

BANK OF MAHARASHTRA - PUNE



TENDER DOCUMENT
FOR


**PURCHASE ,SUPPLY,INSTALLATION,
COMMISSIONING AND MAINTENANCE OF
50 TO 60 NOTE SORTING MACHINES WITH SORTING
SPEED OF MORE THAN 25000-30000 NOTES PER HOUR
AND CAPABILITY TO DETECT
FORGED CURRENCY NOTES**

**AT
BANK OF MAHARASHTRA
1501"LOKMANGAL", SHIVAJINAGAR
CORPORATE SERVICES DEPARTMENT
CENTRAL OFFICE, PUNE 411005
MAHARASHTRA , INDIA**

Cost of Tender Document Rs 10,000/- (Non refundable)

Earnest Money Deposit Rs 45,00,000/-



<p>बैंक ऑफ महाराष्ट्र निगमित सेवाएं विभाग केन्द्रीय कार्यालय, 'लोकमंगल' 1501 शिवाजीनगर, पुणे 411 005. फोन : (020) 25534118/25532731 / 25537215 ई-मेल: bomcocs@mahabank.co.in</p>		<p>Bank of Maharashtra Corporate Services Deptt. Central Office, Lokmangal 1501, Shivajinagar, Pune 411 005 Phone : (020) 25534118/25532731 / 25537215 Mail : bomcocs@mahabank.co.in</p>
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Request for Proposal (RFP)
for

NOTE SORTING MACHINES
(NSMs)

Bank of Maharashtra
Corporate Services Department
1501, Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India
Ph- 020-25534118, 25537215, 25532731 ext 283
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RFP for Procurement of Note Sorting Machines

Bank of Maharashtra invites offers in two-bid system from reputed manufacturers/distributors of Bank Mechanization Products for **50 to 60 Desktop Note Sorting Machines (NSMs)** with sorting speed of more than 25000-30000 notes per hour in more than 4 different categories and also capability to detect forged currency notes for its branches located in various places of the India. (Details of destination will be informed lateron)

For complete details and formats of RFP please log on to Bank's website www.bankofmaharashtra.in . RFP Forms can also be obtained from Asst.Gen.Manager, **Bank of Maharashtra ,Corporate Services Department, 1501, Lokmangal, Shivajinagar, Pune-411005 (Maharashtra) India** on payment of Rs.10000/- (Non-Refundable) by way of Demand Draft / Pay Order favouring Bank of Maharashtra Corporate Services Dept. payable at Pune. However, RFPs downloaded from website shall accompany the Pay Order / Demand Draft alongwith the Technical Bid.

Date of commencement of issue of RFPs	: 27.09.2010
Last date for submission of RFPs	: 25.10.2010 up to 12.30 P.M.
Opening of RFPs	: 25.10.2010 at 1.00 P.M.
Estimated Tender Cost	: Rs.1500.00 lacs
Earnest Money Deposit (Bid Security)	: Rs.45,00,000/-
Cost of RFP	: Rs.10000.00

No brokers/intermediaries shall be entertained. The Bank reserves the right to reject any / all applications without assigning any reasons whatsoever.

ASST.GEN.MANAGER
Bank of Maharashtra
Corporate Services Department, Pune

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**OFFER FOR SUPPLY AND INSTALLATION OF NOTE SORTING MACHINES.
TERMS & CONDITIONS**

1. SCOPE OF WORK

Bank of Maharashtra intends to purchase around **50 to 60** Desktop Note Sorting Machines for its various branches located all over India at an estimated cost of Rs. **1500.00 lacs** approx. The quantity of currency note sorting machines mentioned above is only tentative and the actual number may increase or decrease depending upon the requirements.

The Integrated Note Sorting Machine as per RBI norms in **Desk Top Models / Floor type Models** which can be operated by a single person, must consist of the following features:

- LCD display with function, menu keys and external display for count of notes.
- Operated at standard power supply with battery option and voltage stabilizer.
- LCD graphic mode, Digital display of information with value and no. of notes.
- Sound alert alarm or blinking light for specific diagnosis for stacker full or machine jam.
- Low noise levels. Below 75-80db within 1 meter from any part of the machine.
- High speed currency note counting having capacity to count more than 25000-30000 notes per hour and sorting in more than 4 different types/categories.
- Easy availability of spares.
- After sales service set up on all India basis
- Elegant but robust capable to work in dusty, heat and humid conditions prevailing in India .
- Solid inbuilt design for non-stop operations of at least 5 hours per day / shift of 7 hours.
- Exhaustive, intelligent self-diagnosis system for easy, speedy and or requiring seldom maintenance.
- Feather touch keypad.
- Lightweight compact body with new design.
- Bank can select different vendors for various types of machines as per the selection criteria. Vendors have an option for quoting any one or all the machines.

2. TERMS OF EXECUTION OF WORK & LIQUIDATED DAMAGES

The supply and installation of currency Note Sorting Machines is to be completed within a period of 90 days commencing from the 7th day of acceptance of the work order issued by the Bank. Any delay in completion of the work over the stipulated period will attract penalty of 0.5% of the contract value per week subject to maximum of 5% of the contract value.

Bank reserves it's right to recover these amounts by any mode such as adjusting from any payments to be made by the Bank to the company. Liquidated damages will be calculated per week per site basis. Part of week will be treated as a week for this purpose. However, the Bank may condone the liquidity damages for delay of less than a week.

