

Oil India Limited (RP) 2-A. District Shopping Centre Saraswati Nagar, Basni Jodhpur-342005,

Phone- 0291 -2729-473, 0291 -2729-466 Fax: 0291-2727050

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FORWARDING LETTER

Tender No. : SJI4642P18 Dated : 08.05.2017

Tender Fee : **INR 1,000.00**

Bid Security Amount : INR 40,000.00

Bid Bond Validity : Bid Bond should be valid up to 31.12.2017.

(Bid bond format has been changed. Please submit bid bond as per revised format. Refer: MM/LOCAL/E-01/2005)

Bid Validity : Bid should be valid for 90 days from bid closing date.
Bidding Type : SINGLE STAGE COMPOSITE BID SYSTEM

Bid Closing on : As mentioned in the e-portal

Bid Opening on : -do-

Performance Security : Applicable (@10% of the PO value

Integrity Pact : Not Applicable

OIL, Rajasthan Project invites Bids for **FABRICATION AND SUPPLY OF 37.37 KLS CAPACITY RECTANGULAR TANKS** through its e-Procurement site under **SINGLE STAGE COMPOSITE BID SYSTEM**. The bidding documents and other terms and conditions are available at Booklet No. MM/LOCAL/E-01/2005 for E-Procurement. The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area - > Tender Documents

The general details of tender can be viewed by opening the RFx [Tender] under RFx and Auctions. The details of items tendered can be found in the Item Data and details uploaded under Technical RFX.

The tender will be governed by:

- a) "General Terms & Conditions" for e-Procurement as per Booklet No. MM/LOCAL/E-01/2005 for E-Procurement.
- b) Technical specifications, Quantity and any other notes as per Annexure IA.
- c) The prescribed Bid Forms for submission of bids are available in the Technical RFx -> External Area > Tender Documents.

- d) Any sum of money due and payable to the contractor (including Security Deposit refundable to them) under this or any other contract may be appropriated by Oil India Limited and set-off against any claim of Oil India Limited (or such other person or persons contracting through Oil India Limited) for payment of sum of money arising out of this contract or under any other contract made by the contractor with Oil India Limited (or such other person or persons contracting through Oil India Limited).
- e) Bidder are advised to fill up the Technical bid check list (**Annexure EEE**) and Response sheet (**Annexure FFF**) & Bank Details (**Annexure GGG**) as per given format in Technical RFx -> External Area > Tender Documents. The above filled up document to be uploaded in the Technical RFX Response.
- g) Amendments to the NIT after its issue will be published on OIL's website only. Revision, clarification, addendum, corrigendum, time extension etc. to the tender will be hosted on OIL website only. No separate notification shall be issued in the press. Prospective bidders are requested to visit website regularly to keep themselves updated.

1.0 Technical and Financial Criteria:

In addition to the general BRC/BEC, following Technical and Financial criteria shall be considered as on the original Bid Closing Date. (Documentary evidence to be provided along with the bid in Technical RFx -> External Area - > Tender Documents failing which the offer shall be rejected).

Criteria	Complied /
	Not Complied.
	Documentary evidence
	submitted / not
	submitted
a)The bid must conform to the specifications and terms and conditions given in the tender. Bid will be rejected in case the items offered do not conform to all the required technical parameters stipulated in the technical specifications and to the respective prevailing industry standards wherever applicable. Notwithstanding the general conformity of the bids to the stipulated specifications and terms and conditions, the following requirements shall have to be particularly met by the bidders, without which the offer will be considered as non responsive and rejected.	
1. Bidder's qualification:	
1.1 The bidder must be a fabricator of Steel Tanks & Structures similar to OIL's requirement as per NIT specification or higher.	
1.2 Bidder's experience:	
The bidder shall have the credential of designing / engineering /	
fabrication of at least 1(one) no. of minimum 20 KL capacity steel	
tanks in last 5 (Five) years preceding from the bid closing date of	

this tender.	
Documentary evidence of the bidder's past supply experience shall	
be submitted in the form of copy (ies) of -	
a. Purchase Order and	
b. Invoice, BOL, and/or any relevant document that can confirm the	
successful execution of the order(s). Offer without relevant	
documents shall be summarily rejected.	
b) Annual financial turnover of the firm in any of the preceding 3	
financial years should not be less than INR 9.42 Lakhs.	
c) Net Worth of the firm should be Positive for preceding financial	
/accounting year.	

