



**NAME OF WORK: E-Tender for Proposed Modernization works at P & GS Branch Office Dehradun (U.P.) including Interior, Civil, Electrical Installation, Fire Alarm, Air-conditioning, Data cabling, Chairs, Furniture's and Ancillary works.**

**LIFE INSURANCE CORPORATION OF INDIA  
ENGINEERING DEPARTMENT**

**NORTH CENTRAL ZONAL OFFICE**

**“JEEVAN VIKAS”,**

**16/275, CIVIL LINES**

**KANPUR-208001**

**e-mail: [ncz\\_engg@licindia.com](mailto:ncz_engg@licindia.com)**

**Tender No:- LIC/NCZ/ENGG/LT-83/2023-24**

**NOTE:- This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's enlisted contractors. Unsolicited offers are liable to be ignored. However, contractors who desire to participate in such tenders in future may apply for enlistment with Procuring Entity as per procedure.”**

## (E-TENDERING PROCESS)

### BID-II (Part-I)

Bid to be digitally signed & uploaded on E-Tender Portal along with scanned copies of Demand Draft / Pay Order / Banker's Cheque/NEFT in lieu of Tender fee and EMD as per key date & time.

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### CONTENTS

S. No.	DESCRIPTION	PAGE NO.
1.	E-Tendering Process	2 - 2
2.	e-Tendering Program	3 - 3
3.	Instructions with regard to Submission / Online submission of Bids	4 - 6
4.	Information to the bidders for using online electronic Tendering System (eTS)	7 - 9
5.	Procedure for Evaluation of Tender	10 - 10
6.	Bank Account & Other Details	11 - 11

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### E-Tendering Process

The Tender Documents consist of BID- I & BID- II. The tenderer shall go carefully through the BID- I and BID-II and quote their percentage rate online in BID- II. The Tenderers have to submit their bids in the following manner :

**(1) BID- I (EMD & Tender Document Fee):- ENVELOPE - I: Online Submission**

**BID-I**, consisting of **Tender Fee & EMD** shall be placed in a Single Sealed Envelope super scribed as “**BID-I : EMD &Tender Document Fee for Proposed Modernization works at P & GS Branch Office Dehradun (U.P.) including Interior, Civil, Electrical Installation, Fire Alarm, Air-conditioning, Data cabling, Chairs, Furniture's and Ancillary works** and shall be online submitted to the Dy. Chief Engineer (I/C) , Life Insurance Corporation of India, Engineering Deptt., North Central Zonal Office, “Jeevan Vikas”, 1st Floor, 16/275, Civil Lines, The Mall, Kanpur- 208001 on or before due key date & time.

- a) The Tender Fee of **Rs.2000/- with applicable GST @18% i.e. Rs. 2360.00 (Rupees Two Thousands Three Hundreds Sixty only)** (non-refundable) shall be in the form of Demand Draft / Pay order in favor of “Life Insurance Corporation of India” payable at Kanpur. Alternatively, it can be submitted in our Office Cash Counter during Cash hours and the Miscellaneous Receipt issued shall be submitted in original.
- b) Earnest Money Deposit of **Rs.99,600/- (Rupees Ninety Nine Thousand Six hundred only)** shall be in the form of Demand Draft / Pay Order / Banker's Cheque issued by any Nationalized / Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative and Regional Rural Banks), in favor of “Life Insurance Corporation of India” and payable at Kanpur.

### OR

The Tender Fee and EMD can be paid separately through NEFT mode directly to LIC Account, as detailed below:

**Name of Bank : Axis Bank Ltd.**

**Branch : Civil Lines Branch, Kanpur**

**Account No. : 911020067317027**

**IFSC Code : UTIB0000133**

**NEFT Receipt Copy with UTR No. should be physically submitted with Bid I.**

- (2) BID-II : FINANCIAL BID (Part-I & Part-II as Tender document, SOQ & Financial Bid Template).** The Financial Bid consists of Tender Document, Schedule of Quantities and Financial Bid Template. The Tenderer shall download the Tender, Schedule of Quantities & go through the same carefully before quoting their percentage rate. The Tenderer shall digitally sign on each & every page of Tender Document, Schedule of Quantities and Tender Drawings with their Digital Signature Certificate (DSC) and upload the same on e-Tender Portal.

