

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD)
“NABARD BHAWAN”, Plot No.2, DP Block, Street No.11, Sector-V,
Salt Lake, Kolkata- 700091
Phone : 033-4087-9600/2986-1624, FAX : +91 332986-1611 e-mail
: kolkata@nabard.org

Notice for empanelment of Contractors / Suppliers / Vendors / Service Providers for
Trade-wise supply, Maintenance and Repair works at our Office Premises and three
Staff Quarters in Kolkata, West Bengal

Name of the Applicant :

Address :

.....
.....
.....
.....

The Chief General Manager
“NABARD BHAWAN”
Plot No.2, DP Block,
Street No.11, Sector-V,
Salt Lake, Kolkata- 700091

This document consists of 16 pages including current page

CHECKLIST FOR SUBMISSION OF APPLICATIONS *

Sl. No.	Particulars	Submitted (Yes/No)
1	The application duly filled submitted in a sealed envelop	
2	The application submitted on applicant's letterhead as per Annexure-VII	
3	Application as "Empanelment of Contractors/suppliers/vendors/service providers for trade wise supply, maintenance and repair works" on the cover and addressed to Shri Subrata Mandal, Chief General Manager, NABARD, Plot No.2, DP Block, Street No.11, Sector-V, Salt Lake, Kolkata- 700091.	
4	Indicate on the top of the envelope the trade and category in which empanelment is desired.	
5	Registration of firm, agency under Company/Society Reg. Act. Or / and with Central/State Govt./PSUs/Local Govt. Body etc.	
6	Submitted copies of Work Orders, Completion / Performance Certificates in support of experience.	
7	Submitted copies of Balance Sheet and Profit & Loss statement for the past three years, duly certified by a practicing Chartered Accountant, in support of Average Annual Turnover OR Banker's Solvency certificate in proof of having adequate financial standing.	
8	Details of Labour License/Pest Control License/Trade License etc. (wherever applicable) obtained from the Competent Authorities (a copy to be enclosed).	
9	Copy of Permanent Account Number (PAN) of the proprietor/Partnership firm/Private Limited/Limited or Co-operative Body attached.	
10	Copy of details of Registrations, with (i) GST registration No. from Tax Authority (ii) Sales Tax Authority (TIN) (iii) Registration with ESIC (iv) Registration with EPFO enclosed. (v) PSARA certificate for Security Agencies under PSAR Act, 2005.	
11	Information duly furnished in Annexure-IV, V & VI along with supporting documents.	
12	Bank details furnished in Annexure-VIII	
13	Copy of cancelled cheque bearing IFS Code	

*Checklist is indicative only. Applicant is requested to go through the application pro-forma carefully before submission.

NATIONAL BANK FOR AGRICULTURE AND RURAL DEVELOPMENT (NABARD)
“NABARD BHAWAN”, Plot No.2, DP Block, Street No.11, Sector-V,
Salt Lake, Kolkata- 700091
Phone : 033-4087-9600/2986-1624, FAX : +91 332986-1611 e-mail
: kolkata@nabard.org

Notice for empanelment of Contractors / Suppliers / Vendors / Service Providers for
Trade-wise supply, Maintenance and Repair works at our Office Premises and three
Staff Quarters in Kolkata, West Bengal

National Bank for Agriculture and Rural Development (NABARD), West Bengal
Regional Office, Kolkata intends to prepare a panel of reputed contractors/dealers
having specialization in the trades maintained in Annexure-I having specialization in
the trades like supply & installation of office furniture, supply of printing & stationery,
crocery/cutlery etc., civil works including external and internal painting and
repair/renovation of flats, plumbing, carpentry, all types of electrical works, DG sets
maintenance work of our VOF/VEF, House Keeping, Security Services, HVAC, Fire
Fighting works, Gardening, Pest Control Services etc. in our different establishment i.e.
(i) “NABARD Adhikari Niwas”, 16, PAS Road, Kolkata-700033, (ii) “Susham
Apartment”, 112, N.S. Bose Road, Kolkata-700040 and (iii) “NABARD ABASAN”, 51/1,
R.N.C. Road, Kolkata-700015, (iv) “NABARD BHAWAN”, DP-2, Sector-V, Salt Lake,
Kolkata-700091. The panel would be prepared under two categories i.e. works
consisting :

- (i) Upto Rs.2.00 lakh (Category-I) and
- (ii) Upto Rs.25.00 lakh (Category-II)

However, the contractors/suppliers/vendors/service providers enlisted for Category-II have to
provide services under Category-I also as and when required.

