized to sign documents on behalf of the contractor with specimen signature (Attach authority letter)	
9.	Any other information useful for consideration	
<p>I/We confirm that I/We have carefully read the terms and conditions of the tender and that the information furnished above is correct to the best of my/our knowledge. I/We agree to comply with all conditions stipulated in the bid documents without any deviation. I/We have furnished/attached all required documents along with this Technical bid document.</p>		
<p>Place: _____</p> <p>Date: _____</p> <p>List of Enclosure: _____</p>		<p>Signature: _____</p> <p>Name: _____</p> <p>(Seal of Office)</p>



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Annexure-IV

(To be submitted on Company's Letterhead)

SELF-DECARATION REGARDING BLACK/HOLIDAY LISTING

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm / company namely M/S.

..... has not been black/holiday listed or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/s..... hereby declare that the firm/ company namely

M/S..... was black/holiday listed or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f. The period is over on and now the firm/ company is entitled to take part in Government tender. In case the above information is found false, I / we are fully aware that the tender/ contract will be rejected / cancelled by HCL/GCP and earnest money / EMD shall be forfeited. In addition to the above HCL/GCP will not be responsible to pay the bills for non-access.

Dated:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

- In case of proprietorship firm, certificate will be given by the proprietor, and in case of partnership firm, certificate will be given by all the partners and in case of limited company by all the Directors of the company or company secretary on behalf of all directors.



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Annexure-V

(To be submitted on Company's Letterhead)

No near relative certificate

To:

Date:

To,
The Dy. Manager (M&C),
Gujarat Copper Project

747, GIDC Mega Estate

Jhagadia, Dist. Bharuch

Gujarat - 393110

Sub: No near relative certificate

References:

Tender No: -

Name of Tender/Work: -

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work from the website named GeM as per your advertisement given in the above-mentioned website(s).
2. I/We do hereby declare that we are not relative of any Director of Hindustan Copper Ltd or any of his relative is a partner.
3. In our firm there is no Partner who is director of Hindustan Copper Ltd or any of his relative is a partner.
4. We declare that none of our relative is working as an "EMPLOYEE" in the Corporation.
5. I/We have not engaged any person(s) of doubtful antecedent and if any such person (s) found by management I/We am/are agreeing for punishment as deemed fit by management.

Yours Faithfully,

(Signature of the Bidder with Official Seal)



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Annexure-VI

>>To be printed **on your** letter head and to be signed with seal<<

Annexure: Declaration under Section 206AB of Income Tax Act, 1961

To,

M/s

.....

.....

Subject – Declaration with respect of filling on of Income tax return as provided under Section 206AB of Income Tax Act, 1961

Sir/Madam,

Following is the Declaration with respect to filing of Income tax return

- 1. Name of the Assessee:**
- 2. PAN of the Assessee:**
- 3. Following income Tax return filing information for last two years.**

S. No	Particulars	Previous Year 2020-21 (A.Y. 2021-22)	Previous Year 2019-20 (A.Y. 2020-21)
1	Filling of Income tax return as per the time limit prescribed under sub-section (1) of section 139 of Income Tax Act,1961(Yes / No)		
2	Date of Filling Return		
3	Acknowledgement Number		
4	Aggregate of TDS and TCS is INR 50,000 or more in each year.		

Enclosure: Copies of ITR of last 2 years

I/ we hereby certify that the declaration made above is true and correct.

Thanking You,

For.....

.....

Name:

Designation:



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Annexure- VII

To be submitted in Duplicate
MANDATE FORM FOR ELECTRONIC PAYMENT THROUGH INTERNET
(For NEFT/RTGS/IMPS facility)

To:

M/s Gujarat Copper Project,
Hindustan Copper Ltd.
Plot No. 747, GIDC Estate,
P.O.-Jhagadia, Dist-Bharuch,
Fulwadi, Gujarat 393110

Dear Sir,

Sub: Authorization for release of payment due from HCL,.....through
Electronic fund transfer RTGS.(Please fill in the information in CAPITAL LETTERS. Please
TICK wherever it is applicable)

1. Name of the Party:

2. Address of the Party:

City.....Pin Code.....PAN No.....

e-mail ID.....

3. Particulars of Bank:

Bank Name					Branch Name										
Branch Place					Branch City										
Pin Code					Branch Code										
MICR No.															
(9digits code number appearing on the MICR Band of the cheque supplied by the Bank. Please attach Xerox copy of a cheque of your Bank for ensuring accuracy of the Bank name, Branch name															
Account Type		Savings			Current			Cash Credit							
Account Number(as appearing in the in the Cheque Book)															
RTGS/IFSC Code															

4. Date from which the mandate should be effective:

I here by declare that the particulars given above are correct and complete. If any transaction is delayed or not effected for reasons of incomplete or incorrect information, I shall not hold Hindustan Copper Limited responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through NEFT/Internet/RTGS.

Signature of the Party/Authorized Signatory

Certified that particulars furnished above are correct as per our records.

Bank's Stamp:

Date: (Signature of the Authorized Official from the Banks)