3. ELIGIBILITY CRITERIA FOR SHORT-LISTING

<p>1. The firm should have experience of successfully undertaken similar works for RBI/ Public Sector and Commercial Banks. The firm must have supplied at least 500 Note Sorting Machines of this type to all commercial banks.</p>	<p>Documents required: Purchase order copies issued by the organizations since 01.04.2007 and a statement showing each year execution of contract and Certificate/letter stating about the performance of Note Sorting Machines supplied. CA should certify the actual position of sales of particular model for last 3 years</p>
<p>2. The firm must have average annual turnover (sales) of Rs.50.00 crores during the last three years, ending 31.03.2008, 31.03.2009 and 31.03.2010</p>	<p>Documents required: Audited Profit & Loss Account and Balance Sheet for 31.03.2008, 31.03.2009 & suitable CA Certificate/Audited Profit & Loss Account and Balance Sheet for 31.3.2010</p>
<p>3. The Vendor must be in the business of Note Sorting Machines for last 5 years.</p>	<p>Documents required: Manufacturer/Dealer/Distributor certificate.</p>

4. The vendor must meet the technical specifications.	Refer Annexure-II
5. Sales Volume of NSMs during the last financial year must not be less than Rs. 50.00 crores.	Documents required: CA Certificate certifying sale of NSMs of not less than Rs.50.00 crore Minimum 02 orders and amount of the single order should be Rs 15 Cr.
6. The Vendor should have service set up in minimum 30 major centers and / or at centres where machine is to be provided.	Documents required: List of service set ups should be submitted.
7. Qualified Engineers / technicians with Degree/ Diploma in Engineering.	Minimum 150 qualified Engineers/ technicians should be available with the Company. Names and qualifications should be submitted.
8. Availability of Authorised Representative and office in Pune	The firm should have their Authorised Representative and office in Pune.

4. LOCATIONS TO BE COVERED

The Note Sorting Machines will be supplied and installed at the various branches located all over India. The detailed list of branches will be given lateron.

5. TWO PART OFFER

The offer will be in two parts; **Technical Offer and Indicative Commercial Offer**. Both the parts must be submitted at the same time but in separate sealed covers, giving full particulars, addressed to the Bank of Maharashtra , and duly super-scribed on each envelope "**Technical Offer for Note Sorting Machines**" and "**Indicative Commercial Offer for Note Sorting Machines**" on or before 25.10.2010 at 12.30 p.m.

For the purpose of deciding the start bid for Reverse Auction, the Bank shall use this Indicative Commercial Bid. The Indicative Commercial Offer (CO) should give all relevant price information and quote prices only in Indian Rupees. The CO should not contradict the TO in any manner. The CO should comprise of Bill of Material / Indicative Price Bid as per Annexure III. This must contain all price information.

6. EARNEST MONEY DEPOSIT

Earnest Money Deposit of **Rs.45.00 lacs (Rupees Forty five lacs Only)**, in the form of a Demand Draft / Pay order issued by a scheduled commercial Bank favouring Bank of Maharashtra Payable at Pune must be submitted along with the technical bid. This amount will be forfeited if the vendor withdraws his bid during the period of bid validity or refuses to accept purchase order or having accepted the purchase order, fails to carry out his obligations mentioned therein. Bank Guarantee in lieu of Earnest Money Deposit will not be accepted. No interest will be payable on the Earnest Money Deposit amount. The Earnest Money Deposit must be submitted along with technical offer. In the event of non-submission of the Earnest Money Deposit money of **Rs.45.00 lac**, the proposal will be rejected. The Earnest Money Deposit will be refunded to the offerer only after the completion of the bid process.

7. VALIDITY PERIOD OF THE OFFER

The offer should remain valid for a period of one year from the date of first purchase order.

8. TECHNICAL OFFER (TO)

The technical offer (TO) should be complete in all respects and contain all information required in the document. ***It should not contain any price information. However, TO should confirm that all required particulars have been quoted in the Indicative ,Commercial Offer (CO), without showing the actual amounts in the Technical Offer(TO).*** Any system supplied free along with the offer or at a cost must be indicated separately and specifically.

It is mandatory to submit the technical details in the prescribed Proforma (**Annexure-II**) duly filled in, along with the offer. In case of non-submission or partial submission of technical details, the Bank, at its discretion, may not evaluate the offer. The T.O. must be submitted in an organized and structured manner. No brochures/ leaflets etc., should be submitted in loose form.

The T.O. should comprise of the following:

1. Covering letter on the prescribed format (Annexure-I)
2. Technical specifications complete with all the columns filled in (Annexure-II).
3. Unpriced version of Bill of Material/ Indicative Price Bid (Annexure-III)
4. Final Price - Last Bid Price. (Annexure IV)
5. Annexure-V duly filled in with photocopies of required certificates/documents/ proof / P&L & Balance sheets, Copies of order executed etc.
6. Documentation (Product brochures, leaflets, manuals, etc.)
7. Details of a reference site as per Annexure VI.
8. Earnest Money Deposit of **Rs.45.00 lacs**, in the form of a Demand Draft/Pay Order issued by a Scheduled Commercial Bank favouring Bank of Maharashtra ,payable at Pune.
9. Vendors profile as per Annexure VII.
10. Business Rules for reverse auction, along with Declaration and Authority Letter (Exhibit A & B)

9. PRICE COMPOSITION

The price quoted should be only in Indian Rupees and inclusive of following:

- Cost of the machine and other components.
- All taxes, duties and levies (except octroi, which will be at actual)
- One year comprehensive on site warranty maintenance covering all parts, service and visits to the concerned currency chests .
- Transportation, freight and forwarding charges to respective sites.
- Insurance to cover the equipment from transit period till installation.
- Prices, which are not quoted as above, will be rejected.

TCO: The separate Total Cost of Ownership (TCO) will have to be offered for each type of machine .The TCO will be the unit price of the Note Sorting Machine and the post warranty annual maintenance for 6 years as mentioned in Annexure-III .

10. NO ERASURES OR ALTERATIONS

Technical / Commercial details must be completely filled up. The corrections or alterations, if any, should be authenticated. In the case of the corrections / alteration are not properly authenticated, the offer will be rejected.

11. NO PRICE VARIATIONS

The Commercial Offer shall be on a fixed price basis. **No upward revision in the price would be considered on account of subsequent increases in Government taxes, customs duty, Excise Tax, Sales Tax, etc.** However, if there is any reduction on account of Government levies / taxes, during the offer validity period, the same shall be passed on to the Bank.

12. PRICE FREEZING

The price finalized shall remain valid for a period of one year from the date of such finalization with the option to the Bank to review the price if necessary.

