



# Uttar Bihar Gramin Bank

Head Office, Kalambagh Chowk, Muzaffarpur

Tender reference No.HO:GAD/14/2021-22/

Date::15.11.2021

**TENDER FOR EMPANELMENT OF FIRMS FOR SUPPLY & INSTALATION  
OF LOOSE NOTE COUNTING MACHINE WITH FAKE NOTE DETECTOR  
AT BRANCHES OF UTTAR BIHAR GRAMIN BANK**

Uttar Bihar Gramin Bank invites **sealed tender** offers (Technical offer) from, reputed manufacturers and /or their authorized dealers for Loose Note Counting Machine with Fake Note Detector.

The terms & conditions of the offer are given in Annexure – I & II. Vendor will have to furnish unconditional compliance for all terms and conditions.

The complete tenders in all respect are required to be submitted at the following address: -

Tender reference

Start date of tender

Last date for bids

Date of opening of Technical Bid

Address for communication

**09.12.2021 upto 3.00 PM**

**09.12.2021 at 3.30 PM**

General Manager

Uttar Bihar Gramin Bank

Kalambagh Chowk,

Muzaffarpur – 842 001 (Bihar)

**The cost of tender is Rs.5000/- (Rupees Five thousand only) must accompany the tender in the form of Demand Draft (non-refundable) in favour of "Uttar Bihar Gramin Bank" and payable at Muzaffarpur.**

**Earnest Money Deposit of Rs.1,50,000/- (Rupees One lac Fifty thousand ) only must accompany the tender offers as specified in this tender document.** The earnest money deposit of all the unsuccessful bidders will be returned within a period of 45 days from the date of issue of orders.

Terms and conditions and various formats and Performa for submitting the tender offer are described in the tender documents and its Annexure.

  
GENERAL MANAGER

Date :: 15.11.2021

Place :: Muzaffarpur

# उत्तर बिहार ग्रामीण बैंक

प्रधान कार्यालय, कलमबाग चौक,

मुजफ्फरपुर, बिहार, 842 001

(Sponsored By :: Central Bank of India )



## Uttar Bihar Gramin Bank

HEAD OFFICE, KALAMBAGH CHOWK,  
MUZAFFARPUR, BIHAR, 842 001

☎ 2248141 Fax::(0621)2243088

Website :: [www.ubgb.in](http://www.ubgb.in)

E-mail :: [ubgb@ubgb.in](mailto:ubgb@ubgb.in), [smgad@ubgb.in](mailto:smgad@ubgb.in)

Head Office

Tender No.GAD/14/2021-22/

Date :: 15.11.2021

Annexure - I

### Tender Notice

**TENDER FOR EMPANELMENT OF FIRMS FOR SUPPLY & INSTALATION  
OF LOOSE NOTE COUNTING MACHINE WITH FAKE NOTE DETECTOR  
AT BRANCHES UTTAR BIHAR GRAMIN BANK**

Uttar Bihar Gramin Bank invites **sealed tenders for empanelment of firms for supply & installation of loose note counting machine with fake note detector at branches of Uttar Bihar Gramin Bank** in one bid systems i.e. Technical Bid from manufacturers and/or Authorised dealers of **Loose Note Counting Machine with Fake Note Detector** systems with proven capability in supply & installation of **Loose Note Counting Machine with Fake Note Detector** systems for branches in 18 districts of Bihar namely Araria, Saran, Darbhanga, Gopalganj, Vaishali, Madhubani, Madhepura, Muzaffarpur, Purnea, Saharsa, Sitamarhi, Siwan, Sheohar, East Champaran, West Champaran, Katihar, Kishanganj, Supaul.

The scope of work covers supply and installation of hardware and installed with **Loose Note Counting Machine with Fake Note Detector** System with two year warranty and after than AMC.

### GENERAL TERMS AND CONDITION:-

#### 1. Format and Signing of Bid

1. The Bidder shall submit only one original set of the bid.
2. The original bid shall be typed or written legibly. The original shall be signed by the Bidder or a person/s duly authorized to bind the Bidder to the Contract.
3. The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the authorized person or persons signing the bid.
4. The bid shall be a complete document and shall be bound as a volume. The document shall be printed with page numbers and appropriately flagged and contain the list of contents with page numbers. The deficiency in documentation may result in the rejection of the Bid. Any decision in this regard by Uttar Bihar Gramin Bank shall be final, conclusive and binding on the Bidder.
5. Each page shall be stamped and initialed by authorized signatory.
6. The Bidders shall seal and mark the Bid accordingly.