Note: For Annual financial turnover and net worth, enclose the audited Annual Report, Balance Sheet and Profit and Loss Account certified by a chartered accountant.

2.0 Vendors having OIL's User ID & password may pay Tender Fee on-line through OIL's electronic Payment Gateway upto one week prior to the Bid closing date (or as amended in e-portal).

Vendors who do not have OIL's User ID & password, may generate User ID & password online by the Vendor by using the link for supplier enlistment given in OIL's e-tender portal and then pay Tender Fee on-line through OIL's electronic Payment Gateway up to one week prior to the Bid closing date (or as amended in e-portal).

Note: Against Tender Fee - Payment should be made only through online payment gateway and no other instrument (Cash/DD/Chequ'es/Cashier Cheque, etc.) will be acceptable.

Against Bid Security /EMD /Performance Bank Guarantee - Only payments through online gateway mode or Submission of Bank Guarantee/LC will be acceptable. No DD/Cheques/Cashier Cheque or any other mode will be acceptable.

Details of NIT can be viewed using "Guest Login" provided in the e-Procurement portal. The link to e-Procurement portal has been also provided through OIL's web site www.oilindia.com.

NOTE:

In case of MSE/PSUs/ Govt. Bodies / eligible institutions etc., they shall apply to <u>Chief Manager (M&C)</u>, Oil India Limited, Rajasthan Project, 2A, District Shopping Centre <u>Saraswati Nagar, Basni, Jodhpur-342005</u>, Rajasthan for waiver of Tender Fee upto one week prior to the Bid closing date (or as amended in e-portal).

- 3.0 Please note that all tender forms and supporting documents are to be submitted through OIL's e-Procurement site only except following document/materials which are to be submitted manually in sealed envelope super scribed with Tender no. and Due date to Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, Saraswati Nagar, District Shopping Centre, Basni, Jodhpur-342005, Rajasthan on or before the Bid Closing Date and Time mentioned in the Tender.
 - a) Original Bid Security
 - b) Detailed Catalogue (if any)
 - c) Any other document required to be submitted in original as per tender requirement

- All documents submitted in physical form should be signed on all pages by the authorised signatory of the bidder and to be submitted in duplicate.
- 4.0 Bidders are requested to examine all instructions, forms, terms and specifications in the bid. Failure to furnish all information required as per the NIT or submission of offers not substantially responsive to the bid in every respect will be at the bidders risk and may result in rejection of its offer without seeking any clarifications.
- 5.0 Bidders must ensure that their bid is uploaded in the system before the tender closing date and time. Also, they must ensure that above documents which are to be submitted in a sealed envelope are also submitted at the above mentioned address before the bid closing date and time failing which the offer shall be rejected.
- 6.0 Bid must be submitted electronically only through OIL's e-procurement portal. Bid submitted in any other form will be rejected.
- 7.0 The tender shall be governed by the Technical and Financial criteria given above. However, if any of the Clauses of the Technical and Financial criteria contradict the Clauses of the tender and / or "General Terms & Conditions" as per Booklet No. MM/LOCAL/E-01/2005 elsewhere, those in the Technical and Financial criteria given above shall prevail.
- 7.1 The following points are deemed as "non-negotiable" and offer shall be rejected straightaway without seeking clarification in case of the following:
 - i. Validity of bid shorter than validity indicated in the tender.
 - ii. Original Bid Security not received within the stipulated date and time mentioned in the tender.
 - iii. Bid security with (a) Validity shorter than the validity indicated in tender and/or (b) Bid security amount lesser than the amount indicated in the tender.
- 8.0 Please do refer the User Manual provided on the portal on the procedure How to create Response for submitting offer.
- 9.0 All the Bids must be Digitally Signed using "Class 3" digital certificate (e-commerce application) with organisation name as per Indian IT Act obtained from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India.
- 10.0 BIDDERS ARE REQUIRED TO QUOTE WITH MINIMUM VALIDITY OF 90 DAYS FROM THE BID CLOSING DATE AS PER NIT REQUIREMENT.BIDS WITH LESSER VALIDITY SHALL BE REJECTED.
- 11.0 The original bid security (Amount is mentioned above and also in Basic Data of the tender in OIL's e-portal) should reach Chief Manager (M&C), Oil India Limited, Rajasthan Project, 2A, District Shopping Centre Saraswati Nagar, Basni, Jodhpur-342005, Rajasthan before bid closing date and time of the technical bid. Bid without original Bid Security or not paid online will be rejected. The bidders who are exempted from submitting the Bid Bond should attach documentary evidence in the Collaboration folder as per General Terms and conditions Local Tender (MM/LOCAL/E-01/2005). The bid security shall be valid up to 31.12.2017. Please submit bid bond as per revised format.