The **percentage rate in words and figure** shall be quoted by the bidders in the prescribed template which will be uploaded on the e-Tender Portal after signing electronically with a Digital Signature Certificate (DSC). No other document, conditions shall be uploaded along with FINANCIAL BID.

## E-Tendering Program

**Tender No:- LIC/NCZ/ENGG/ LT-83/2023-24**

**NAME OF WORK:** E-Tender for Proposed Modernization works at P & GS Branch Office Dehradun (U.P.) including Interior, Civil, Electrical Installation, Fire Alarm, Air-conditioning, Data cabling, Chairs, Furniture's and Ancillary works.

Online bids are hereby invited by LIC of India for the works mentioned below through online E- Tendering System portal <http://www.tenderwizard.com/LIC> from the intended contractors.

Sr. No.	Name of Work	Estimated Cost in Rs. (Lakhs)	Earnest Money Deposit (EMD) in Rs.	Tender Fee inRs.
1.	E-Tender for Proposed Modernization works at P & GS Branch Office Dehradun (U.P.) including Interior, Civil, Electrical Installation, Fire Alarm, Air-conditioning, Data cabling, Chairs, Furniture's and Ancillary works	49.80	99,600/- (Rupees Ninety Nine Thousand Six Hundred only)	Rs. 2,000/- + GST@18% i.e. Rs.2360/- (Rupees Two Thousands Three Hundreds Sixty only)

1. Possession of Digital Signature Certificate (DSC) and registration of the contractors on the portal i.e. <http://www.tenderwizard.com/LIC> is a prerequisite for e-Tendering.

2. The Key Dates of e- Tendering Program are as given below:-

Sr. No.	Department Stage	Start Date and Time	Expiry Date and Time
1	Downloading of Tender Document	22.03.2024, 17:30 Hrs.	04.04.2024, 17:30 Hrs.
2	Online submission of BID-I (EMD and Tender Fee) & BID-II	22.03.2024, 17:45 Hrs.	Up to 04.04.2024, 18:00 Hrs.
3	Opening of BID-I & BID-II i.e Financial Bid	05.04.2024, 15:30 Hrs. onward	

3. For Registration and further details on e-tendering, please visit website: <http://www.tenderwizard.com/LIC> or below mentioned Helpdesk details-  
Office Address :  
E-Tender helpdesk  
#24, Sudha Complex, 03rd Stage, 04th Block,  
Basaveshwaranagara, Bangalore - 560079,  
Tel: 080-40482000/121/133/140, Mobile: 9686115304/9686115323  
E-mail: [lokesh.hr@antaressystes.com](mailto:lokesh.hr@antaressystes.com)  
[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)

## **INSTRUCTIONS IN REGARD TO SUBMISSION /ONLINE SUBMISSION OF BIDS**

**NOTE:** Tenderer should note that non-compliance of the following instructions will render the tender liable for rejection.

1. Address to which the BID-I consisting Earnest Money Deposit, Tender Fee of **Rs.2000/- with GST@18% i.e. Rs.2360/ (Rupees Two Thousands Three Hundreds Sixty only)** and NEFT mandate form with **cancelled cheque in ORIGINAL** is to be submitted physically in a sealed envelope marked as Envelope-I. Hard copy of Bid-II is also to be submitted in Envelope-II.