7. If the outer cover of the bid is not sealed and marked appropriately, Uttar Bihar Gramin Bank will assume no responsibility for the bid's misplacement or premature opening.

## **2. Local Conditions**

1. It will be imperative on each Bidder to fully acquaint himself with the local conditions and factors, which would have any effect on the performance of the Contract and / or the cost. Uttar Bihar Gramin Bank shall not entertain any request for clarification from the bidder regarding such local conditions.
2. It will be imperative for each Bidder to fully inform themselves of all legal provisions and factors which may have any effect on the execution of the Contract as described in the TENDER.
3. It is the responsibility of the Bidder that such factors have properly been investigated and considered while submitting the bid proposals and that no claim whatsoever including those for financial adjustment to the contract awarded under the Bid Documents will be entertained by Uttar Bihar Gramin Bank and that neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by Uttar Bihar Gramin Bank on account of failure of the bidder to appraise themselves of local laws / conditions.

## **3. Last Date for Receipt of Bids**

1. Bids shall be dropped in the "TENDER BOX" kept for this purpose at the address specified under document control sheet upto 3.00 p.m. on Dec, 09 , 2021.
2. In the event of the specified date for the receipt of Bids being declared a holiday for Uttar Bihar Gramin Bank, the Bids will be received up to the appointed time on the next working day.

## **4. Late Bids**

Any bid received by Uttar Bihar Gramin Bank after the schedule time on last date for receipt of bids prescribed by Uttar Bihar Gramin Bank, will be rejected and/or returned unopened to the Bidder. Any decision in this regard by Uttar Bihar Gramin Bank shall be final, conclusive and binding on the Bidder.

## **5. Address for Correspondence**

The Bidder shall designate the official mailing address, place and fax number to which all correspondence shall be sent by Uttar Bihar Gramin Bank.

## **6. Preliminary Examination**

1. Uttar Bihar Gramin Bank will examine the bids to determine whether they are complete, whether any computational/arithmetical errors have been made, whether required Bid Security has been furnished, whether the Bid Documents have been properly signed, and whether the bids are generally in order.

2. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the Bidder does not accept the correction of the errors, its bid will be rejected. Any decision in this regard by Uttar Bihar Gramin Bank shall be final, conclusive and binding on the Bidder. If there is a discrepancy between words and figures, the amount in words will prevail.
3. A bid determined as not substantially responsive will be rejected by Uttar Bihar Gramin Bank and may not subsequently be made responsive by the Bidder by correction of the non-conformity. Any decision in this regard by Uttar Bihar Gramin Bank shall be final, conclusive and binding on the Bidder.
4. Uttar Bihar Gramin Bank may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver, does not prejudice or affect the relative ranking of any Bidder.

**7. Contacting Bank**

1. No Bidder shall contact Uttar Bihar Gramin Bank on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.
2. Any effort by a Bidder to influence Uttar Bihar Gramin Bank bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

**8. Uttar Bihar Gramin Bank's Right to accept any Bid and to reject any or all Bids**

Uttar Bihar Gramin Bank reserves the right to accept / reject any bid and / or to annul the Bid process at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for Uttar Bihar Gramin Bank's action. Any decision in this regard by Uttar Bihar Gramin Bank shall be final, conclusive and binding on the Bidder.

**9. Signing of Contract**

1. After Uttar Bihar Gramin Bank notifies the successful Bidder that its bid has been accepted; the Bidder should sign the Contract.
2. The successful Bidder shall sign the Contract at Muzaffarpur within 15 days of receipt of notification of award of contract.

**10. Performance Bank Guarantee**

1. The successful Bidder shall furnish the performance Bank guarantee within 15 days of the date of award of the contract.
2. The value of the performance bank guarantee (PBG) will be 10% of the total contract value. However, if the contract is splited the PBG shall also be splited accordingly.