- 12.0 Performance Security @10% of order value is applicable against this tender. Please refer clause 10.0 of Section A of General Terms and conditions for Local Tender (MM//LOCAL/E-01/2005).
- 13.0 Benefits to Micro & Small Enterprises (MSEs) as per OIL's Public Procurement Policy for Micro and Small Enterprises (MSEs) shall be given. Bidders are requested to go though ANNEXURE I of MM/LOCAL/E-01/2005 for E-Procurement of Indigenous Tenders for more details. MSE bidders are exempted from submission of Tender Fees and Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- 14.0 If Bank Guarantee is submitted towards 'Bid Security', then bidders have to ensure that the Bank Guarantee issuing bank indicate the name and detailed address (including e-mail) of their higher office from where confirmation towards genuineness of the Bank Guarantee can be obtained.
- 15.0 PURCHASE PREFERENCE: Purchase Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for purchase preference against this tender.
- 16.0 PRICE PREFERENCE: Price Preference will be applicable as per latest Govt. Guidelines. Bidders to take note of the same and quote accordingly. It is the bidder's responsibility to submit necessary documents from the Competent Authority to establish that they are eligible for price preference against this tender

NOTE:

Bidders should submit their bids (preferably in tabular form) explicitly mentioning compliance / non compliance to all the terms and conditions of NIT.

Yours Faithfully

Sd-

(DAYA SHANKAR)
MATERIALS MANAGER
FOR CHIEF MANAGER (M&C)
FOR GM-SERVICES
FOR EXECUTIVE DIRECTOR (RP)



Oil India Limited (RP) 2-A. District Shopping Centre Saraswati Nagar, Basni Jodhpur-342005, Phone- 0291 -2729-473, 0291 -2729-466

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ANNEXURE-IA

Tender No. & Date : SJI4642P18 Dated 08.05.2017

Bidding Type : Single Bid (Composite Bid)

Bid Closing on : As mentioned in e-portal Bid Opening on : As mentioned in e-portal

OIL INDIA LIMITED (Rajasthan Project) invites Indigenous Bids for items detailed below:

TECHNICAL SPECIFICATIONS WITH QUANTITY:

SL. NO. MAT. CODE	MATERIAL DESCRIPTION	QUANTITY	UOM
10 0C000573	37.37 kls capacity, 7500 mm x 2500 mm x 2150 mm rectangular crude oil storage tank out of 6 mm thick IS: 226 ms plates with roof suitably skid mounted with all welded on structure and complete with manholes, ladder and other accessories as per details shown in drawing no.OIL/2984/C. The tanks shall be ADDITIONALLY equipped with the followings:	3	ON
	1. The clean out door shall be fitted in an extended neck frame of minimum 2" height, using 50 x 50 x 6 mm ms angle plates welded to the tank wall, such that all bolts to the cover can be accessed from outside.		
	2. Both 4" inlet & 6" outlet of the tank shall be extended to 12" by suitably supported spacer spools from tank wall and the openings shall be of flanged end connection (as per ANSI B16.5).		
	3. A 4" NB coupling with plug shall be provided at the center of the middle cover (tank top) to facilitate riser attachment / flame arrestor.		
	4. A dip hatch of 3" dia with suitable opening / closing facility shall be provided at the center of the rectangular		

manhole cover (tank top), nearest to the 6" deliverry connection of the tank. An additional ms plate of size 8" x 8" x 6 mm shall be welded to the tank bottom plate, where the dip bob will hit during dipping.

