



SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD

(Wholly owned by Government of India)

(A Mini Ratna Category – I CPSE)

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Standard Bidding Document (SBD)

(Procurement of Goods and Services)

TENDER DOCUMENT FOR SERVICES OF CA FIRM FOR “INDEPENDENT ASSURANCE ON FUNCTIONING OF INTERNAL FINANCIAL CONTROLS IN SPMCIL” FOR A PERIOD OF ONE YEAR

Tender No: CHO/Finance/2017/ , dated 09.03.2017

This Tender Document Contains 29 Pages.

Details of Contact person in SPMCIL regarding this tender is as under:

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Chief Financial Officer

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SECTION -1 NOTICE INVITING TENDER (NIT)



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Website : www.spmcil.com

Tender No: CHO/Finance/2017/ ,

dated:- 09.03.2017

Sealed tenders are invited from eligible and qualified tenderers for the following services:

Sl. No.	Brief Description of Goods/ services	Quantity (with unit)	Earnest Money
1	<u>SERVICES OF CA FIRM FOR “INDEPENDENT ASSURANCE ON FUNCTIONING OF INTERNAL FINANCIAL CONTROLS IN SPMCIL” FOR A PERIOD OF ONE YEAR</u>	1	Rs. 20,000/- (Rupees Twenty thousand only)
Type Of Tender (Two Bid/ PQB/ EOI/ RC/ Development/ Indigenization/ Disposal of Scrap/ Security Item etc.)		TWO bid Express limited tender i.e. Single stage two packet.	
Dates of sale of tender documents:		From 09.03.2017 during office hours	
Price of the Tender Document		Rs. 500/- (Rupees Five Hundred only)	
Place of sale of tender documents		SPMCIL, Corporate Office	
Closing date and time for receipt of Tenders		24.03.2017 up to 11:00 A.M.	
Place of receipt of tenders		SPMCIL, Corporate Office	
Time and date of opening of Tenders		1) 24.03.2017 at 11 A.M. for Techno-commercial bid 2) For Price Bid: - will be intimated later on only to those whose Techno-Commercial Bid is accepted.	
Place of opening of tenders		SPMCIL, Corporate Office	
Nominated Person/ Designation to Receive Bulky Tenders (Clause 21.1 of GIT)		Chief Financial Officer, Corporate Office, SPMCIL	

2. Interested tenderers may obtain further information about this requirement from the above office selling the documents. They may also visit our website mentioned above for further details.

3. Tender documents may be purchased on payment of non-refundable fee of ₹500/-. (*Rupees Five Hundred Only*) per set in the form of account payee demand draft/ cashier's cheque/ certified cheque, drawn on a scheduled commercial bank in India, in favour of Security Printing and Minting Corporation of India Limited, payable at New Delhi.
4. EMD in the form of account payee Demand Draft/Bankers Cheque/ Fixed Deposit Receipt/Bank Guarantee in favour of SPMCIL is to be furnished along-with PQB. In case of Bank Guarantee, the same is to be provided from/confirmed by any Scheduled Commercial bank in India otherwise the tender will not be considered and will be liable to be rejected.
5. Tenderer may also download the tender documents from the web site www.spmcil.com and submit its tender by utilizing the downloaded document, along with the required non-refundable fee as mentioned in Para 3 above.
6. Tenderers shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the address given below on or before the closing date and time indicated in the Para 1 above, failing which the tenders will be treated as late and rejected.
7. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organisation, the tenders will be sold/ received/ opened on the next working day at the appointed time.
8. The tender documents are not transferable.
9. No Conditional Tender shall be accepted.