3. The performance security shall be denominated in Indian Rupees and shall be in one of the following forms:
  - i. A bank guarantee issued by a scheduled commercial bank and directly forwarded to Bank.
4. The proceeds of the performance security shall be payable to Uttar Bihar Gramin Bank as compensation for any business loss due to not providing standby equipment and any other loss or damage resulting from the bidder's failure to complete its obligations under and in accordance with the Contract.
5. The performance bank guarantee shall be valid for a period **of three year** from the date of award of the contract.

**11. Bidder's Obligations**

The Bidder shall be responsible for and obliged to conduct all contracted activities strictly in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

**12. Adherence to safety procedures, rules regulations and restriction**

1. Bidder shall comply with the provision of all laws including labour and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labour and industrial laws enforced by statutory agencies and by Uttar Bihar Gramin Bank shall be applicable in the performance of the Contract and Bidder shall abide by these laws. The Bidder shall indemnify and keep indemnified and hold harmless the Uttar Bihar Gramin Bank for any loss, damage, claims, costs, charges, expenses, etc arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.
2. Bidder shall also adhere to all security requirement/regulations of the Uttar Bihar Gramin Bank during the execution of the work.

**13. Statutory Requirements**

During the tenure of the Contract nothing shall be done by the Bidder in contravention of any law, act and/ or rules/regulations, there under or any amendment thereof governing inter-alia customs, foreign exchange, etc., and shall keep Uttar Bihar Gramin Bank indemnified in this regard.

**14. Contract Price**

Prices payable to the Bidder as stated in the Contract shall be firm and not subject to adjustment during performance of the Contract, irrespective of reasons whatsoever, including exchange rate fluctuations, duties, levies, charges, etc. **However, applicable GST shall be paid by the bank at actual.**

**15. Taxes and Duties**

1. Bidder will be entirely responsible for all applicable duties, levies, imposts, costs, charges, license fees, road permits etc., in connection with services provided at site. The Bidder shall bear all duties, levies, fees, costs or charges in respect of the services rendered to the Uttar Bihar Gramin Bank.
2. Road Permit, if required to be arranged by the Bidder during the delivery of the machine. Necessary documents will be provided by the Bank.
3. Income / Corporate taxes in India: The Bidder shall be liable to pay all corporate taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India.
4. Tax deduction at Source: Wherever the laws and regulations require deduction of such taxes at the source of payment, Uttar Bihar Gramin Bank shall effect such deductions from the payment due to the Bidder. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Uttar Bihar Gramin Bank as per the laws and regulations in force. Nothing in the Contract shall relieve the Bidder from his responsibility to pay any tax that may be levied in India on income and profits made by the Bidder in respect of the Contract.
5. The Bidder's staff, personnel and labour will be liable to pay personal income taxes in India in respect of such of their salaries and wages as are chargeable under the laws and regulations for the time being in force, and the Bidder shall perform such duties in regard to such deductions thereof as may be imposed on him by such laws and regulations.
6. It shall be the responsibility of the Bidder to submit to the concerned Indian authorities the returns and all other connected documents required for this purpose. The Bidder shall also provide the Uttar Bihar Gramin Bank such information, as it may be required in regard to the Bidder's details of payment made by the Uttar Bihar Gramin Bank under the Contract for proper assessment of taxes and duties. The Bidder and shall bear all the taxes if any, levied on the Bidder's personnel. The amount of tax withheld by the Uttar Bihar Gramin Bank shall at all times be in accordance with Indian Tax Law / GST Law and the Uttar Bihar Gramin Bank shall promptly furnish to the Bidder original certificates (Challans) for tax deduction at source and paid to the Tax Authorities.
7. The Bidder agrees that he shall comply with the Income-tax Act in force from time to time and pay Income -tax, as may be imposed / levied on them by the Indian Income Tax Authorities, for the payments received by them for the works under the Contract.

8. Should the Bidder fail to submit returns/pay taxes in times as stipulated under the Income -tax Act and consequently any interest or penalty is imposed by the Income-tax authority, the Bidder shall indemnify Uttar Bihar Gramin Bank against any and all liabilities or claims arising out of the Contract for such taxes including interest and penalty any such Tax Authority may assess or levy against the Uttar Bihar Gramin Bank / Bidder.