- 5. A 1 feet (approximately) x 6" size long bend shall be THREADED to the inside end of the suction flange (the end shall be positioned downward), so that the dead volume level can be lowered by another 4".
- 6. The tanks shall be complete with API 600 x 150 class gate valves with companion flanges and stud & bolts for inlet and outlet of the tanks. The valves shall be supplied from any one of the following make: M/S AIL, M/S L&T, M/S L'ACIER industries & M/S KSB pumps ltd.
- 7.One measuring scale made out of anti-corrosive metal / alloy graduated in inch and foot to indicate volume per inch height to be provided.
- 8. The bidder shall provide product catalogue, cross sectional drawing with material specifications of API 600 valve from the concerned manufacturer along with the offer.

Note:

Above skid mounted 37.37 kls capacity, 7500 mm x 2500 mm x 2150 mm rectangular crude oil storage tank out of 6 mm thick IS: 226 ms plates with roof suitably skid mounted with all welded on structure and complete with manholes, ladder and other accessories are to be fabricated and supplied as per details shown in drg. no. OIL/2984/C. Bidders are advised to submit their offer in line with the details shown in drg. no. OIL/2984/C.

AA. Special Terms & Conditions:

- 1.0 **Welding Procedure:** All welding procedure should be followed as per standard norms & done by certified welder. All welding electrodes should be as per IS: 814. There should be minimum 3(three) layers of welding & all welds should be visually inspected / examined. The critical welds should be subjected to radiography test, magnetic particle test and dye penetration test. Necessary test certificate must be shown at the time of inspection & provided along with dispatch documents.
- 2.0 **Surface Preparation:** After completion of all fabrication jobs, the surface preparation should be carried as follows:
- i. All welds should be made free of slag, slag inclusion, pinholes, spatters etc. Scrapping & Wire brushing should be carried out on all steelworks after removing all oil & grease deposit if any using approved degreasing agent & solvent.

- ii. Sand blast cleaning should be carried out in a controlled blasting shop & not during inclement weather conditions.
- iii. The air used during blast cleaning & after cleaning should be dry & free from moisture & all oil contamination.
- iv. All sand blast cleaned surfaces should be coated with the prescribed primer within 4(four) hours of blasting.

3.0 **Painting:**

- i. 2(two) coats of inorganic zinc primer of 70-80 micron DFT should be applied all over the tank, skid, ladder etc.
- ii. 2(two) coats of Synthetic Enamel paint of 90-100 micron DFT of Grey colour should be applied on the inner & outer tank wall surface, ladder, connections etc.
- iii. 2(two) coats of Synthetic Enamel paint of 90-100 micron DFT of Black colour should be applied on the Skid of the tank.
- iv. Synthetic Enamel paint should be of make Berger, ICI, Nerolac, Shalimar etc.

4.0 Inspection of Tank:

a. Third party inspection:

The materials shall be inspected by any of OIL's approved third party inspection agency (viz. M/s Lloyds or M/s Bureau VERITAS or M/s Rites or M/s DNV or M/s IRS or M/s Tuboscope Vetco only) covering the following aspects to ensure conformance to IS: 2062 / 226 standard (latest edition).

- Metallurgy
- Welding
- Anticorrosive Painting
- ND testing
- Dimensions
- Hydro test
- All these scope of inspection to be included in the QAP / ITP (quality assurance plan or inspection test plan) which is to be submitted by the manufacture and to be approved by OIL as well as the concerned TPI agency.
- Necessary supporting test certificates from reputed test house/laboratory shall be submitted to the third party inspector for verification. The verified test certificates shall be supplied to OIL in original. Tanks without test certificates shall not be accepted by oil. Third party inspection report shall be supplied along with the materials; failing which materials shall not be accepted by oil.
- The TPI charges shall be quoted separately.
- b. OIL reserves the right to depute oil's engineer for inspection with following scopes and the supplier has to arrange for the same accordingly by informing at least 15 days in advance. However, inspection by OIL's engineer will remain at its discretion.
- i. Raw Material inspection prior to starting of fabrication job.
- ii. Any time during fabrication of skid & body but prior to tank top fabrication job.

iii. Any time between completion of entire fabrication job & ready for hydraulic testing.

All the tanks should be hydraulically tested for 24hrs & this will be witnessed by the OIL's representative during the inspection. Surface preparation followed by painting should be started after successful hydraulic testing & getting clearance from the OIL's inspector.

