



Projects & Development India Limited

(A Govt. of India Undertaking)

Post Box No.125,A-14, Sector-1 , Noida - 201301 ,
Dist. Gautambudh Nagar , Uttar Pradesh
Phone - 0120-2529842/43/47/51/53/54
Fax - 01202529801/2541493

INVITATION TO BID

	ITB Number	11/PNMM/E/4804/2016-17/100893
	Type of Bid	Two part.
	Type of Opening	Public Opening
	Date of Issue	27.03.2017
	Bid Closing Date	07-04-2017 Time : 3:00:00 PM
	Tech. Bid Opening Date	07-04-2017 Time : 3 :30:00 PM
	Price Bid Opening Date & Time	SHALL BE INTIMATED LATER.
	Venue of Bid Opening	PDIL BHAWAN, A-14, SECTOR-1, NOIDA
	Earnest money Deposit	NOT APPLICABLE.
	Tenure/Periodicity of Contract	REFER CL.7 OF ANNEXURE-II OF ITB

Projects and Development India Ltd. (PDIL) is a Govt. of India Undertaking under the administrative control of the Deptt. of Fertilizers, Ministry of Chemicals & Fertilizers.

PDIL invites sealed bids in two part, addressed to Addl. General Manager & HOD (MM), for the under mentioned item subject to the 'Scope of Work' and 'Term & Conditions' enclosed herein.

Sl. No.	Description	Quantity	Unit
1.	Appointment of Internal Auditor for Auditing PDIL's Noida Office, Vadodara Office & Sindri Office.	1	AU

Encl:

- 1.Instruction to Bidders - Annexure-I
- 2.Terms & conditions- Annexure-II
- 3.Scope of Work- Annexure-III
- 4.Schedule of Rates (SOR)-Annexure-IV
- 5.Check List - Annexure- V



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6.Self Declaration - Annexure- VI

7.Format of details for payment - Annexure- VII

For & on behalf of

Projects and Development India Ltd.

(P. R. Sahu)

Addl. General Manager (M.M.)

E-mail: prsahu@pdilin.com/sbanerjee@pdilin.com

ITB: 11/PNMM/E/4804/2016-17/100893.
Sub: Appointment of Internal Auditors for PDIL

**PROJECTS & DEVELOPMENT INDIA LTD.
(A Government of India Enterprise)**

**CORPORATE & REGISTERED OFFICE
A-14, Sector-1,
NOIDA-201301
(U.P.)**

Tender Document for

**Pre-qualification and Appointment as Internal Auditors of PDIL's Noida Unit
(including Corporate office and Inspection & NDT Offices), Vadodara Unit and Sindri
Unit (including Catalyst)
For the Financial year 2017-18**

**Bid Closing Date – 07.04.2017 by 3.00 PM
Bid Opening Date – 07.04.2017 at 3.30 PM**

**Phone: 0120 – 2529842/43/47/51/53/54
Fax No. 0120 – 2529801/891**

Website: www.pdilin.com

INSTRUCTION TO BIDDERS

- 1.0 A bidder who meets the Eligibility Criteria for Pre-Qualification as per Annexure-II of ITB and intends to quote against this ITB may download the bidding document from PDIL website <http://pdilin.com> OR Central Public Procurement Portal <https://eprocure.gov.in/cppp> and submit the Bid complete in all respect as per terms & conditions of contract on or before the bid closing date and time.
- 2.0 **Submission of Bids:** Bidders are required to submit their bids under two envelopes as detailed below:

Envelope (A): Un-priced Technical and Commercial Bid along with the following documents (photocopies) shall be in this envelope:

- a. Documents in support of 'Pre-Qualification Criteria for Bidders' indicated in Annexure-II of ITB as per the requirement.
- b. Complete ITB documents duly signed & stamped in each page with "Deviations"/"Exception" sheet (if any) and all Annexure duly filled in.
- c. **Price Confirmation Copy** - A copy of Priced offer keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties, shall be submitted
- d. Copy of Check List enclosed duly filled by the bidder making all the points clear and not leaving any voids.
- e. Photo copy of PAN card.
- f. Copy of valid Service Tax Registration Certificate

Any other document as per the requirement specified in the ITB.

Envelope (B): Price Bid, 'Schedule of Rates' (Annexure-IV) with quoted rates in Rs. against each head, signed and stamped.