2) The panel will remain in force for two years i.e. 2020-21 and 2021-22. The Contractors,
who are registered with Govt./Semi-Govt. /Undertakings/Financial Institutions, with a
minimum of 03 years' experience (as on 31 March 2020) in the field of similar maintenance,
supply and/or repair works and preferably having service set at Kolkata where from required
quality /after sales services can be provided may apply in the prescribed form for the purpose.
The contractors/suppliers/vendors/service providers should meet the following minimum
criteria.

: 2 :

(A) For Repair and Annual Maintenance Contract (AMC) Works

- (i) EXPERIENCE CRITERIA : Experience of having successfully completed similar works during last five years ending last day of month previous to the one in which applications are invited should be either to the following (category-wise) :

Category-I (Upto Rs.2.00 lakh)	Category-II (Upto Rs.25.00 lakh)
Three similar completed works of similar trade each costing not less than Rs. 0.80 lakh	Three similar completed works of similar brand each costing not less than Rs.10.00 lakh
OR	OR
Two similar completed works of similar brand each costing not less than Rs.1.25 lakh	Two similar completed works of similar brand each costing not less than Rs.15.00 lakh
OR	OR
One Similar completed work of similar brand costing not less than Rs.2.00 lakh	One similar completed work of similar trade costing not less than Rs.25.00 lakh

- ii) ANNUAL FINANCIAL TURNOVER CRITERIA : Average annual financial turnover during the last 03 years ending 31 March of the previous financial year (2016-17, 2017-18 & 2018-19) should be at least (category-wise).

Category-I	Category-II
Average Annual Financial turnover of minimum Rs.6.00 lakh	Average Annual Financial turnover of minimum Rs.50.00 lakh

(B) For Store/Purchase Contracts

- 1) Prequalification/Post-qualification shall be based entirely upon the capability and resources of prospective applicants to perform the particulars contract satisfactorily, taking into account their (i) experience and past performance on similar contracts for last 2 years (ii) capabilities with respect to personnel, equipment and manufacturing facilities (iii) financial standing through latest I.T. Return, Annual Report (Balance Sheet and Profit & Loss Account) of last 03 years.

Note : The following documents should invariably be attached along with application in support of experience and financial capability : (For both A & B above)

- (i) Copies of Work Orders, Completion/Performance Certificates in support of experience.
- (ii) Copies of Balance Sheet and Profit & Loss Statement for the last three years, duly certified by a practicing Chartered Account in support of Average Annual Turnover OR Banker's Solvency Certificate in proof of having adequate financial standing.

- 2) Application forms will be issued free of cost from Department of Premises Security & Procurement (DPSP), "NABARD BHAWAN", DP-2, Sector-V, Street No.11, Salt Lake, Kolkata – 700 091 on all working days (Monday to Friday) between 11.00 a.m. and 4.00 p.m. Application form can also be down loaded from the website www.nabard.org. Application duly filled in shall be submitted, in a sealed envelop super scribed "Empanelment of Contractors/suppliers/vendors/service providers for supply, maintenance and repair works" on the cover and addressed to Shri Subrata Mandal, Chief General Manager, National Bank for Agriculture & Rural Development (NABARD), "NABARD BHAWAN", DP-2, Sector-V, Street No.11, Salt Lake, Kolkata- 700091 **on or before 03.00 p.m. 29 May 2020.**
- 3) NABARD encourages electronic mode of payment to Contractors/Suppliers/Vendors. For this purpose, please furnish the information in Annexure-VIII.
- 4) The Bank reserves the right to reject any or all the applications without assigning any reasons thereof.
- 5) **The contractors/applicants who have already applied during February/March 2020, need not apply again.**

(A.S. Thakur)
Deputy General Manager

Encls. :-

- Annexure-I - (Trade-wise list of items for Purchase/Maintenance/Repair Works)
- Annexure-II - (List of Trades for Repair and Maintenance)
- Annexure-III - (General Instructions)
- Annexure-IV - (Basic Information)
- Annexure-V - (Past Experience)
- Annexure-VI - (Technical and Skilled Personnel)
- Annexure-VII - (Letter to be submitted on Contractor's /Supplier's own letter head)
- Annexure-VIII – (Details of Bank Account)