**The Dy. Chief Engineer,  
Life Insurance Corporation of India,  
North Central Zonal Office,  
Engineering Department  
(1<sup>st</sup> floor), "Jeevan Vikas Building,  
16/275, Civil Lines, The Mall, Kanpur- 208001**

1. Last date for online submission of Bids: As per Key Dates mentioned above.
2. Tenderer should ensure that the tender is submitted before the due date and time specified in the Key Dates of online tendering program.
3. Tenderer should fill in all the relevant information in prescribed templates / forms and put his Digital Signature on the relevant places as required in the E-Tendering System.
4. The Percentage Rate in figure & words shall be quoted in the Financial Bid Template / Format given on the e-Tender Portal.
5. Tenderer should note that he is to quote percentage rates only, on the total amount put to tender.
6. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate uploaded documents.
7. Proforma of Articles of Agreement should not be filled in by the tenderer. While the contract shall be deemed to have come into existence on issue of Letter of Intent to the successful tenderer, formal agreement shall be signed with the successful tenderer on non- judicial stamp paper of requisite value as per the proforma of Articles of Agreement.
8. **Earnest Money Deposit of Rs.99,600/- (Rupees Ninety Nine Thousand Six hundred only)** shall be in the form of Demand Draft / Pay Order / Banker's Cheque issued by any Nationalized / Scheduled Commercial Bank only (i.e. Indian or Foreign Banks included in Second Schedule of Reserve Bank of India Act 1934 excluding Co-operative Bank and Regional Rural Banks), in favour of "Life Insurance Corporation of India" and payable at Kanpur.

**OR**

The **Tender Fee and EMD** can be paid separately through NEFT mode directly to LIC Account, as detailed below :

**Name of Bank : Axis Bank Ltd.  
Branch : Civil Lines Branch, Kanpur  
Account No. : 911020067317027  
IFSC Code : UTIB0000133**

**NEFT Receipt Copy with UTR No. should be physically submitted with Bid I.**

9. Contractors are warned that Cash, or Encashable Cheque, or Bank or Insurance Guarantee or Fixed Deposit receipt in lieu of the aforementioned form of Earnest Money remittance will not be accepted.
10. Refund of Earnest Money Deposit to the unsuccessful bidders will be made through RTGS / NEFT. **Bidders are required to give their Bank Account details in the Enrolment Form & upload a copy of cancelled cheque in Bid-II, on e-Tender Portal** .No interest will be paid for the period during which the earnest money lies in deposit with the LIC of India.
11. Tenderers have to pay Non refundable Tender Fee of **Rs.2000/- with GST@18% i.e. Rs.2360/- (Rupees Two Thousands Three Hundreds Sixty only)** payable in the form of Demand Draft / Pay Order in favour of **“Life Insurance Corporation of India”** payable at **Kanpur**. If the tenders are cancelled or recalled on any grounds, the Tender Fee will not be refunded to the agency.
12. It is mandatory to upload the scanned copy of DD against EMD & Tender Fee on e-Tender Portal and original D.Ds. in Bid-I, in a sealed envelope marked as Envelope-I , to the **Dy. Chief Engineer, North Central Zonal Office, Life Insurance Corporation of India, Engineering Department,1st Floor, “Jeevan Vikas”,16/275, Civil Lines, The Mall, Kanpur- 208001** on or before due key date & time. If the contractor fails to submit the original Demand Draft for EMD & Tender Fee by the given date & time, their tender will be disqualified and Financial Bid will not be opened under any circumstances.
13. The tender shall be accompanied by a certified true copy of Power of Attorney in favour of the signatory to the tender documents. If the tender is submitted on behalf of a firm, it must be signed either by all partners or person holding a valid power of attorney from constituting the firm. The person signing the tender on behalf of another partner(s) or on behalf of a firm on Company shall attach with the Tender a proper Power of Attorney duly executed in his favour by such other person(s) or by all the partners in accordance with the Constitution of the Company / Articles of Association, stating that he has the authority to sign on behalf of such other person(s) of the firm or the Company as the case may be, in all matters pertaining to the contract including the Arbitration Clause. The tenderers can submit the scan copy of the same on the online portal.
14. No alterations are to be made by the tenderer to the text or the schedule of these tender papers. Any tenderer, which proposes any alterations or amendments to any of the conditions, lay down or which proposes any other conditions of any description whatsoever is liable to be rejected.
15. The bidder(s) if required may submit queries, if any, through E-mail to the tender inviting authority to seek clarifications. LIC will address only those queries which are essentially required for submission of bids. LIC will not reply the queries which are not considered fit like replies of which can be implied / found in the NIT / Tender.
16. List of Documents to be scanned, uploaded within the period of tender submission:
  - a) Demand Draft / Pay Order / Banker’s Cheque / NEFT of any Scheduled Bank towards cost of Tender Document Fee.
  - b) Unconditional Letter of Acceptance of Tender Conditions on Letter Head of the Applicant / Bidder.
  - c) Power of Attorney of the person authorized for signing /submitting the tender.
  - d) Valid GST registration / EPF registration / PAN NO.
  - e) All pages of the Corrigendum / Amendments (if any) duly signed by the authorized person.
17. The tenderer is required to check the numbers of the pages and should any be found missing or in duplicate, or the figure or writing indistinct, he must inform the Dy. Chief Engineer at once and have the same rectified. Should the tenderer be in doubt about the precise meaning of any item or