- iv. Any time after blasting but prior to painting.
- v. Any time during painting.

OIL reserve the right to have more stage inspections if required on & above the inspection clauses mentioned above.

5.0 **Others:**

- i. Bidder must provide detail design & drawing of the tank offered along with dimensions, accessories, connections, material specifications etc. as per NIT requirement. The drawing must be submitted along with the offer for technical scrutiny. Approved drawing will be provided along with the P.O.
- ii. Bidder must confirm that all components of the tank should be new, unused & free from all defects.
- iii. The tank must be embossed with the followings:
- a) Purchase order no.
- b) Manufactured for Production-oil, OIL.
- c) Manufacturer's name
- d) Capacity of tanks.
- e) Serial no. of tank
- iv. The bidder must confirm that all ms plates and angles required for fabrication of the tank shall conform to IS: 226.
- v. Bid should be complete in all respects covering entire scope of job/supply and should conform to the technical specifications indicated in the bid document duly supported with technical catalogues/literatures, wherever applicable. Incomplete and non conforming bids will be liable for rejection.

6.0. **Documentation:**

Vendor to furnish the following documents with the supply:

- a) Test certificates for all materials used.
- b) Guarantee certificate for satisfactory performance of the tanks for a period of 24 months from the date of commissioning. Any discrepancy that may occur during this period must be attended and rectified / replaced by the supplier at site of installation at their own arrangement and cost taking all necessary safety measures practiced in Oil India Limited.

7.0 **DELIVERY:**

- a) Delivery will be essence of the contract. Bidders are to quote their best delivery. Since the tanks are urgently required, we expect the bidders to quote delivery period as short as possible. This should be mentioned in the offer.
- b) Tanks shall be delivered at Baghewala or its nearby area (within 300 km road distance from Jodhpur).

8.0 Special requirement for Technical Evaluation:

- a. All requisite product catalogue / brochure must be submitted along with the offer.
- b. Comment on all NIT point shall be given categorically (point wise). General comment like "agreed to all point of the NIT" etc. shall not be entertained during the evaluation.
- c. The bidder must provide the detail drawing of the tank with dimensions, material, accessories, arrangement etc for technical scrutiny.

BB. The bids conforming to the specifications, terms & conditions stipulated in the tender and considered to be responsive after subjecting to the Technical and Financial criteria will be considered for further evaluation as given below:

- **1.0** If there is any discrepancy between the unit price and the total price, the unit price will prevail and the total price shall be corrected. Similarly, if there is any discrepancy between words and figure, the amount in words shall prevail and will be adopted for evaluation.
- **2.0** To ascertain the substantial responsiveness of the bid, OIL reserves the right to ask the bidder for clarification in respect of clauses covered in **Technical and Financial criteria** also and such clarifications fulfilling the **Technical and Financial criteria** clauses in total must be received on or before the deadline given by the company, failing which the offer will be summarily rejected.
- **3.0** To evaluate the inter-se-ranking of the offers, Rajasthan Entry Tax on purchase value will be loaded as per prevailing Govt. of Rajasthan guidelines as applicable on bid closing date. Bidders may check this with the appropriate authority while submitting their offer.

However, payment of applicable Rajasthan Entry Tax on purchase value shall be to OIL's Account.

CC. STANDARD NOTES:

- 1.0 Materials to be supplied hereunder shall be new, unused, of recent make, of best quality & workmanship and shall be guaranteed by the seller against defects arising from faulty materials, workmanship or design. Defective goods / materials or parts notified by OIL to the seller shall be replaced immediately by the supplier at the supplier's expense at no extra cost to OIL.
- 2.0Bidders are to quote for Unit Material value, Packing/Forwarding Charges, Taxes & Duties as applicable, Transportation charges upto Baghewala or its nearby area (within 300 km road distance from Jodhpur, Rajasthan), Insurance Charges, Payment Terms, **Best Delivery Period**, Net. & Gross Weight etc. in their offer.
- 3.0 For order with F.O.R. Destination term, 100% payment against dispatch document will not be entertained. In this regards please refer payment terms in

ANNEXURE - MM/LOCAL/E-01/2005. Bidders are advised to take note of this while mentioning payment term.