13. OPENING OF OFFERS

The technical bids will be opened on **25.10.2010** at 1.00 p.m. in the presence of the offerers / their authorized representatives. No separate intimation will be given in this regard to the Vendors for deputing their representatives.

14. EVALUATION PROCESS

Technical Offers will be evaluated on the basis of compliance with eligibility criteria, technical specification, other terms and conditions stipulated in the RFP. Indicative Commercial Offers of only those Vendors who qualify in the technical evaluation will be opened. Finalisation of the most competitive offer will be done through "Reverse Auction" process separately for each NSM (Clause 26).

Bank reserves the right to reject an offer under any of the following circumstances:

- If offer is incomplete and /or not accompanied by all stipulated documents.
- If any of the terms and conditions stipulated in this document is not accepted and letter as per Annexure I is not submitted.
- If any of the specifications stipulated in Annexure II is not met.
- If bid security is not submitted.
- If required information with appropriate documents in support of the same is not submitted as per Annexures.
- **Replica of unpriced bill of materials (Indicative Price Bid) without indicating the price is not submitted.**

TCO would be worked out as per Annexure III and after undertaking normalization, if required.

15. NO COMMITMENT TO ACCEPT LOWEST OR ANY TENDER

The Bank shall be under no obligation to accept the lowest or any other offer received in response to this tender and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

16. SPLITTING OF ORDER

The Bank reserves its right for splitting the quantity between two vendors. The splitting of the order will be in 60:40 ratio, provided the L2 vendor agrees to match the prices quoted by L1 vendor and agrees for all the terms and conditions. In case L2 vendor is not willing to match L1 price, Bank will call L3, L4 vendors etc., in that order to step into the shoes of L2 vendor. In the event of L3, L4 etc., vendor not matching the L1 price the entire quantity will be awarded to L1.

17. RIGHT TO ALTER QUANTITIES

The Bank will be free to either reduce or increase the quantity to be purchased on the same terms and conditions. The Bank reserves the right to alter quantities. The Bank also reserves the right to place further/repeat order on same terms and conditions within a period of 12 months.

18. ORDER CANCELLATION

If the vendor fails to deliver and / or install the equipment within the stipulated time schedule or the extended date communicated by the Bank, it will be a breach of contract.

The Bank reserves its right to cancel the order in the event of delay in delivery / installation / commissioning of equipment.

19. PAYMENT TERMS

The terms of payment are as under:

- No advance payment against purchase order.
- 90% of the contract amount will be released on receipt of systems at site , and after installation, successful commissioning, functioning of the Note Sorting Machine , against submission of the following documents:
 1. Signed Commercial Invoice.
 2. Manufacturer' / Vendors Inspection and Test Certificate.

3. Certificate of Insurance covering all risks during storage, installation, commissioning, testing and handling, including third party liabilities, till installation and operationalisation of machine at site.

4. Branch's duly signed and sealed performance certificate after observing functioning of the machines for minimum period of 15 days.

- The Balance 10% will be released 2 months after successful completion of Site Acceptance Tests (SAT) and on submission of performance Bank Guarantee for 10% of contract amount for a period of 3 years from the date of signing SAT or 10% of the amount will be kept with the bank for a period of 3 years in lieu of Performance Guarantee.
- Payment will be released at Central Office on actual installation and commencement of the Note Sorting Machine and submission of all documents/certificates as mentioned above.

20. PERFORMANCE BANK GUARANTEE

Successful vendor(s) should produce a Performance Bank Guarantee for a period of three years from a Public Sector Bank/commercial Bank equal to 10% of the total cost and the same may be renewable for further period as per requirements. During defect liability period (warranty period) vendor should attend to all repairs / defect / replacement of spare parts free of cost. Failure on the part of the vendor to attend the defects within a reasonable period, Bank on its own will get defects rectified through another agency at the risk and cost of vendor.

21. GUARANTEES

The equipment delivered to the Bank should be brand new, including all components. The vendor should also guarantee that all the machines / components supplied by the vendor is licensed and legally obtained.

22. AVAILABILITY OF SPARES

Spares for the product offered should be available for at least 10 years.

23. WARRANTY

The offer must include comprehensive on-site warranty of one-year from the date of installation and commissioning of the machine.

Vendors shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all machines, accessories, etc. covered by the offer. Vendor must warrant all machines, accessories, spare parts, etc. against any manufacturing defect during the warranty period. During the warranty period, vendor shall maintain the machine and repair / replace all the defective components at the installed site, at no additional charge to the Bank.

24. MAINTENANCE STANDARD EXPECTED DURING WARRANTY

The vendor should ensure that the machine reported breakdown / malfunctioning on any working day is set right by on the same day and in no case later than the next working day. In case, equipment cannot be repaired within the stipulated period, the vendor should provide replacement of the same till the machine is returned duly repaired.

25. ANNUAL MAINTENANCE CONTRACT

Should the Bank decide to do so, the vendor is expected to maintain the supplied Machine for at least six years after the expiry of warranty period. Comprehensive on site maintenance charges, for the post warranty period, must be quoted in rupees per machine per year, in the Indicative Commercial Offer. The vendor is expected to ensure same maintenance standards as during warranty period.

At the same time, the vendor is also expected to make available the spare parts for the systems for at least six years after the expiry of warranty period.

Thereafter, vendor will give at least twelve months notice prior to discontinuation of support services. If any of the peripherals, component etc. are not available or difficult to procure or if the procurement is likely to be delayed, the replacement shall be carried out with equipment of equivalent capacity or higher capacity at no additional charges to the Bank, during the currency of warranty period and AMC.

26. REVERSE AUCTION FOR COMMERCIAL EVALUATION

For finalisation of the most competitive offer, the Bank will conduct 'Reverse auction'. The detailed procedure and Business rules for the Reverse auction is given as per Annexure- VIII and are also available on Bank's web site.

The technically qualified vendors will participate in the Reverse auction process that will be conducted by an Auction company authorized by the Bank. Specific rules for this particular event viz, date and time, start price, bid decrement value, duration of event etc. shall be informed by the Auction company to the participating vendors before the event. The vendors should furnish indicative prices for the project in their Indicative Commercial Bid to facilitate finalising the start bid for 'Reverse auction' under E-Procurement process.