figure, for any reason whatsoever, he must inform Dy. Chief Engineer in order that the correct meaning may be decided upon before the date for the submission of the tender. Similarly if there is/are any ambiguities noticed in any of the tender clauses / Item specifications etc given at different places in tender document, the Tenderer should bring all such ambiguities to the notice of Dy. Chief Engineer before submission of tender for necessary rectification. No liability whatsoever will be admitted nor claim allowed in respect of errors in the submitted tender due to missing / duplicate pages, indistinct writing or any other error in the tender documents which should have been rectified in the manner described above.

18. If any corrupt documents(s)/Files(s) are received by LIC on opening of Bids, the Tenderers will be solely responsible if their Bids become Non-Bonafide due to corrupt file.
19. Tenderer should note that tender should remain open for consideration for a minimum period of **THREE MONTH** from the date fixed for the receipt of tender.
20. Contractors should fill in their **“PERCENTAGE RATE” (Below / at Par / Above) in the prescribed template provided on online portal, in both FIGURES and WORDS.** Tenders containing the percentage rate only in figures are liable to be considered non-bonafide at the discretion of the Dy. Chief Engineer and entail forfeiture of Earnest Money Deposit.
21. If there is difference between the rate / Percentage given by the contractor in words and figures or in the amount worked out or no rate /amount quoted by him, the following shall be considered:
  - a) When there is a difference between the rates / Percentage in figures and in words, the rates which correspond to the amounts worked out by the contractor, shall be taken as correct.
  - b) When the amount of an item is not worked out by the contractor or it does not correspond with the percentage rate written either in figures or in words, then the percentage rate quoted by the contractor in words shall be taken as correct.
  - c) When the percentage rate quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the percentage rate quoted by the contractor shall be taken as correct and not the amount.
22. This work does not fall within the ambit of public procurement policy, 2012 and MSME Act. Hence benefit under Public Procurement Policy, 2012 and MSME Act shall not be applicable against this work as this work falls under “Works Contract”.
23. The Life Insurance Corporation of India reserves the right to reject any or all tenders or cancel / withdraw the invitation for bid without assigning any reasons whatsoever thereof. LIC does not bind itself to accept lowest tender. The LIC reserves the right to award the work to a single party or to split the work amongst two or more parties as deemed necessary without assigning any reason thereof. The contractor is bound to accept the portion of work as offered by LIC after split up at the quoted / accepted rates. No claim of the Bidder whatsoever shall be entertained by LIC on this account.

**Dy. Chief Engineer**

**NOTE:**

1. All the uploaded documents should be in readable, printable and legible form failing which the Bids are liable for rejection.
2. All the uploaded documents shall be considered as duly signed by contractor /authorized representative.

**INFORMATION TO THE BIDDERS FOR USING ONLINE ELECTRONIC TENDERING SYSTEM (eTS)**

Information for using online Electronic Tendering System (eTS) through portal (website) <http://www.tenderwizard.com/LIC> adopted by Life Insurance Corporation of India , North Central Zonal Office, Kanpur as given in the subsequent pages will over-rule the conditions stated in the tender documents, wherever relevant and applicable.