ANNEXURE-I
Trade-wise list of items for supply, Maintenance and Repair Works at
NABARD Staff Quarters and Office Premises

National Bank for Agriculture and Rural Development (NABARD), West Bengal Regional Office, Kolkata intends to prepare a list of approved supplier, vendors, contractors, service providers, dealers for the years 2020-21 and 2021-22 for the following purpose :-

A. Purchase :

- (i) Purchase of PC's and Peripherals (Category-II)
Desktop PCs, Laptops, Printers (Including Network Printers), LCD Projectors, Inkjet Printers, MFDs, Speech Recognition Software's, USB Hard Disk, Printers Consumables, Printer Cartridges, CDs/DVDs, Mouse Pads, USB Cables & Other Peripherals.
- (ii) Electrical Equipment (Category-II)
Electrical items like air conditioners, fans, geysers, UPS, Pest repellent machine, Water Purifier, Water Coolers, Refrigerators, automated tea/coffee vending machines, dish wash machines, etc.
- (iii) Other Office Equipment (Category-II)
Small items like wall clocks, telephone instruments, cordless telephone instruments, mobile phone instruments, EPABX/PABX, weighing machines etc.
- (iv) Office Furniture & household furniture and furnishings (Category-II)
Office furniture like chairs, tables, workstations (modular types), and other furniture such as sofa sets, dining tables & chairs, cots, mattresses, pillows, linens, curtains, carpets etc.
- (v) Purchase of Venetian/Vertical Blinds, Sun Films etc. (Category-II)
- (vi) Purchase of Fire-fighting and Security Equipment (Category-II)
- (vii) Medical Equipment & Furniture for dispensary (Category-II)
- (viii) Canteen & Lounge equipment including crockery /cutlery etc. (Category-II)
- (ix) Supply of name plates/electrical-electronic signage (Signboards).
- (x) Office stationery purchases & printing of Office stationery (Category-II)
 - a. All Office stationery items like white papers, ledger papers, registers, pens, writing pads, file boards, paper folders, spring files, computer stationery such as carbon/carbon less paper, making of self-inking rubber stamps, company seal etc., Computer consumables like pen drives/USB flash drives, CGs, DVDs etc. cartridges

- b. Printing of Bank's various publications for internal circulation & wider circulation. Bank's letter-heads of various sizes, registers, visiting cards, envelopes, writing pads etc.

(xi) Comprehensive Annual Maintenance Contracts (AMC)

Comprehensive Annual Maintenance Contracts (AMC) for all items listed in Annexure-II.

(xii) Maintenance of Visiting Officers'/Employees' Flats – (Category-II)

1. Maintenance upkeep and all allied activities pertaining to the Banks Visiting Officers Flats and Visiting Employees Flats located at 6, Royd Street, RNC Road, NSC Bose Road and DP-2, Sector-V, Salt Lake, Kolkata.
2. The contract shall include providing attendants 24x7 who will receive the guest, allot rooms as per the instruction from the office, provide all amenities as instructed from time to time, provide bed-tea, breakfast/lunch, evening tea, snacks and dinner at the rate approved by the bank.
3. Maintenance of the VOFs/VEF is to be ensured by the proper cleaning, swabbing and change of linen periodically as advised by the bank for maintaining hygienic and clean environment.
4. Maintenance of toilets, kitchen, other common areas in spotless and hygienic condition, connected to VOF/VEF Flat in various locations.

(xiii) Sale/Disposal of items (Category-II)

Regular disposal of waste paper including carting away of waste paper rubbish etc. on day to day basis from the Bank's office premises, periodical disposal.

(xiv) General Insurance cover & assessors (Category-II)

Providing general insurance cover against receipt of premium for Bank's various properties such as office and staff quarters buildings, furniture & fixtures, vehicles etc. Also empanelment of service of licensed assessors for the above said purpose.

(xv) Rate contracts (Category-II)

1. Supply of cleaning material for toilets, bathrooms, etc.
2. Supply of Plumbing & sanitary items
3. Supply of fixing of furniture, upholstery, venetian/vertical blinds, etc.
4. Supply of Electrical accessories, fittings and fixtures
5. Supply of curtains, mattresses, bed sheets, furnishing etc.
6. Laundry services viz. Washing / dry cleaning of linen, bed sheets etc.
7. Repair/Dry cleaning of Venetian/vertical Blinds, Office furniture, sofa etc.
8. Disposal of unserviceable articles scrap and waste
9. Hiring of transport (taxi etc.)
10. Carpentry items for repairs (Glass, woods, D/w fittings etc.)
11. Gardening materials, plants, trees, bouquet, flowers etc.