Both the above envelopes should be super scribed with respective **Envelope no., ITB No. and closing date of the bid**. These two envelopes should be sealed and placed in a third envelop which should be addressed to the under mentioned and super scribed with our **ITB No.** on the cover of your quotation with due date. You are requested to clearly mention the details enabling us to identify your quotation for the job under reference. Sealed quotations must be submitted addressed to:

Addl. General Manager &HOD (MM)
Projects & Development India Limited
PDIL Bhawan, A-14, Sector-1,
Noida – 201 301, Gautam Budh Nagar, (U.P.)
e-mail: prsahu@pdilin.com ; sbanerjee@pdilin.com

3.0 **Opening of Bids**

Bid opening will be Public. Envelope 'A' only will be opened on Technical Bid Opening Date. Price Bids (Envelope 'B') of only those bidders will be opened which will be considered technically and commercially acceptable.

4.0 **Evaluation of Bids**

Bids shall be evaluated for Pre-Qualification Criteria (PQC) first and Techno-Commercial Bid Evaluation shall be carried out, only for those Bids which shall meet the Pre-Qualification Criteria (PQC).

Bids shall be scrutinized on Techno-Commercial parameters. Bids having unacceptable deviation may be rejected at this stage. However, clarifications shall be sought from bidder for any shortcoming found in their Bid at this stage.

The Price Bid shall be opened only of those bidders who will be technically and commercially suitable.

5.0 **Price Evaluation Criteria**

Price Evaluation of Bids shall be done considering the quoted prices, by the bidder in the Schedule of Rates, along with taxes and duties, on lowest quoted bidder considering the CENVAT benefit to PDIL if any.

6.0 **Earnest Money Deposit (EMD)** : Not applicable.

7.0 **Security Deposit**

Security Deposit shall be applicable for P.O value more than Rs. 2.00 lac.

7.1 Security cum Performance Guarantee/ Security Deposit for an amount equivalent to 10% of P.O value shall be submitted within 15 days of issuance of P.O, in the form of Demand Draft (DD)/Banker's Cheque. The same shall be valid to cover completion period.

~~Bank Guarantee (BG) for Security Deposit shall be entertained for value \geq Rs 1.00 lac. PBG shall be valid to cover completion period plus three (03) months claim period thereafter. PBG shall be issued by any Scheduled Commercial Bank. Format of PBG is enclosed herewith at Annexure VII.~~

In the absence of submission of Security Deposit, the equivalent amount after adjustment of EMD amt., if any, shall be adjusted from the bills.

7.2 ~~In case of ARC, Earnest Money deposit (EMD) shall be retained as Security Deposit for faithful performance of contract.~~

7.3 No interest shall be payable on Security Deposit.

7.4 PDIL Noida, however, reserves the right to encash/ forfeit the Security Deposit, if the Contractor fails to execute the Contract and/or abide by all the terms and conditions of the P.O.

7.5 Security deposit shall be refunded after 30 days of completion of Contract on the certification of Engineer In Charge for due fulfilment of the contractual obligations and after adjusting the expenditure incurred by the Owner, if any, on account of any failure on the part of the contractor.

8.0 **Validity of Bids**

Prices quoted should remain valid for our acceptance for a minimum period of 90 days from the date of opening of technical bids. PDIL will not allow any revision in prices within validity period after sealed tender are opened.

9.0 If at any later date, it is found that documents, information and data submitted by the Bidder in the Bid, and based on which the Bidder has been considered eligible or successful or has been awarded the Contract is incorrect or false to the extent that had the correct or true information been made available to the OWNER at the time of Bid evaluation, the bid would have been declared ineligible or unsuccessful, the Bidder shall be forthwith disqualified or, as the case may be, the contract awarded based on such incorrect or false information shall be cancelled and the EMD/PBG/Security Deposit shall be liable to be forfeited.