- 1) **Registration of the Contractors/Bidders:** All the contractors intending to participate in the tenders floated online using Electronic Tendering System (ETS) are required to get registered on the e-Tender Portal (website) <http://www.tenderwizard.com/LIC>.
- 2) After successful Registration on above mentioned portal, contractor will get a User ID and a Password to access the website.
- 3) **Viewing of Online Tenders:** The contractors/bidders can view tenders floated on Electronic Tendering System (ETS) hereinafter referred as “e-Tendering System” through portal (website) at <http://www.tenderwizard.com/LIC>. They can view the details like Detailed E-Tender Notice, Enrolment Form Part-II of tender documents, SOQ, Tender Drawing, other terms & conditions & relevant information and download the required documents by making login on to the above portal. The contractors can also view the e-tendering Program and the Time Schedule (Key Dates) for all the tenders floated using the Electronic Tendering System on above e- Tender Portal.
- 4) Obtaining a Digital Certificate and its Usage: On e-Tendering System the bids should be Encrypted and Signed electronically with a Digital Signature Certificate (DSC) to establish the identity of the bidder on online Portal. The Digital Signature Certificates (DSCs) are issued by an approved Certifying Authority, by the Controller of Certifying Authorities (CCA India), Government of India.
- 5) The intended bidders may obtain Class III digital certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities on the portal <http://cca.gov.in>. or may obtain information and application format and documents required for issue of digital certificate from one such certifying authority as given below :-
  - i) TATA Consultancy Services Ltd.  
11th Floor, Air India Building, Nariman Point,  
Mumbai-400021 website - [www.tcs-ca.tcs.co.in](http://www.tcs-ca.tcs.co.in)
  - ii) Sify Communications Ltd.  
III Floor, Tidel Park, 4 Canal Bank Road, Taramani, Chennai-600113.  
Website - [www.safescrypt.com](http://www.safescrypt.com)
  - iii) MTNL Trustline CA  
O/o DGM (IT-CA), 5515, 5th Floor, Core-V Mahanagar  
Doorsanchal Sadan, CGO Complex, MTNL,  
Delhi-110003. Website - [www.mtnltrustline.com](http://www.mtnltrustline.com)
  - iv) iTrust CA (IDRBT)  
Castle Hills, Road No.1, Masab Tank, Hyderabad,  
Andhra Pradesh -500057. Website - [idrbtca.org.in](http://idrbtca.org.in)



- v) Code solutions  
301, GNFC Tower, Bodak Dev, Ahmedabad-380054,  
Gujarat. Website - [www.ncodesolutions.com](http://www.ncodesolutions.com)
- vi) National Informatics Centre Ministry of Communication and Information Technology  
A-Block CGO Complex, Lodhi Road,  
New Delhi-110003. Website <https://nicca.nic.in>

vii) e-Mudhra CA  
3i Infotech Consumer Services Ltd  
3<sup>rd</sup> Floor, Sai Arcade, Outer Ring Road,  
Devarabeesanahalli, Bangalore560036, Karnataka  
Website - <http://www.e-Mudhra.com>

6. Contractors may contact the service provider on following telephone numbers or e-mail address for any kind of support:

Lokesh H R 9686115304 [licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)

Sowmya 08040482133 [licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)

Raghuprashanth B G 08040482121 [licetenderhelpdesk@gmail.com](mailto:licetenderhelpdesk@gmail.com)

E-Tender helpdesk

Help Desk Contact Details:

#24, Sudha Complex,  
03<sup>rd</sup> Stage, 04<sup>th</sup> Block,  
Basaveshwaranagara,  
Bangalore - 560079,

Tel: 080-40482000/121/133/140  
Mobile: 9686115304/9686115323  
E-mail: [lokesh.hr@antaressystems.com](mailto:lokesh.hr@antaressystems.com)  
[raghuprashanth@antaressystems.com](mailto:raghuprashanth@antaressystems.com)  
[dscprocessingunit@yahoo.com](mailto:dscprocessingunit@yahoo.com)