ANNEXURE-II

List of Trades for Repair and Maintenance

1. Repair and Renovation of Staff Quarters (Category-I)

The work involves flooring, fixing of aluminium windows, modular kitchen, POP, fixing of tiles and sanitary wares in bathroom/toilets, steel cup boards, change of wiring and related electrical work, renovation of toilets.

2. Painting – External and Internal of NABARD Staff Quarters (Category-II) The work involves undertaking of internal and external painting of Bank's Staff Quarters and Office Building at Kolkata.

3. Civil and Plumbing Trade (Category-II)

- i. General repairs and minor repairing, plastering, flooring/dado work and various other developmental works
- ii. Repair, maintenance and constructions of plumbing, sanitary and sewerage system for buildings and other ancillary structures
- iii. Repair, maintenance and construction of all types of roads & pathways
- iv. Waterproofing including Chemical Waterproofing of toilets, kitchen, water tanks, basements, rooftops etc.

4. Carpentry trade (Category-II)

- i. Repair, painting, maintenance and construction of all types of wooden works including the fittings and fixtures attached to wooden works
- ii. Ancillary civil related works connected with wooden, aluminium or steel works
- iii. Fixing of all types of glass in doors, wooden or steel windows, Panelling
- iv. Supply and repair of all types of wooden dead stock articles/furniture such as chair, table, sofa set, cots etc. (both Godrej and other than Godrej)
- v. Writing inventory number and name plates
- vi. All types of wooden works related to interior decoration
- vii. All types of repairs and maintenance required for locks, mortise lock, night latch, steel cupboards and aluminium door and window work, vertical/venetian blinds etc.
- viii. Door closer, louver window work, floor spring etc.
- ix. Steel fabrication works like M.S. shutters, windows, gates, fencing etc.

5. Horticulture / Gardening trade (Category-II)

- i. Creation of new garden, lawn etc.
- ii. Maintaining the existing garden/lawn

- iii. Supply of good earth, manure, pesticides etc.
- iv. Preparation of decorative stone or brick structures inside the garden
- v. Supplying and maintenance of potted plants and replacement thereof on weekly/daily intervals.
- v. Flowers, bouquets, potted flower bouquet

6. House Keeping Trade (Category-II)

- i. Day to day cleaning work including toilet & maintenance of Office, Visiting Officers Flats etc.
- ii. Sweeping and cleaning of Open space & common areas in the residential Colony, Collection of garbage and disposal
- iii. Application of chemical powders in basements drains etc.

7. Electro – Mechanical Trade Office Premises (Category-II)

- 1. Supply, installation and maintenance of electrical installations including substation, panels, lighting, wiring, fittings, ceiling and exhaust fans, submersible pumps, monoblock pumps and instant storage water heaters and electrical installations etc.
- 2. Maintenance and Operation of DG set, Diesel Engine pump etc. Repairs, Maintenance and overhauling of HT sub-station electrical installation viz. transformers, Oil Circuit Breaker, Air Circuit Breaker etc., Dry transformers.
- 3. Supply, installation and maintenance of AC Plant, Pump, Air Conditioners (Split and Window), Water Coolers etc., Aqua guard RO
- 4. Electrical, Electronics, Telecommunication etc.

Staff Quarters (Category-II)

- 1. Supply, installation and maintenance of electrical installation including sub-station, panels, lighting, wiring, fittings, ceiling and exhaust fans, submersible pumps, mono block pumps, storage and instant water heaters and other electrical installations etc.
- 2. Supply, installation and maintenance of Air conditioners (Split and Window), Water Coolers etc.

8. Pest & Rodent Control (Category-II)

- 1. All types of pest & rodent control works, treatment for mosquito & snake nuisance etc.
- 2. All types of anti-termite treatment works.

9. Fire-Fighting (Category-II)

Supply and Maintenance of Fire Fighting installations and Fire Extinguishers etc.

10. Security Trade (Category-II)

Security for Office and residential Colonies.