- 10.0 Bidders are required to carefully go through the entire scope of ENQUIRY, terms and conditions, and other requirements before quoting. They should feel free to contact PDIL before submission of bid if they have any query on it. Once the bid is submitted, PDIL will presume that the bidder has understood thoroughly the Scope of Supply along with terms & conditions and all these are acceptable to them.
- 11.0 Bids shall be typed or written in indelible ink and must be free from corrections / erasing / overwriting etc. Any changes made must be authenticated with initial by the Bidder.
- 12.0 Bid shall be ideally in conformity to the Scope of supply/work along with all Terms & conditions, stipulated in the ENQUIRY. PDIL shall appreciate to receive a Bid having no deviation. However, under unavoidable circumstance, a Bidder may submit Deviations in a separate sheet, which PDIL at its own liberty may accept or reject. Deviations found elsewhere inside the Bid document shall not be considered. Deviations including condition(s), if any, found in the Price bid shall liable for rejection of a Bid in totality.
- 13.0 PDIL reserves the right to reject any or all the bids without assigning any reason whatsoever and does not bind itself to accept the lowest or any other bid. All bids in which any of the prescribed conditions are to be fulfilled or are incomplete in any respect are liable to be rejected. PDIL is at liberty to take any of the following actions in case of this ITB:
 - a) to cancel the tender without reference to the bidders.
 - b) to postpone the due date and time.
- 14.0 Bidders shall not be entitled to claim any costs, charges, expenses or incidentals for or in connection with the preparation and submission of their bids even though Project & development of India Limited may withdraw the enquiry/tender or reject all bids.
- 15.0 Bids submitted thro' FAX and e-mail will not be accepted. No request from any bidder to PDIL to collect the bid from airlines, cargo agents etc. shall be entertained by PDIL
- 16.0 PDIL reserve the rights to assess bidder's capability and capacity to perform the contract. Bids must be submitted on or before the closing date and time physically in the bid box at the office of AGM & HOD, Materials Management Department, Projects & Development India Ltd. A-14, Sector-1, NOIDA or by registered post/courier on the above address so as to reach well in advance of the closing date and time. Offers received late are liable for rejection & no complaint shall be entertained in this regard for any reason whatsoever including postal/courier delay.
- 17.0 To know more about us, please visit our website at <http://www.pdilin.com>

TERMS & CONDITIONS

Projects & Development India Limited (PDIL) is a Mini Ratna, Category-1, Govt. of India Undertaking, under Department of Fertilizers. PDIL is an ISO 9001:2015 & OHSAS 18001:2007 Certified as well as ISO/IEC 17020:2012 Accredited and a Mini Ratna, Category-1 premier Consultancy and Engineering Organization which played pivotal role in the growth of Indian fertilizer Industry. PDIL engaged in providing Design, Engineering and related project execution services from concept to commissioning of various projects viz Fertilizers, Oil & Gas and Refinery, Chemicals, Infrastructure and offsites and Utilities. The company has its registered office at Noida, Uttar Pradesh. The Company is having three units located at Noida, Vadodara, and Sindri. The unit wise Books of Accounts are being maintained and kept at Unit. The Books of Accounts of units are consolidated at corporate office, Noida. During the year 2015-16 the Company recorded an annual turnover of Rs. 5755.33 lakhs as follows:

S.No.	Units	Turnover (including other income) (Rs. in Lakhs)	No. of employees as on 31.03.2016
01.	Noida (Including Corporate Office, Noida units and Its 05 inspection & NDT offices)	5246.86	259
02.	Vadodara	1137.69	93
03	Sindri (Including Engineering and Catalyst)	821.29	35
	TOTAL	7205.84	387

1. Sealed bids are invited by Projects and Development India Ltd from Firms of Chartered Accountants/ Cost Accountants for Pre-qualification and Appointment as Internal Auditors for Financial Year 2017-18 at following locations:

- 1.1 **Noida Unit** (Including Corporate Office, Noida units and Its 05 inspection & NDT offices at Noida, Mumbai, Kolkata, Chennai, Hyderabad)
- 1.2 **Vadodara unit** located at Gujarat.
- 1.3 **Sindri Unit** (Including Engineering, Catalyst Manufacturing) Located Near Dhanbad, Jharkhand

Pre-qualified parties would remain on Panel for a period of three years.