**16. Non Disclosure Agreement**

The Receiving Party shall not commercially use or disclose any Confidential Information or any materials derived there from to any other person or entity other than persons in the direct employment of the Receiving Party who have a need to have access to and knowledge of the Confidential Information solely for the Purpose authorized above. The Receiving Party may disclose Confidential Information to consultants only if the consultant has executed a Non-disclosure Agreement with the Receiving Party that contains terms and conditions that are no less restrictive than these. The Receiving Party shall take appropriate measures by instruction and written agreement prior to disclosure to such employees to assure against unauthorized use or disclosure. The Receiving Party agrees to notify the Disclosing Party immediately if it learns of any use or disclosure of the Disclosing Party's Confidential Information in violation of the terms of this Agreement.

**17. Term and Extension of the Contract**

1. The approved rate shall be valid initially for a period of two year from the date of award of the contract. The contract can be extended for further period of one year by obtaining fresh price bids from the prequalified bidders after completion of two year.
2. The Uttar Bihar Gramin Bank shall reserve the sole right to grant any extension to the term above mentioned and shall notify in writing to the Bidder before the expiration of the term hereof, whether it shall grant the Bidder an extension of the term. The decision to grant or refuse the extension shall be at the discretion of Uttar Bihar Gramin Bank.

**18. Contract Amendments**

Any modification, amendment, waiver, discharge or termination of any of the terms of the Contract shall be effective only if made in writing and duly signed by each of the Bank and the Bidder.

**19. Termination**

- Termination and suspension of purchase contract: The Bank at its option without prejudice to its rights under the purchase contract, is entitled to cancel the purchase contract at any time by giving 30 days written notice to the supplier in the following circumstances:-
  - In case the supplier does not comply with any of his obligations/undertakings under this purchase contract.

- In case of unsatisfactorily performance feedback from the branches as regards machine performance/response to the complaints.
- **Termination for Insolvency:** Uttar Bihar Gramin Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if, the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Uttar Bihar Gramin Bank.
- ii. **Termination for Default:** Uttar Bihar Gramin Bank, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Bidder, may terminate the Contract in whole or in part.

20. **Conflict of interest**

The Bidder shall disclose to Uttar Bihar Gramin Bank in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder or the Bidder's team) in the course of performing the Contract as soon as practical after it becomes aware of that conflict.

21. **Publicity**

The Bidder is not permitted to make any public announcement or media release about any aspect of this Contract unless Uttar Bihar Gramin Bank first gives the Bidder his written consent.

22. **No Assignment**

The Contract cannot be transferred or assigned by the Bidder without the prior written approval of the Uttar Bihar Gramin Bank.

23. **Governing Law**

This Contract shall be governed in accordance with the laws of India. These provisions shall survive the Contract.

24. **Jurisdiction of Courts**

The courts in Muzaffarpur have exclusive jurisdiction to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

25. **"No Claim" Certificate**

The Bidder shall not be entitled to make any claim, whatsoever against the Uttar Bihar Gramin Bank, under or by virtue of or arising out of, the Contract, nor shall the Uttar Bihar Gramin Bank entertain or consider any such claim, if made by the Bidder after he shall have signed a "No claim" certificate in favour of the Uttar Bihar Gramin

Bank in such forms as shall be required by the Uttar Bihar Gramin Bank after the works, services/systems are finally accepted.

**26. Completion of Contract**

Unless terminated earlier, the Contract shall terminate on the successful completion of the service period as specified in the Contract.

**27. Indemnity**

The Bidder shall unconditionally and irrevocably, (jointly and severally in case of partnership concerns) indemnify Uttar Bihar Gramin Bank, against any claims, losses, costs, actions, suits, damages and or otherwise arising due to any reason including Bidder performing contract on the basis of unauthorized certificates or Bidder's violation or non-compliance of any law, act, rules, regulations, directions, guidelines, policies, etc. issued all authorities, both regulatory / statutory and non-regulatory, and shall always keep Uttar Bihar Gramin Bank against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that Uttar Bihar Gramin Bank may incur by reason of any action, proceedings which may be brought by or against or taken against Uttar Bihar Gramin Bank, by anybody for anything of any nature whatsoever. This clause shall survive the termination of the Contract for any reason whatsoever. The Service Provider shall execute a Deed of Indemnity as per the format given in Tender document.