**Sanjeet Kumar jha**

Tender Wizard New Delhi

Office : 011-4942436 Mobile: 8800991841

7. The Bid (online offer) for a particular e-Tender may be submitted only using the Digital Signature Certificate (DSC). In case, during the process of a particular e-Tender, the user loses his Digital Certificate (i.e. due to virus attack, hardware problem, operating system problem), he may not be able to submit the bid online. Hence, the users are advised to keep their Digital Signature Certificates in safe custody.
8. Bidders participating in e-tendering shall check his/her validity of Digital Signature Certificate before bidding in the specific work floated online at the e-Tendering Portal (website) through <http://www.tenderwizard.com/LIC>.
9. In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate/power of attorney to that User. The firm has to authorize a specific individual via an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of agency for LIC of India, North Central Zonal Office, Kanpur as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm. It shall be the responsibility of management / partners of the registered firms to inform the certifying authority or Sub Certifying Authority, in case of

change of authorized user and that a fresh digital certificate is procured and issued an „authorization certificate“ for the new user. The procedure for application of a digital certificate will remain the same for the new user.

10. The same procedure holds true for the authorized users in a Private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.
11. **Download of Tender Documents:** The tender documents can only be downloaded from the Electronic Tendering System on the Portal <http://www.tenderwizard.com/LIC>.

## 12. Submission of Online Bids:

The Tenderers need to download the Bids Documents, SOQ & Price Bid. The Price Bid Templates are to be filled without making any changes in the format and the completely filled in templates of Price Bid shall be digitally signed & uploaded on the e- Tender Portal using DSC within the time and last date specified for submission of Bids. The Tender Document, SOQ & shall also be digitally signed & uploaded on the e-tender portal using Digital Signature Certificate. The scanned copies of DD/Pay Order for EMD & Tender Document Fee are to be uploaded while submitting the Bids.

The bidders are strictly advised to follow dates and time as mentioned. The date and time will be binding on all the bidders. The bidders are required to complete the stage within the stipulated time as per the schedule to continue their participation in the tender. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and time of the stage as defined.

The bidder should ensure that the status of a particular stage should be shown as “Submitted” before the expiry date and time of that particular stage and he should possess a copy of receipt of completion of each stage to be performed from his end. It will be the sole responsibility of the bidder if the status of a particular stage is “pending” till the expiry date and time of that stage and he is not able to proceed further in the e tendering process.

**Dy. Chief Engineer**

## PROCEDURE FOR EVALUATION OF TENDER

1. On the due date and time of opening of Bids, the Bid-I i.e. Envelope-I (consisting E.M.D, Tender Fee & NEFT detail) shall be opened first in the presence of contractors or accredited representatives who attend.
2. The FINANCIAL BID of all tenderers shall be opened on the intimated date, in the presence of contractors or accredited representatives who attend to establish the lowest bidder.
3. The EMD of unsuccessful bidders shall be returned within SEVEN DAYS from the date of opening of FINANCIAL BID provided NEFT details along-with cancelled cheque in original is submitted by the Bidder along-with BID-I
4. All the rights for rejection / consideration of L-1 Bid (Lowest Bid) are reserved with LIC of India without assigning any reason whatsoever.

**Dy. Chief Engineer**

### Note:

1. The EMD of the Bidders, who do not qualify in qualification Bid will be released without opening their Financial Bid.
2. Not with standing anything stated above, LIC reserves the right to assess the capabilities and capacity of the tenderer to perform the contract, in the overall interest of LIC. In case, tenderer's capabilities and capacities are not found satisfactory, LIC reserves the right to reject the tender.

**BANK ACCOUNT AND OTHER DETAILS**

	Name of the Firm	
	Address	
	Phone No.	
	Mobile No.	
	Email Id	
	Bank Account Details	
	Account No.	
	Account Type ( Savings / Current)	
	Bank/ Branch	
	Branch Address	
	IFSC Code (enclose photocopy of cheque leaf)	
	PAN No. (enclose photocopy of PAN Card)	
	GST Registration No. (enclose photocopy of Registration Certificate)	

**\*Self Attested Copies to be enclosed**

I declare that the above furnished information is correct. During the Contract period if any change takes place, the same will be intimated with valid reason supported by documents

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Signature with date and seal