2. Eligibility Criteria for pre-qualification:

Minimum Eligibility Criteria for pre-qualification of Chartered Accountant /Cost Accountant Firms as Internal Auditors is given below:

- a) The firm should be in practice for the past ten years as on 07.04.2017 (at the closing date of proposed tender). (Supported by Date of Incorporation certificate issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India)
 - b) The firm should have at least 3 full time qualified Chartered Accountant/Cost Accountant including partners as on 07.04.2017 (at the closing date of proposed tender) (supported by copy of Constitution certificate of the firm issued by Institute of Chartered Accountants of India/ Institute of Cost Accountants of India).
 - c) The Firm should have 10 article assistants/ Audit staff (list duly signed to be enclosed).
 - d) The firm should have experience in completing Statutory Audit or Internal Audit for 10 companies (Registered under Companies Act/Multistate co-operative society) up to 07.04.2017 (at the closing date of proposed tender) (list duly signed to be enclosed). Copy of Order is support to list is to be enclosed.
3. Detailed scope of work, extent and periodicity of checking for each area of audit, Reporting Format etc. are mentioned in Annexure enclosed herewith. It may please be noted that the scope as given in enclosure is only indicative and not exhaustive. The firm may be asked to look into any other activity as may come to the notice during the course of audit and/or render any advice/opinion in the area of audit. Unit-wise Audit Report is required to be submitted.
4. **Time schedule:** The Internal Audit has to be conducted as per the following Audit Programme of PDIL and required to be submitted as per following schedule:

Period of Audit	Report to be Submitted by auditors
April - June	By 7 th August
July – September	By 7 th November
October- December	7 th February
December- March	30 th April

The audit Report will be submitted to Director (Finance)/Chairman & Managing Director, PDIL duly signed by a senior partner of the firm.

5. The selected firms would have to deploy following minimum staff/ Days for conducting Internal Audit:

Deployment of Minimum Staff & Period of Working Days , for conducting Internal Audit			
No.	Units	Minimum number of staff to be deployed	Minimum number of working days
1.	Noida (Including Corporate Office, Noida units and Its 07 inspection & NDT)	At least One Chartered / Cost Accountant Two semi-qualified persons / article assistants.	Minimum 10 working days in each Quarter (as per schedule, mentioned at Para -4 for each office).
2.	Vadodara	One Chartered/Cost Accountant Two semi qualified persons/ article assistants.	Minimum 10 working days in each Quarter (as per schedule, mentioned at Para -4 for each office).
3.	Sindri (Including Engineering and Catalyst)	One Chartered/Cost Accountant Two semi qualified persons/ article assistants.	Minimum 10 working days in each Quarter (as per schedule, mentioned at Para -4 for each office).

6. **Payment Terms:** The payment of audit fee would be made in terms of percentage specified below on submission of final audit report of each quarter alongwith Invoice. The payment will be verified and released by F&A Department of concerned Units subject to deduction of Income –Tax at source as applicable, within 30 days from the date of receipt of invoice.

Statutory Taxes etc.: All the other taxes or other statutory levies etc shall be paid extra.

The payment would be released on quarter wise as under:

Sl. No.	Phase/ Period	%age of Total Fee Payable
1.	April- June	20 %
2.	July – September	20%
3	October- December	20%
4	December- March	20%
5	Completion of Statutory Audit and acceptance of Annual Accounts of PDIL by Board of Directors and all other compliances as per Scope of Work attached.	20%

7. **Period of Contract:** The period of Internal Audit will be financial year 2017-18 and Internal Audit for the year is to be completed as per schedule indicated at sl. No. 4. The date as indicated at sl. No. 4 may be further extended at the sole discretion of management.

8. **Price Reduction clause:** The non-deployment of minimum number as stated in the NIT elsewhere will attract price reduction clause @ Rs.2500/- per day or part thereof. In case of delay in submission of final report, further reduction @ 0.50% of the fee per week or part there of shall be applicable subject to maximum reduction shall be 10% of order value including all taxes.
9. The Applicant firms are required to quote location wise fee in the enclosed SoR. The fee includes all expenses like TA, DA, Boarding & Lodging Expenses etc. PDIL will not pay any extra amount other than applicable taxes.
10. The work will be awarded to L-1 bidder location wise. The bidder has option to bid for one or more location as per their convenience. The fee quoted shall be inclusive of TA, DA, Boarding, Logging etc.
11. The bid may be submitted to The AGM (Material Management), A-14, PDIL Bhawan, Sector – 1, Noida, Distt. Gautam Budh Nagar, (UP). The delay in submission of bid for any reasons whatsoever, PDIL shall not be responsible and late receipt bid shall not be accepted/opened.
12. **JURISDICTION:** This contract shall be deemed to have been entered into at Noida and all cases of action in relation to the contract shall, therefore, be deemed to have been assigned within the jurisdiction of Noida, Distt. Gautam Budh Nagar (UP).
13. **TERMINATION:** In case the services are not found satisfactory, PDIL reserves the right to cancel part or whole of the contract after giving notice in writing and make alternate arrangement at any time at risk & costs of bidder. The amount so incurred by PDIL shall be recovered from the bidder.
14. The bid documents complete in all respects duly signed with seal, by authorized person, shall be submitted by the bidder in two sealed separate envelopes as at (a) & (b) below. These two sealed envelopes should be kept under another sealed envelope and must be sent /delivered clearly super scribing "Application for Pre-qualification and Appointment of Internal Auditors" and Tender No. "
 - (a) **Cover-1, "Bid documents along with related Annexure for Pre-qualification and Appointment for Internal Audit for the year 2017-18"**
 - (b) **Cover-2, "Financial Bid for Internal Audit 2017-18" as per SoR format enclosed.**