The lowest Indicative commercial offer (total cost) or the lowest price which the bank finds reasonable will be taken as the starting bid of the Reverse Auction and not for deciding the L-1 status. Vendors should note that the indicative commercial bid is considered for the purpose of conducting 'Reverse auction process only. The L-1 vendor will be decided only later, on finalisation of prices through Reverse auction.

The L-1 vendor emerging at the end of the Reverse Auction process shall be required to submit the break-up of his Final price (last bid price) again in **Annexure-IV** . Failure or refusal to offer the services/goods at the price committed through Reverse Auction shall result in forfeit of the EMD to Bank, which please note.

The final decision on the vendors will be taken by Bank of Maharashtra. The implementation of the purchase of Note Sorting Machines will commence upon successful negotiation of a contract between Bank of Maharashtra and the selected Vendors.

Bank reserves the right to reject any or all proposals. Similarly, it reserves the right not to include any vendor in the final short-list.

27.No reimbursement of cost of any type on any account will be paid to persons or entities submitting their bid.

28.FORCE MAJEURE: If at any time during the currency of the contract the performance in whole or in part by either party or any obligation under the contract shall be prevented or delayed by reasons of any war, hostilities, acts of god, Public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics etc then, provided notice of the happening of the any such events is given by either party to the other within 15 days from the date of occurrence thereof, neither party shall by reason of such event be entitled to terminate their contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance. The whole or any part of the Party's obligations under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist . If force majeure event continues beyond the period of three (3) months the parties shall hold consultation to resolve the problem satisfactorily.

ANNEXURE-I

(Letter to the Bank on the vendor's letterhead)

To

**The Asst.Gen.Manager
Bank of Maharashtra
Corporate Services Department
1501,Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India**

Dear Sir,

Sub: **Your RFP for Note Sorting Machine.**

With reference to the above RFP, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for the supply of the equipment as detailed in your above referred RFP.

We confirm that we have not been disqualified by any PSU bank for supply of Note Sorting machine.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP and all required information as per Annexure II,II,II & VI and also the photocopy of unpriced commercial bid is enclosed.

We also confirm that the offer shall remain valid for One year from the date of first purchase order.

We hereby undertake that the equipment to be delivered to the Bank will be brand new including all components and that the equipment and its parts are licensed and legally obtained.

We hereby undertake to provide Performance Bank Guarantee equivalent to 10% of the value of the Invoice amount with a validity period of three years which may be renewable for a further period as per requirement.

OR

The Bank may retain 10 % of the contract amount to be released after three years renewable for a further period as per requirement.

We understand that the Bank is not bound to accept the offer either in part or in full and that the Bank has right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Demand Draft/Pay Order for Rs. ----- favouring Bank of Maharashtra and payable at Pune , towards Earnest Money Deposit, details of the same are as under:

- Demand Draft / Pay Order No. :
- Date of Demand Draft / Pay Order :
- Name of Issuing Bank :

Yours faithfully,

Authorised Signatories

(Name & Designation, seal of the firm)

Date:

ANNEXURE-II

TECHNICAL SPECIFICATIONS: -

**Note Sorting Machines :
Complied**

**Yes or No
(Give Details)**

- Note Sorting Machines must be Desk Model/Floor Model :
- Dual Display with External Display Facility :
- Vacuum suction System :
- Operated at standard power supply- 230 V \pm 10%, 50 Hz \pm Steady & Transient :
- Voltage stabilizer should be provided , if it is not inbuilt :
- Whether any specific climate control is required to run the machine? :
- The machine should have Sorting speed (more than 25000-30000 notes per hour and capability to detect forged currency notes and sorting in more than 4 different categories) :
- The machine should have LCD graphic mode, Digital display of information with value /no.of notes :
- Other Technical Specifications :
- Reliability-Should function normally in typical Indian conditions :
Temperature 25° C + 2°C; Humidity –RH not exceeding 60%;
Dust level – 5% micron with 95 % efficiency
- Limitations if any :
- Warranty / Guarantee period should be minimum 1 year :
- The company should provide Comprehensive AMC for 6 years with spares :
- Particulars of after sales service set up on all India basis :
- Delivery period should not exceed **45** days. :
- The dealer must provide demonstration for a minimum of 7 days at **various branches** at their cost :

ANNEXURE-III

INDICATIVE PRICE BID. Note Sorting Machine

I - Items to be considered for total cost of ownership (TCO):

Sr.No.	Item Description –	Price per unit In figures	Price per unit In Words
1	Price of Note Sorting Machine		

II – Post Warranty AMC rate per annum per site

Sr.No.	Description	Price per Unit in figures	Price Per unit In words
1	1 st Year		
2	2 nd Year		
3	3 rd Year		
4	4 th Year		
5	5 th Year		
6	6 th Year		
	Total		

	Total Cost of Ownership = I+ II		
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Note:

1. The cost of the machine and post warranty Comprehensive AMC rate per annum will be taken into consideration for deciding the TCO.
2. Unit prices as well as TCO must be quoted in WORDS AND FIGURES.
3. The prices should be inclusive of all taxes, duties, levies, transportation charges, etc., except Octroi which will be payable at actuals.
4. In case of any discrepancy, unit prices quoted in words will be considered for computation of TCO.
5. Cost comparison will be on the basis of total cost of ownership calculated as explained above.

AUTHORISED SIGNATORY

ANNEXURE-IV

FINAL PRICE (LAST BID. PRICE) Model (sorting speed more than 25000-30000 notes per hour in more than 4 different categories.)