**28. Terms of Payment**

**No advance payment shall be made. After successful installation of note counting machine, confirmed by concerned Branch Manager and then after confirmed by concerned Regional Manager as well, the same can be released in vendor accounts only**

**A. Electronic Payment**

Payment shall be made by way of Electronic Fund Transfer only. Bidder shall furnish details of Bank Account No., IFSC Code etc. Bank may, at its sole discretion, change the mode of payment.

**29. Penalty**

Bidder should repair/replace the defective machines within 2 days. Failure to repair/replace the machine within the aforesaid period would attract penalty @ 0.5% of the cost of the machine per week subject to maximum of 5% of the cost of the machine. The service shall be provided on working days only. In case of repeated defaults the Contract may be terminated apart from forfeiting 10% held against performance guarantee.

Penalty at the rates specified above shall also levied for the reasons mentioned as under:

- Late delivery of machine.
- Late acceptance of order.
- Late acceptance of Rate Contract.
- Late installation of machine.
- Delay in providing support.
- Delay in replacement during warranty period.
- Delay in supply of spare parts.

### **30. Warranty:**

The machines would be under warranty for 24 months from the date of successful installation and commissioning. The Bidder shall without any extra cost, carry out all routine and break down maintenance of the Machines and attend to any difficulties/defects that may arise in the operation of the system.

### **31. ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT (ACMC)**

Bidder has to give comprehensive ACMC rates for 3 years which shall be applicable after expiry of one year warranty period from the date of installation and commissioning of the machines. Any shortfall/defect that may appear/be defected within 3 years from the date of commissioning of the machines at the branches/currency chest shall be made good at the suppliers cost on receipt of intimation. The supplier does not rectify either by repair or replacement such defects and put back the machine into regular operation within the stipulated time, a penalty will be levied as specified in clause 32 above. **If the machine cannot be repaired within the 05 days the supplier shall arrange for a standby machine.** If the supplier fails to rectify the defect within 30 days, the supplier to replace the defective machine with a new one, in addition to penalty indicated above.

**Bidder to provide preventive maintenance quaterly** and attend to any defects that may arise. ACMC will be provided for at least 3 years after two year warranty period. ACMC will cover all parts/sensors/software of the machine and any damage to important accessories. Certificate has to be provided by the Bidder regarding faulty accessories, whenever replaced. **The Bidder will further undertake to arrange for spare parts for a minimum period of 5 years (post warranty) during ACMC period.** All software up gradation should be part of the ACMC rate.

The claim of supply and commissioning of machine at each location shall be treated as separate entity.

### **A. SERVICE CONTRACT**

The Service Contract shall include the following:

1.) Routine servicing, trouble shooting, settings, adjustments, cleaning to ensure smooth and trouble free working of the system minimum once every quarter including replacement of spares and consumable if any;

ii.) Repairs to the systems and trouble shooting of software in the event of any breakdown including cost of repair/supply of spares/components/sub-systems including replacement of spares and consumable if any;

iii) Stocking of all essential spares/sub-systems in respective sites or in their/their representative's office in India;

**B.** The Bidder shall quote the service contract for all inclusive (comprehensive) annual maintenance service contract for a period of 5 years after the expiry of one year warranty period.

### **32. LIQUIDATION/ BANKRUPTCY ETC.**

If the supplier becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for his business or any assets there of or compounds with his Creditors, or being a corporation, winding up proceedings are commenced against it and / or any proceedings regarding its amalgamation with another Corporation or its reconstruction are initiated and/ or it carries on its business under a Receiver for the benefit of its Creditors, the Uttar Bihar Gramin Bank shall be at liberty:

i) To terminate the purchase contract and / or Annual Maintenance Contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the supplier or to the Receiver or Liquidator or to any person in whom the purchase contract may become vested or;

ii) To give such Receiver, Liquidator or other person the option of carrying out the purchase contract and / or Annual Maintenance Contract subject to his providing guarantee for an amount to be specified by the Uttar Bihar Gramin Bank.