PROJECTS & DEVELOPMENT INDIA LIMITED

SCOPE OF WORK OF THE INTERNAL AUDIT.

S. No.	Particulars	Extent of Checking.
1	GENERAL	
i)	Review of prevailing accounting practices / procedures / policies, and compliance of applicable Accounting standards issued by ICAI/New Companies Act.	
ii)	Suggest the areas of cost control, improvement in cost saving, revenue generation etc. At Least one Report has to be submitted in respect of Cost saving without effecting the production of goods/services	
iii)	Review the system and procedure of various activities and suggestion for improving the internal control system. At Least one Report has to be submitted in respect of Internal Control.	
iv)	Physical verification of fixed assets, Inventories and reports thereon.	
v)		
vi)	Examination of operating system.	
vii)	To suggest methods exploiting the Company's resources most profitably and economically.	
viii)	To identify non-performing assets of the Company (Whether appearing in the accounts or not) and suggest as to how deal with the same.	
ix)	To optimize profitability	
2	Procurement of Goods/Services/Civil Works (pre-awarding, Awarding & execution of contract)	
i)	Pre-awarding/Awarding of order	
	a). Rs. Five lakhs and above	100 %
	b). Less than Rupees five lakhs	50 %
ii)	Payment / Receipt Vouchers in respect of above.	50 %
3	Income from services rendered / sales.	50 %
	Including verification of progress reports, invoicing, cost incurred on projects.	
4	Monitoring the Manhours utilization for the Projects of Rs 1 crore and above.	
i)	Monitoring of Man hours report should include following points:	
	(1) Project No. (2) Value of Project (3) Man hours allotted (4) % of progress for the qtr (5) Man hours consumed during the qtr. (6) % of progress upto the qtr. (7) Man hours consumed upto the qtr. (8) Observations of Auditors.	

5	Business Development	
i)	Failure Analysis of the proposal submitted and not awarded	100 %
ii)	Analysis of non- submission of quotation against enquiry received/published in the news paper.	
iii)	Analysis of all jobs, received on nomination and other than nomination	
6	Accounts: Finance	
	Vouching including approving expenditure and passing of bills as per Delegation of Power (DOP).	50 %
	Cash/ Bank Payment as per DOP	40 %
	General ledger scrutiny.	50 %
	Overtime payments to outsource employees	
	Others, including analysis of construction & site office expenses/Imprest advances etc.	100 %
7	Establishment:	
i)	Checking of the attendance records, Leave records, Personnel records, new recruits, checking of vehicle hire charges, Equipments and courier bills etc.	50 %
ii)	Payment of all terminal benefits at the time of separation of employees	100%
8	Stores and inventory	
	Procedure for booking purchases & issues follow up Price Stores ledger, physical verification reports and claims etc.	50 %
9	Others	100 %
i)	Checking and insisting accurate and timely payment of all statutory dues.	
ii)	Review of Trade Receivables: - A Separate report has to be on Trade Receivables.	
iii)	Reporting on filing of all statutory returns.	
iv)	Compliance with policies and procedures laid down by State, DPE and Management.	
v)	Compliance with TDS regulations.	
vi)	Review of advances, deposits.	
vii)	Review of Creditors.	
10	Reporting	
i)	Action Taken Report on the previous report by the unit as communicated by Corporate office, PDIL	
ii)	Annual Accounts before submission to Board of Directors	
11	Checking of compliance report.	
12	Checking and reviewing of annual accounts before submitting the same to Statutory Auditors and acceptance by Board of Directors	
13	Attend Audit Committee of Board Meetings when Internal Audit Reports are being reviewed.	