11. Installation of submersible pump and pipelines and related work for pumping ground water from bore well (Category-II)

12. FMS (Category-II)

Vendors offering comprehensive facility management services such as housekeeping services, security services, technical maintenance services, plumbing, electrical, other etc., gardening and horticulture etc. under one roof for office/residence.

13. Water Proofing work including chemical water proofing (only applicators of reputed brand (Category-II)

Roof toilets, kitchen and basements water tanks etc.

14. Catering Trade (Category-II)

Providing catering services viz. Provision of breakfast, lunch/dinner, tea, snacks etc. for officers lounge and staff canteen as well as for official entertainment like office function's, meeting etc.

15. Cleaning of Sofa Set, Chairs, Partition /walls, Wire-mesh etc. (Category-II)

Cleaning of sofa set, chairs, tables, partition walls etc. on quarterly basis in office and VOFs located at 6, Royd Street, RNC Road, PAS Road & NSC Bose Road, Salt Lake and cleaning of wire-mesh in the staff quarters at NSC Bose Road, RNC Road and PAS Road, Kolkata.

ANNEXURE-III

General Instruction

- 1) Empanelment will be for year 2020-21 and 2021-22 subject to annual review for satisfactory service. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that information provided for empanelment or for any quotation is false, the Bank reserves the right to remove such vendor from the empanelled list and as such the contract awarded, if any will be cancelled and no compensation whatsoever shall be payable.
- 2) The vendor must have own adequate technical set-up in Kolkata so that complaint/work may be attended to on time.
- 3) The vendor must have sufficient number of experienced personnel, technical knowhow, tool & tackles equipment, instruments and other resources, to complete the awarded work well in time and as per specifications.
- 4) The vendor must have experience or having successfully completed similar works at least in the last 3 years (as on 31.03.2019). At least one work should have been done in Govt., Autonomous bodies / Bank or Financial Institutions or in any other reputed govt. organization.
- 5) The vendor may submit performance certificates from persons/entities/institutions for whom they had done work.
- 6) The Bank reserves the right to inspect the services of the vendor/contractor to call for information from clients to verify the genuineness and to ensure the conformity with the details given in the bid.
- 7) Vendor/Contractor will be responsible to ensure that the application reaches the Bank on or before due date and in time. Application received after due date and time or which are incomplete in any respect are liable to be rejected.
- 8) The Bank reserves the right to reject any or all the applications without assigning any reasons whatsoever thereof and will not entertain any correspondence in the matter.

9) Dispute, if any, will be subject to Kolkata jurisdiction only.

10) It may be noted that this exercise is to empanel the contractors/suppliers/vendors for different types of purchases, maintenance/services etc. whenever the need arises the empanelled parties will be invited for quoting the rates. The empanelment should not be construed as guarantee for award of work.

ANNEXURE-IV

Basic Information

1	Trade/s Applied for	
2	The category for which application is being made (please tick relevant category)	
	i. Upto Rs.2.00 Lakh :	
	ii. Upto Rs.25.00 Lakh :	
3	Name of the Organization	
4	Type of Organization (Whether Sole Proprietorship, Partnership, Private Ltd., Limited or Co-operative Body etc.)	
5	Name of the Proprietor / Partners or Directors in the Organization	
6	(i) Details of Registration (Firm, Company etc.), Registering Authority, Date, Number etc. (ii) Details of Labour License / Pest Control License/Trade License etc. (if any) obtained from the Competent Authorities (a copy to be enclosed)	
7	Experience in maintenance / repair works effecting supply etc. (In operation since years)	
8	Details of Banker's Solvency Certificate (if any) and Name & Address of the Banker	
9	Permanent Account Number (PAN) of the Proprietor / Partnership firm / Private Limited / Limited or Co-operative Body - (Copy of PAN to be attached)	
10	Details of Registration, if any with – (i) Tax Authority – (GST) (ii) Sales Tax Authority (TIN) (iii) Registration with EPFO (iv) Registration with ESIC (Enclose copies of relevant documents)	
11	Annual turnover during the last three years (Balance sheet & P&L A/c to be submitted)	2016-17 – Rs. 2017-18 – Rs. 2018-19 – Rs.
12(a)	Registered Office Address, Mobile Number, e-mail ID, FAX, Telephone Nos. and website address (if any)	
12(b)	Office Address through which the work will be handled and the name of the Officer-in-Charge/Top Executive	
13	Whether working with any of the Govt. / Semi Govt., Undertakings / PSU / Financial Institutions as approved contractors and if so, furnish details thereof.	