### **33. Confidentiality:-**

The successful selected Bidder/Vendor agree to maintain confidentiality and secrecy of all information received by them and/ or their personnel, employees, staff, agents, representatives, tangible or intangible, either directly or in the course of dealing with each other and or its employees and/ or its clients. The Vendor further undertake to utilize such information only for the normal course of business purpose of this Agreement/Tender and not for any other purpose, or which may prove detrimental to the interest of the Parties and/or its employees and/ or its clients.

34. Bank reserves the right to modify any terms and conditions of the TENDER without any prior information to the bidders as per Banks requirement from time to time.

**1. Eligibility Criteria**

- 1.1. The tendered should be a profit making company for last three years with a minimum turnover of Rs. 50 lacs each year. (Copies of annual reports should be enclosed)
- 1.2. The bidder should have the experience of supply and installation of **Loose Note Counting Machine with Fake Note Detector** System for at least 3 years in Banking (Documentary proof should be enclosed) .
- 1.3. Registration with GST ESI EPF is essential.
- 1.4. The bidder should have their own office in the State of Bihar. Offices addresses, proof & availability of service engineers will be submitted with the bid.
- 1.5. The manufacturer/dealer should have never been blacklisted by any public sector Bank.
- 1.6. The tenderer should have ability to service and maintain the system throughout our Bank's command area.

**2. Documents to be submitted.**

- 2.1. Client-wise details **Loose Note Counting Machine with Fake Note Detector** System with supporting documents.
- 2.2. Supporting documents as mentioned in eligibility criteria.
- 2.3. Copy of agreement or any legal documents between the manufacturer and the bidder where the manufacturer has authorized to sell & service **Loose Note Counting Machine with Fake Note Detector** System.
- 2.4. Vendors are advised to submit sealed tenders in envelope superscribed "**Tender for Loose Note Counting Machine with Fake Note Detector systems**"

**Annexure – II****GENERAL & TECHNICAL INFORMATION****PART – I****TECHNICAL BID (Company Profile)**

SN	PARTICULARS OF THE COMPANY	
01	Name of the Company/Firm/Applicant	
02	Full Address	
03	Telephone & Mobile No.	
04	Fax No.	
05	E-mail Address & Website (If any)	
06	Constitution of the firm (whether Proprietary/Partnership/Pvt.Ltd)	
07	Name of the Proprietor/Partner/Managing Director with address and phone no. 9( in case) a. b. c.	
08	Details of Registration – whether partnership firm, company, etc. Name of Registering authority, date and registration number. (Enclose documentary evidence)	
09	Whether the firm has worked for the Government/ Semi- Government/ Municipal Authorities or any other public organization Banks. If so, give details.	
10	Experience (Minimum 03 years required) in the relevant field (enclose certificate)	
11	Address of office through which the proposed work of the bank will be handed and the name & designation of the officer in charge.	
12	Yearly turnover of the organization during last three years (year wise) as certified by the chartered accountant (enclosed copy of balance sheet of last 03 years)	Rs. .... for FY 2018-19 Rs. .... for FY 2019-20 Rs. .... for FY 2020-21  Provisional for FY 2021-22
13	Office Address at Muzaffarpur/ Patna	

14	Registration with Tax Authority a. PAN No. b. GST No.  Attach latest IT Return filed copy & GST Return filed copy.	
12	Furnish copies of audited Balance Sheet and Profit & Loss Account for the last 3 years.	
13	Name & address of the Banker, Nature of facilities availed (if any) (Attach Banker's opinion letter on the conduct of the account.)	
14	Whether an empanelled vendor for RBI/SBI/Nationalized Banks	
<b>II. DETAILS OF REGISTRATION WITH OTHER BANKS</b>		
1.	Name of the Bank	
2.	Total No. Systems maintained/being maintained.	
3.	Since when empanelled	

**TURNOVER DURING THE LAST THREE YEARS**

Sl.	Year	Amount (Rs.)
1.	2018-2019	
2.	2019-2020	
3.	2020-2021	

Audited Balance Sheet should be enclosed.

**DETAILS ABOUT SERVICE NETWORK**

Sl. No.	Location of the service centre and contact No.	Status of the Office	No. of Engineers/ persons	Area handled by the office	Name of the contact person, address & phone No.

Place ::

Date ::

**AUTHORISED SIGNATORY**