Sr.No.	Item Description – Model	Price per unit In figures	Price per unit In Words
1.	Price of Note Sorting Machine		

II – Post Warranty AMC rate per annum per site

Sr.No.	Description	Price per Unit in figures	Price Per unit In words
1	1 st Year (after completion of 1 year warranty period)		
2	2 nd Year		
3	3 rd Year		
4	4 th Year		
5	5 th Year		
6	6 th Year		
	Total		
	Total Cost of Ownership = I+ II		

Note:

- 1.The cost of the machine and post warranty Comprehensive AMC rate per annum will be taken into consideration for deciding the TCO.
- 2.Unit prices as well as TCO must be quoted in WORDS AND FIGURES.
- 3.The prices should be inclusive of all taxes, duties, levies, transportation charges, etc., except Octroi which will be payable at actuals.
- 4.In case of any discrepancy, unit prices quoted in words will be considered for computation of TCO.
- 5.Cost comparison will be on the basis of total cost of ownership calculated as explained above.

AUTHORISED SIGNATORY

ANNEXURE-V

Evaluation Criteria

The evaluation will be done on the following two parameters:

1. Financial parameters : 25 Marks (Please enclose CA certificate in support of actual position mentioned under sr. no 1 to 5 below)
2. Technical parameters : 75 Marks

Financial Parameters :

Sr. No	Parameters and actual position	Max. Marks	Marks		Self Assessment Marks
1	Average Annual Turnover (TO) during last 3 years – 2007-08, 2008-09&2009-2010(pl enclose CA certificate) (Rs in lacs) Sr.No Year Amt i. 2007-08 Rs ii. 2008-09 Rs iii. 2009-10 Rs iv. Total (i to iii) v. Average for 3 yrs	5	Less than Rs.50.00 crore	0	
			Above Rs.50.00 crore ,1 mark for each 5 crore above Rs. 50.00 crore , maximum 5 marks.	5	
2	Net worth (NW) of the Company as of 31.03.2010(As per audited Balance Sheet of 31.03.2010 or CA certified(pl enclose CA certificate) (Rs in lacs) Sr.No Year Amt i 2009-10 Rs	5	NW less than Rs.5.00 Crore	0	
			NW above Rs.5.00 crore but less than Rs.10.00 crore.	2	
			NW of Rs. 10.00 crore & above	5	
3	Sales volume of the Note Sorting Machines for last financial year 2009-10. (PI enclose CA certificate) (Rs in lacs) Sr.No Year Amt i 2009-10 Rs	5	Less than Rs.50.00 crore	0	
			Above Rs.50.00 crore but less than Rs.100.00 crore	2	
			More than Rs 100.00 crore	5	
4	Work executed since 01.04.2007, (Give the order value, model(4+1/4+2)) and No. of machines in the required model wise) (PI enclose CA certificate)(Quantity in actual number) Sr.No Year Quantity i. 2007-08 ii. 2008-09 iii. 2009-10 iv. Average 3 yrs	5	Below 500 machines	0	
			Above 500 machines and less than 700 machines (1 mark for 100 machines)	2	
			More than 700 Machines (1 mark for each 100 machines max 5)	5	
5	Net Profit of the last Financial Year – 2009-10 as per audited B/S /CA certificate(The firm with Net Loss will not be qualified) (PI enclose CA certificate) Actual Rs	5	Below Rs. 50.00 Lacs	0	
			Above Rs.50.00 lacs but below Rs. 1.00 Cr	2	
			Above Rs. 1 Cr	5	
Total		25			

Technical Parameters:

Sr. No	Parameters	Max. Marks	Marks		Self Assessment Marks
1	No. of years in note Sorting machines. (Date of incorporation) Date	10	Minimum 5 years	0	
			Above 5 years , 1 mark for each additional year , maximum 10 marks.	10	
2	Location for support services	10	Minimum 30 centre	0	
			Above 30 centres, 1 mark for each additional 5 centres maximum 10 marks	5	
3	Reference site	10	Minimum 10 Sites	0	
			Above 10 sites (1 marks for additional site , maximum 10 marks)	10	
4	Whether the Dealer/Distributor/ Manufacturer is ISO 9001 certified for supplying Note Sorting Machines.	5	ISO or equivalent Certified	5	
			Not Certified	0	
5	No. of qualified engineers on all India level	10	Minimum 150 qualified engineers	0	
			Above 150 qualified engineers (2 mark for additional 5 engineers)	10	
6	Whether Company is manufacturer or distributor/dealer	5	Distributor/Dealer Manufacturer	3 5	
7	Availability of Authorised Representative & office in Pune	5	No office & Authorised Representative	0	
			Availability of office & Authorised Representative	5	
8	Replacement of HW/SW as per RBI instructions from time to time.(The firm should enclose supporting documents of the 5 commercial banks for having made changes promptly as required by RBI)	5	Beyond one month from date of instructions of RBI	0	
			Beyond one week but within one month from date of instructions of RBI	2	
			Within a week from date of instructions of RBI max marks 5	5	
9	The machine should be able to sort all types of currency notes(existing & future) & also capable to detect forged notes as per guidelines given by RBI from time to time	5	Mention the series ,denomination of any currency note which is not sorted.	0	
			All types of notes sorted	5	
10	Availability of inbuilt vacuum suction system	5	Not available	0	
			Availability of inbuilt automatic vacuum suction system	5	

11	Operation of machine by single person	5	Atleast two persons required	0	
			Operated by single person of normal height	5	
	Total	75			
	Grand Total	100			

Note: In order to assist the process of evaluation, vendors are required to submit documentary evidences/ CA certificates to support their claims of these parameters. **If the vendor does not provide any of these details no marks will be given to the vendor in evaluation process. Minimum qualifying marks is 80.**

The Performance of the machine will be evaluated by the Committee. For shortlisting vendors, the top 3 vendors who has scored highest marks will be taken into consideration. Though the vendor obtains the qualifying marks of 80, he may not be shortlisted if the marks does not fall within the top 3 highest scoring marks.