14	Whether any technical personnel are employed in the Organization and if so, give details of their experience, qualification etc.	
15	Indicate if involved in any litigation at present in similar type of contracts.	
16	Any civil suit arisen in the contracts of work executed, if any, please give brief details.	
17	Number of supplementary sheets attached (any other information)	

Place :

Date :
applicant

Signature of the

ANNEXURE-V

Past Experience

1. List of important similar works executed by the Organization during last 03 years :

Name of work	Name and address of the owner (Govt. /Semi-Govt./Banks/PSU)	Nature and type of working briefs	Location/ Address	Name& Full address/contact number of the officer under whom the work was carried out	Amt. of Tender
1	2	3	4	5	6

7		8
Duration / Completion		State whether work was left incomplete, or contract was terminated by the either side, giving details thereof
Stipulated time	Actual time taken	

2. List of important similar works on hand each worth Rs. _____ lakh and above.

Name of work	Name and address of the owner (Govt. /Semi-Govt./Banks/PSU)	Nature and type of working briefs	Location/ Address	Name& Full address/contact number of the officer under whom the work was carried out	Amt. of Tender
1	2	3	4	5	6

Time stipulated for completion	Present stage of work
7	8

3. Number of supplementary sheet attached (any other information) :

Date :

Place :

Signature of the applicant

ANNEXURE – VI

Technical and Skill Personnel

1. Name and details of technical and skilled personnel employed by you.

Name	Qualification	Experience	Name of the work handled	No. of years employed in your organization	Value of work handled
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>

2. Indicate other points, if any, to show technical and managerial competency or to indicate other important points in favour of the organization.

3. Submit list of Tools and Plants, Instruments, Machinery etc. which can be readily deployed on site.

4. Number of supplementary sheets attached (any other information).

Date :

Place :

Signature of the applicant

Annexure – VII

(To be submitted on contractors own Letter Heads)

Ref. No.

Date :

Shri Subrata Mandal
Chief General Manager
NABARD Regional Office
“NABARD BHAWAN”
DP-2, Sector-V, Salt Lake
Kolkata – 700 091.

Dear Sir

Empanelment of Contractor for NABARD, West Bengal Regional Office, Kolkata

(write the name of the trade(s) under which the applicant wants to be empanelled)

With reference to your advertisement in the Newspaper on _____(date) for the empanelment of the contractors. I am/we are pleased to offer myself/ourselves to be empanelled under “ _____”(write the name of the trade(s) under which the applicant wants to be empanelled) trade, Category____, in your organization.

1. I am/We are already registered with _____ (write the name of the Govt./Semi Govt./Govt. undertakings with which the applicant registered) under Class/Category _____ and the maximum financial limit under the said Class/Category is Rs._____. I am / We are enclosing copy of the certificates to this effect issued by them. All the other desired information, documents and certificates as required by you, are enclosed herewith in the prescribed pro-forma for your perusal.
2. I/We have read the instructions appended to the pro-forma and I/We understand that if any false information is detected at the later date, any further contract made between ourselves and the NABARD, West Bengal Regional Office, Kolkata on the basis of the information given by me/us will be treated as invalid.

3. I/We agree that decision of the NABARD, West Bengal Regional Office, Kolkata, in selection of the contractors will be final and bindings on me/us.
4. All the information furnished under Part-I, II, III & IV is correct to the best of my/our knowledge.

Thanking you

Yours faithfully

(Signature and Full Name of the authorized person with official seal on behalf of the Firm/Agency/Contractor)

Date :

ANNEXURE-VIII
Details of the Bank's Account

Name of the Firm / Agency / Contractor	
Category (Individual / Partnership / Proprietor / Company etc.	
Name of the Account Holder	
Registered Address of the Firm	
Name of the Bank's Branch and Address	
Bank's Code and Branch's Code	
IFSC Code of the Bank's Branch	
Type of Account (Current / Savings / Cash Credit)	
Account Number	
PAN Number	

Tax Registration Number (GST No.)	
TAN Number	
Other details if any	

(Signature and Full Name of the authorized person with Official Seal On behalf of Firm/Agency/Contractor

Place :

Date :