SCHEDULE OF RATES (SOR)

S.No.	Particulars	NOIDA Unit (Rs.)	Vadodara Unit (Rs)	Sindri Unit (Rs.)
1.	Fee (Includes Audit Fees, TA, DA, Boarding & Lodging Expenses etc)- (Lump sum)			
2.	Service tax			
3.	Total			

Note :- The bidder can opt to bid for one or more location. The work will be awarded to L-1 bidder location wise.

Check List

(Summary of Terms and Conditions)

(Bidder must confirm point by point and strike out whichever is not applicable)

Name of Bidder: _____

Offer No. _____

ITEM: Appointment of Internal Auditors for PDIL

Sl. No.	Description	ITB requirement	Bidder's Confirmation/ Acceptance/ Comments
1.0	Price Basis: Shall be firm till the execution of the contract period As per Clause 4. of Annexure-II of ITB	To confirm	
2.0	Payment terms: As per Clause 6 of Annexure-II of ITB	To accept	
3.0	Security Deposit: 10% of order value. As per Clause 7.0 of Annexure-I of ITB	To confirm	
4.0	Period of Contract: As per Clause 7 of Annexure-II of ITB	To confirm	
5.0	Price reduction clause: As per point No. 8 of Annexure-II of ITB	To confirm	
6.0	Validity of Offer: 90 days from Technical Bid Opening Date	To confirm	
7.0	Documents in support of 'Eligibility Criteria for Pre Qualification for Bidders' indicated in point No.2 of Annexure-I of ITB as per the requirement.	To Submit	
8.0	Copy of PAN card	To Submit	
9.0	Copy of valid Service Tax Registration Certificate	To Submit	
10.0	Price Confirmation Copy - A copy of Priced offer(Annexure-IV), keeping price blank (hiding the price) and in place indicating "Quoted" or "√", as a confirmation of price quoted against the enquired item and all applicable Taxes & Duties. To be filled in and submitted along with un-priced techno commercial bid.	To furnish	
11.0(A)	Whether the Company is registered as M S E (Micro & Small Enterprises) if 'Yes', indicate the registration No. and enclose a copy of Registration Certificate.	YES / NO.	
(B)	Whether the M S E Company is owned by SC / ST	YES / NO.	
12.0	Address of IT counter where the bidder files Income Tax.	To indicate	
13.0	Confirmation of Acceptance to all Terms and Conditions of the Tender Document in totality.	To confirm	
14.0	Name, Designation, Telephone Nos. FAX No. and e-mail ID of contact person for this enquiry.		

It is confirmed that in case any of the terms and conditions mentioned in this summary are at variance with those indicated anywhere else in our offer; the condition indicated in his summary shall prevail.

Signature of Bidder: _____

Name: _____

Stamp: _____

Date : _____

(Self Declaration on Bidder's Letter Head as per below performa)

DECLARATION

To ,

Projects and Development India Ltd.

Noida – 201301

Subject : ITB No.Dt.

Sir ,

We hereby declare that M/s is neither put on Holiday or Black-listed by any Government / PSU / Private firm or Financial Institution .

Signature

Name :

Designation :

Seal of the Bidder.

DECLARATION FOR ONLINE PAYMENT

1.0	COMPANY/ FIRM DETAILS:	
1.1	Name of Company/ Firm:	
1.2	Address: Phone No. E-mail ID:	
2.0	BANK DETAILS:	
2.1	Name of the Bank	
2.2	Address of the Branch Telephone No.	
2.3	9 Digit Code number of the Bank and Branch appearing on the MICR cheque issued by the Bank	
2.4	11 Digit NEFT/IFSC Code of the Bank Branch	
2.5	Account Type (SB/CC/CA)	
2.6	Bank Account No.(as appearing on the Cheque)	
3.0	Permanent Account Number (PAN) Under Income Tax Act.	
4.0	Service Tax Registration Number	
5.0	Name of Authorized Signatory	
6.0	Contact Person Name	

SIGNATURE OF AUTHORISED SIGNATORY OF THE FIRM

NAME: _____

OFFICIAL SEAL _____

DATE: _____

Note: Please furnish the above declaration for online payment duly typed on the Company's Letter head, filled in, signed by the authorized person with your Company's Seal.