ANNEXURE-VI

Reference Site Details

Name of the Company	
Address of the Company	
Name, designation of contact person with telephone no. and E-mail ID	Name : Designation : Landline No.: Cell No. : E-mail ID :
Details of Note Sorting machines supplied in last one year (Ref.no, date of order and quantity with photo copy of orders)	

AUTHORISED SIGNATORY

VENDOR PROFILE

1. Name of the Organisation and Address.
2. Year of Establishment.
3. Status of the firm
(Whether Pvt.Ltd.Company / Public Ltd.Company / Partnership firm/Proprietorship firm)
4. Name of Directors / Partners / Proprietor:
 - I)
 - II)
 - III)
 - IV)
 - V)
5. Whether registered with the Registrar of Companies / Registrar of Firms. If so, mention number and date.
6. (a) Name and address of Bankers:
 - i)
 - ii)

(b) Turn over of the Company / Firm in 2007-08,2008-09 & 2009-10:
(Please attach a copy of audited Balance sheet and Profit & Loss Account for the year 2007-08,2008-09 and enclose Audited BS for 31.03.10 if available or enclose tentative BS)
7. Whether registered for sales tax purposes. If so, mention number and date. Also furnish copies of sales tax clearance certificate.
8. Income Tax Permanent Account Number. Furnish copies of Income tax clearance certificate.
9. Equipment : Indigenous / Imported
10. Is the Company / Firm a manufacturer or Dealer / Distributor of Currency Note Counting Machine?
11. If the Company / Firm is a Dealer / Distributor? Please furnish details.
 - a) Give the Name of Manufacturer(s) and their Country.
 - b) In case the Manufacture's Offices are located in India, give their address in India and telephone numbers.
 - c) Enclose Certified True copies of the current Dealership certificates given by the manufacturers.
12. Give details of the after sales service facility provided by your company / firm on all India basis.

13. What are your fields of activities? Mention the fields on preference basis in the order of annual turnover.

- i)
- ii)
- iii)
- iv)
- v)

14. Since when and how long your Company / firm has been dealing in Note Sorting Machines.

15. Is the Company/ Firm/Manufacturer ISO 9001 certified. If Yes copy of the certificate be enclosed.

16. If you are registered in the panel of other organizations / statutory bodies, such as Banks, PSU, RBI, etc., for Note Sorting machines furnish their names, category and date of registration.

17. Furnish the names of banks, PSU, RBI, where you have installed Note Sorting Machines as the case may be since 01.04.2007 , year wise:

Name of the Organisation with Address	Year of Installation	Number of machines installed	Value of orders

(Please attach the copies of their orders)

18. List of Bankers of Vendors / Manufacturers with complete Address , phone number ,Fax Number , E-Mail Id , etc.

19. Details of Technical staff / Engineers:

Sr.No.	Name	Qualification	Post Held	Experience

DECLARATION

1. I / We have read the instructions appended to the Proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and Bank of Maharashtra, on the basis of the information given by me / us can be treated as invalid by the Bank and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Bank of Maharashtra in selection of Vendors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / We have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We understand that the quantity of Note Sorting Machines is approximate only and it may decrease or increase from site to site.

SIGNATURE :**NAME & DESIGNATION :****SEAL OF THE FIRM / COMPANY :****PLACE:****DATE:**

RFP for Supply of Note Sorting Machines
BUSINESS RULES FOR REVERSE AUCTION

Annexure-VIII

1.0 APPLICABILITY:

1.1 Reverse Auctions are carried out under the framework of rules that are called Business Rules.

1.2 All vendors participating in Reverse Auction shall understand/accept and give an undertaking for compliance with the same to the Bank in the prescribed format Exhibit-A.

1.3 Any vendor not willing to submit such an undertaking shall be disqualified for further participation respecting the procurement in question.

2.0 ELIGIBILITY:

2.1 Only vendors who are technically qualified and who submit the prescribed undertaking to the Bank alone can participate in Reverse Auction relevant to the procurement for which RFP is floated.

3.0 COMPLIANCE/CONFIRMATION FROM VENDORS:

3.1 The vendors participating in Reverse Auction shall submit the following duly signed by the same Competent Authority who signs the offer documents in response to the RFP:

3.1.1 Acceptance of Business Rules for Reverse Auction and undertaking as per format in Exhibit-A.

3.1.2 Agreement between service provider and vendor. (This format will be given by the service provider prior to announcement of Reverse Auction.)

3.1.3 Letter of authority authorising the name/s of official/s to take part in Reverse Auction as per format in Exhibit-B.

4.0 TRAINING:

4.1 The Bank will facilitate training for participation in Reverse Auction either on its own or through the service provider for the Reverse Auction.

4.2 Where necessary, the Bank/service provider may also conduct a 'mock reverse auction' to familiarise the vendors with Reverse Auction process.

4.3 Any vendor/bidder not participating in training and/or 'mock reverse auction' shall do so at his own risk and it shall not be open for him to make any complaint/grievance later.

5.0 TOTAL COST OF OWNERSHIP (TCO):

5.1 TCO refers to the aggregate amounts payable by the Bank for transfer of ownership.

5.2 TCO shall encompass but not be limited to the following:

5.2.1 Cost of the equipment/product or services.

5.2.2 Licence fee (Corporate or user specific as defined in RFP) including OS/Data Base/Application licences).

5.2.3 All existing taxes (including sales tax/VAT, service tax etc.), duties and levies.

5.2.4 Installation and commissioning charges, if any.

5.2.5 The prices should include the comprehensive on site warranty maintenance of the equipments covering all components, services, and visits to the concerned offices as specified in the RFP.

5.2.6 Annual Maintenance Charges for the period as specified in the RFP.

5.2.7 Transportation and Forwarding charges to respective sites.

5.2.8 Training costs for the product/service/equipment if and as defined in RFP.

5.2.9 Service Level Agreement (SLA) costs as defined in RFP for applicable period.

5.2.10 Facility Management/infrastructure support costs as defined in RFP.

5.2.11 Insurance to cover the equipment for and from transit period till installation.

5.3 The TCO shall be arrived at after deducting 'buy back' costs involved and if/as defined in the RFP.

5.4 TCO, however, shall not include variables of octroi and entry tax. These shall be paid as per actuals and on production of receipts. However, no penalties respecting octroi or entry tax shall be paid by the Bank and the vendor shall bear such expenses.