- 4.0The prices offered will have to be firm through delivery and not subject to variation on any account. A bid submitted with an adjustable price will be treated as non-responsive and rejected.
- 5.0Other terms and conditions of the enquiry shall be as per General Terms and Conditions for Global E-Tender vide MM/LOCAL/E-01/2005. However, if any of the Clauses of this tender document contradict the Clauses of the booklet MM/LOCAL/E-01/2005 elsewhere, those in this tender document shall prevail.

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Annexure-FFF

Bidders Response sheets for Indian Bidders		
Tender No: SJI4642P18		
Name of the Bidder		
Currencey of Quot		
Place of Despatch (Ex- Works)		
Total Weight of Quoted Items		
Total Volume of Quoted Items		
Details of Lisioning Agent, if any		
	Indicate "Quoted" or "Not Quoted"	
Rate of Sales Tax for all Consignees in %		
Unit Road Freight in INR		
HANDLING CHARGE		
Rate of Excise Duty with Educational Cess for all Consignees in %		
Validity of the Bid		
Delivery Period Quoted in Weeks from Placement of Order		
Payment Term		

Technical Bid Checklist

Annexure-EEE

	Technical Bid Checklist	Annexure-EEE	
Tender No.	SJI4642P18		
Bidder's Name :			
		Comp	liance by Bidder
		Indicate 'Confirmed' / 'Not	Indicate Corresponding page ref. of
SL. NO.	BEC / TENDER REQUIREMENTS	Confirmed' / Not applicable	
1	Bidder to confirm that he has not taken any exception/deviations to		
	the bid document .		
2	Confirm that the product offered strictly conform to the technical		
	specifications.		
3			
	Confirm that the Offer has been made with Bid Bond / Bank Guarantee		
	/ Earnest Money along with the offer (Wherever Applicable) ?		
4	Confirm unconditional validity of the bid for 90 days from the date of		
	opening of techno-commercial bid.		
5	Confirm that the prices offered are firm and / or without any		
	qualifications?		
6	Confirm that all relevant fields in the on-line biding format been filled		
	in by the bidders for the items quoted by them.		
7	Confirm that the the price bid is in conformity with OIL's online bidding		
	format?		
8	10		
9	Confirm that the Bid comply with all the terms & conditions?		
9	Confirm that the offers and all attached documents are digitally signed		
	using digital signatures issued by an acceptable Certifying Authority		
	(CA) as per Indian IT Act 2000.		
10	CONFIRM THAT YOU HAVE SUBMITTED THE DULY SIGNED INTEGRITY		
	PACT DOCUMENT (Wherever Applicable)		
11	CONFIRM THAT YOU HAVE SHALL SUBMIT PERFORMANCE BANK		
	GUARANTEE AS PER NIT IN THE EVENT OF PLACEMENT OF ORDER ON		
	YOU (Wherever Applicable)		
12	CONFIRM THAT YOU HAVE SUBMITTED DOCUMENTS AS PER GENERAL		
	QUALIFICATION CRITERIA		

NOTE: Please fill up the greyed cells only.

(TO BE FILLED UP BY ALL THE VENDOR IN THEIR OWN LETER HEAD) (ALL FIELDS ARE MANDATORY)

	Office Seal	Signature of Vendor
our above mentioned accoun	all payments due to me/us from Oil lot directly and we shall not hold Oil Limited is remitted to wrong account o	India Limited responsible if the
Provident Fund Registration	:	
Service Tax Registration No.	:	•••••••
CST Registration No.	:	
VAT Registration No.	:	
PAN	:	
b) NEFT	:	
a) RTGS	:	
IFSC Code of your Bank		
Bank	:	
Complete Address of your	:	
Branch	:	
Bank Name	:	
Eleven Digit No.)	:	•••••
Bank Account No. (Minimum		
E-mail address	:	
Mobile No.	:	
Phone No. (Land Line)	:	
Address	:	
Name of Beneficiary Vendor Code	:M/s	
Tender No.	: SJI4642P18	

Counter Signed by Banker: Seal of Bank:

Enclosure: Self attested photocopies of the following documents-

- 1) PAN Card
- 2) VAT Registration Certificate
- 3) Service Tax Registration
- 4) CST Registration
- 5) Provident Registration Certificate
- 6) Cancelled cheque of the bank account mentioned above (in original).
- 7) Bank Statement not older than 15 days on the date of submission.