6.0 DATE/TIME FOR TRAINING:

6.1 The Venue, Date, Time etc. for training in Reverse Auction shall be advised at the appropriate time.

6.2 The Bank shall endeavour to fix such Date/Time at mutual convenience to the vendor/s, service provider and the Bank.

6.3 No request for postponement/fixing of Training Date/Time shall be entertained which in the sole view and discretion of the Bank might result in any avoidable delay to either the Reverse Auction or the whole process of selection of vendor.

7.0 DATE/TIME OF REVERSE AUCTION:

7.1 The Date and Time of commencement of Reverse Auction as also Duration of 'Reverse Auction Time' shall be communicated at least 7 working Days prior to such auction Date.

7.2 Any force majeure or other condition leading to postponement of auction shall entitle the Bank to postponement of auction even after communication, but, the Bank shall be obliged to communicate to all participating vendors the 'postponement' prior to commencement of such 'Reverse Auction'.

8.0 CONDUCT OF REVERSE AUCTION:

8.1 The Reverse Auction shall be conducted on a specific web portal meant for this purpose.

8.2 The Reverse Auction may be conducted by the Bank itself or through a service provider specifically identified/appointed/empanelled by the Bank.

9.0 SERVICE PROVIDER'S ROLE & RESPONSIBILITIES:

9.1 In all Reverse Auctions conducted by the Bank through a Service Provider, the Bank shall enter into a separate agreement clearly detailing the role and responsibilities of the service provider hosting the web portal for the Reverse Auction.

9.2 For creating necessary obligations and rights, the service provider will also enter into an agreement with each vendor as per a format designed by him for this purpose. The Bank shall resolve any points/issues concerning such agreement of vendor and service provider.

9.3 While a Service Level Agreement (SLA) by the bank with the service provider is an arrangement for smooth and fair conduct of the Reverse Auction, the Bank shall be directly responsible to vendors for fair and transparent conduct of Reverse Auction.

9.4 The service provider at the end of each Reverse Auction shall provide the bank with all details of the bids and reports of reverse auction.

9.5 The service provider shall also archive the data pertaining to the Reverse Auction for a minimum period of 3 years.

9.6 TRAINING AND AUCTION:

9.6.1 Service provider / auctioneer is responsible for conduct of adequate training to all technically qualified bidders representing the reverse auction and bidding process.

9.6.2 Each vendor / bidder shall participate in the training at his / their own cost.

9.6.3 wherever it is considered necessary and asked by the bidders or as decided by the auctioneer or by Bank a mock auction may also be conducted for the benefit of all concerned.

9.6.4 Authorised representatives of the bidders named in the authorization letter given by the vendor (Exhibit-B) shall be given unique user name, password by the service provider / auctioneer.

9.6.5 Each bidder shall change the password and edit the information in the registration page after receipt of initial password.

9.6.6 All the bids made from the login ID given to bidder shall ipso-facto be considered bid made by the vendor / bidder to whom login ID and password were assigned by the service provider / auctioneer.

9.6.7 Any bid once made through registered login ID / password by the vendor / bidder cannot be cancelled. The bidder, in other words, is bound to sell the "Offering" as per the RFP at the bid price of TCO.

9.6.8 Every successive bid by the bidder / vendor being decremental bidding shall replace the earlier bid automatically and the final bid as per the time and log-in ID shall prevail over the earlier bids.

9.6.9 The Bank shall conduct the reverse auction as per the Standard English reverse auction, that is, no two bids can have identical price from two different vendors. In other words, there shall never be a "Tie" in bids.

10.0 PROXY BID:

10.1 A proxy bid is one where vendor can submit the lowest bid amount by him in strict confidence to the system directly. This obviates the need for him participating in the bidding process until the proxy bid amount is decrementally reached by other bidders.

10.2 When proxy bid amount is reached, the vendor has an option to revise the proxy bid amount or he can prefer to start participating in bidding process.

10.3 Since it is an English auction with no ties, two vendors submitting identical proxy bid amount and succeeding in auction simultaneously does not arise.

10.4 During training, the issue of proxy bidding will be clarified in detail by the service provider.

11.0 TRANSPARENCY IN BIDS:

11.1 All bidders will be able to view during the auction time the current lowest price in portal. Bidder shall be able to view not only the lowest bid but also the last bid made by him at any point of time during the auction time.

12.0 MASKING OF NAMES:

12.1 Names of bidders/ vendors shall be anonymously masked in the Reverse Auction process and vendors will be given suitable dummy names.

12.2 After completion of Reverse Auction, the service provider / auctioneer shall submit a report to the Bank with all details of bid and the original names of the bidders as also the L1 bidder with his / their original names.

13.0 START PRICE:

13.1 Bank shall determine the start price either on its own or through asking for information of price band on TCO from each vendor at appropriate time during or at the conclusion of technical evaluation. Based on the price band so informed by vendors, Bank would determine the start price for reverse auction.

14.0 DECREMENTAL BID VALUE

14.1 The vendors shall be able to bid only at a specified decrement value and not at any other fractions. The Bid decrement value shall be Rs. 7500/- or 0.25% of the Start price of the Reverse Auction, whichever is higher.

14.2 The bid decrement value shall be rounded off to the nearest thousands of rupees.

14.3 For the sake of convenience of vendors, the web portal shall display the next possible decremental value of bid. It is not, however, obligatory on the part of vendors to bid at the next immediate lower level only. (That is, bids can be even at 2 or 3 lower levels than the immediate lower level.)

15.0 COPY OF BUSINESS RULES

15.1 The Bank shall supply copy of the Business rules to any vendors / bidders, wishing to participate in the reverse auction. Such request shall be made in writing to the Bank by an authorized representative of the vendor.

15.2 The Bank shall also handover a copy of the Business Rules with a covering letter duly signed by an authorized signatory of the Bank.

15.3 For any dispute concerning the Business Rules, the hard copy of Business Rules supplied by the Bank for the reference of reverse auction process will alone be considered final and bidding.

16.0 SPLITTING OF ORDERS:

16.1 If any RFP specifically authorizes splitting of orders for the sake of reducing dependency on single source of supply or provision of service, Bank is entitled to split the order in the order and as provided in RFP.

16.2 While splitting the order, Bank shall specify the maximum quantum for L1, L2 etc. in RFP.

16.3 In case L2 vendor is not willing to supply at L1 price, Bank shall call L3, L4 etc. in order to arrive at the split quantum to be awarded.

16.4 The Bank shall also be entitled to award the contract to L2, L3 or L4 etc. bidders in the event of L1 bidder backing out to honour the commitment, or for that matter not in a position to supply the offering as per RFP.

17.0 REVERSE AUCTION PROCESS:

17.1 In order to reduce the time involved in the procurement process, Bank shall be entitled to complete the entire procurement process through a single Reverse Auction. For this purpose, Bank shall do all it can to award the contract to L1 bidder or in the circumstances where awarding of contract may have to be done to the L2, L3 bidder as provided for in the RFP.

17.2 The Bank shall however, be entitled to cancel the procurement of Reverse Auction process, if in its view procurement or reverse auction process cannot be conducted in a fair manner and / or in the interest of the Bank.

17.3 The successful vendor shall be obliged to provide a Bill of Material at the last bid price at the close of auction.

18.0 EXPENDITURE ON REVERSE AUCTION:

18.1 All expenses of reverse auction shall be borne by the Bank.

18.2 Vendors, however, shall attend the training or mock auction at their own cost.

19.0 CHANGES IN BUSINESS RULES:

19.1 Any change in Business Rules as may become emergent and based on the experience gained shall be made only by a Committee of senior / top executives of the Bank.

19.2 Any / all changes made in Business Rules shall be uploaded in the Website immediately.

19.3 If any reverse auction process has commenced and a change is made in Business Rules, it shall be informed immediately to each vendor/ bidder and his concurrence to / acceptance of the change shall be obtained in writing by the Bank.

20.0 DON'TS APPLICABLE TO THE BIDDER/VENDOR:

20.1 No vendor shall involve himself / itself or any of his / its representative in any price manipulation directly or indirectly with other bidders. If any such practice comes to the notice, Bank shall disqualify the vendor / bidders concerned from the reverse auction process.

20.2 Bidder shall not disclose details of his bids or any other details concerning Reverse Auction process of the Bank to any other third party without specific permission in writing from the Bank.

20.3 Neither Bank nor service provider / auctioneer can be held responsible for consequential damages such as no power supply, system problem, inability to use the system, loss of electronic information, power interruptions, UPS failure, etc. (Bank shall, however, entertain any such issues of interruptions, problems with open mind and fair degree of transparency in the process before deciding to stop or extend the auction.)

21.0 GRIEVANCES REDRESSAL:

21.1 Any aggrieved vendor / bidder through Reverse Auction process can make complaint in writing within 48 hours of the Reverse Auction to the Chief Compliance Officer of the Bank.

21.2 The Chief Compliance Officer along with the Chief Law Officer of the bank and Chief of Audit Dept. shall give personal hearing to the aggrieved bidder / vendor and decide upon the complaint / grievance.

21.3 Decision of the Grievance Redressal Committee shall be binding on the Bank as well as on all vendors participating in the Reverse Auction.

22.0 ERRORS AND OMISSIONS:

22.1 On any issue or area of material concern respecting Reverse Auction not specifically dealt with in these Business Rules, the decision of the bank shall be final and binding on all concerned.

COMPLIANCE STATEMENT

(To be submitted by all the vendors participating in Reverse Auction)
Exhibit -A

To

Bank of Maharashtra
Corporate Services Department
1501,Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India

DECLARATION

1. We _____(name of the company) hereby confirm having submitted our bid for participating in Bank's RFP dated _____ for procurement of _____.
2. We also confirm having read the terms of RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
3. We hereby undertake and agree to abide by all the terms and conditions stipulated by Bank of Maharashtra in the RFP document including all annexures and the Business Rules for Reverse Auction.
4. We shall participate in the on-line auction conducted by _____ Ltd. (auction company) and submit our commercial bid. We shall also abide by the procedures prescribed for online auction by the auction company.
5. We, hereby confirm that we will honour the Bids placed by us during the auction process, failing which we shall forfeit the EMD. We also understand that the bank may debar us from participating in future tenders.
6. We confirm having nominated Mr _____, designated as _____ of our company to participate in the Reverse Auction on behalf of the company. We undertake that the company shall be bound by the bids made by him I Reverse Auction.
7. We undertake to submit the confirmation of last bid price by us to the auction company/Bank within 48 working hours of the completion of event. We also undertake to submit the Bill of Materials for the TCO (Total Cost of Ownership) in terms of RFP.

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Date :

Name of Authorised Representative: _____

Signature of Authorised Representative: _____

Verified above signature

Competent Authority Signature : _____

Date: _____

**Letter of Authority for participation in Reverse Auction
Exhibit –B**

**To,
Bank of Maharashtra
Corporate Services Department
1501,Lokmangal, Shivajinagar,
Pune-411005 (Maharashtra) India**

1. We _____(name of the company) have submitted our bid for participating in Bank’s RFP dated _____ for procurement of _____.
2. We also confirm having read and understood the terms of RFP as well as the Business Rules relating to the Reverse Auction for this RFP process.
3. As per the terms of RFP and Business rules, we nominate Mr. _____, designated as _____ of our company to participate in the Reverse Auction.
4. We accordingly authorize Bank and / or the auction company to issue user ID and password to the above named official of the company.
5. Both Bank and the auction company shall contact the above named official for any and all matters relating to the Reverse Auction.
6. We, hereby confirm that we will honour the Bids placed by Mr. _____ on behalf of the company in the auction process, failing which we will forfeit the EMD. We agree and understand that the bank may debar us from participating in future tenders for any such failure on our part.

Signature with company seal

Name –

Company / Organization –

Designation within Company / Organization –

Address of Company / Organization –

Date :

Name of Authorised Representative: _____

Designation of Authorised Representative : _____

Signature of Authorised Representative: _____

Verified by : _____

Signature of Verifying Authority: _____

Date: _____