Sh. Sanjai Maheshwari
Chief Financial Officer
Security Printing and Minting Corporation of India Limited
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Section II: General Instructions to Tenderer (GIT)

Part I: General Instructions Applicable to all Types of Tenders

Part II: Additional General instructions applicable to specific type of tenderers

Refer to our website "<http://www.spmcil.com/spmcil/uploaddocument/git.pdf>" for further details

Section III: Special Instructions to Tenderers (SIT)

The following Special Instructions to Tenderers will apply for this purchase. These special instructions will modify/ substitute/ supplement the corresponding General Instructions to Tenderers (GIT) incorporated in Section II. The corresponding GIT clause numbers have also been indicated in the text below:

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

Sl. No	GIT Clause No.	Topic	SIT Provision
1	11.2	Tender Currency	Bidders must quote in Indian Rupees only. Suppliers have to quote within two decimal place. Quotation with price quoted beyond two decimal place will be ignored.
2	18	Earnest Money Deposit (EMD)	As mentioned in NIT in favour of the "Security Printing and Minting Corporation of India Limited"
3	19	Tender Validity	Tenders shall remain valid for acceptance for a period of 120 days from the date of opening of Technical Bid.
4	20.4	Number of Copies of Tenders to be submitted	A Tenderer shall submit two copies of its tender marking them as 'Original' and 'Duplicate'.
5	20.8	Signing and Sealing of Tender	<p>Tender will consist of TWO bid system (Techno - Commercial bid & Financial bid)</p> <p>Techno commercial Bid and Price Bid are to be submitted in Two separate double sealed envelopes on or before the due date of submission of tender. It may noted that the price is not to be quoted in Techno- commercial Bid. It shall only be quoted in Price Bid. Non- adherence to this shall make tender liable for rejection. Tenders shall be submitted in parts as below</p> <p>Part-I : Techno- Commercial Bid Containing documents confirming the experience, past performance, capacity/ capability related data, financial standing data, declaration etc. as specified under Section IX in this tender document.</p> <p>2. EMD</p> <p>3. Tender document fee.</p> <p>4. The tenderer shall submit detailed technical offer as per technical specifications given in Section VII and list of</p>

			<p>requirement given in Section VI of this tender document.</p> <p>The tenderer has to submit acceptance of all section of the tender document (GIT, SIT, GCC & SCC), quality control requirement, tender form, questionnaire etc.</p> <p>Part – II:</p> <p>Price Bid The tenderer shall quote price strictly as per the Performa given in Section XI of this tender document.</p> <p>Tenderer shall sign all the pages of the tender document as token of the acceptance of all the tender conditions.</p> <p>A Third sealed cover shall contain all the TWO packets of Techno Commercial bid & Financial bid and this sealed cover shall be superscripted with tender number / numbers and due date. Late tender shall not be accepted and Tenders submitted without EMD are liable to be rejected. Tenderers shall submit their offers only on prescribed form.</p>
6	51.2	Pre-qualification Bidding	<p>This is a TWO bid tender. Initially the first packet containing Techno-commercial bid would be opened and evaluation would be done as per Qualification Criteria mentioned in Section IX. Thereafter the rest of tender would be handled as a single bid system for only those bidders who qualify in Techno-commercial bid.</p>

Section IV: General Conditions of Contract (GCC)

Part I: General Conditions of Contract applicable to all types of Tenders

Refer to our website "<http://www.spmcil.com/spmcil/uploaddocument/GCC.pdf>" for further details

Section V: Special Conditions of Contract (SCC)

The following Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below. These Special Conditions will modify/ substitute/ supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

S. No	GCC Clause No.	Topic	SCC Provision
1	19.3	Option Clause	Not applicable.
2	21.2	Taxes and Duties	If the tenderer fails to include taxes & duties in the tender, no claim thereof will be considered by the purchaser afterwards.
3		Performance Security	10% of Contract value is to be given by the firm for satisfactory completion of job within 21 days of award of work.
4		Delivery Period	45 days from the date of award of work.
		Payment Terms	100% payment shall be made after successful completion of the job.

Section VI: List of Requirements

Schedule No.	Brief description of goods and services (Related specifications etc. are in Section-VII)	Accounting unit	Quantity	Amount of Earnest Money
1.	SERVICES OF CA FIRM FOR "INDEPENDENT ASSURANCE ON FUNCTIONING OF INTERNAL FINANCIAL CONTROLS IN SPMCIL" FOR A PERIOD OF ONE YEAR	1	1	Rs. 20,000/- (Rupees Twenty Thousand Only)

Scope of Work for evaluation of existing internal control systems, diagnostic services for identification of gaps and their mitigation and documentation of Internal Financial Control (IFC) system as per the following:

Diagnostic Review:

- a. Perform a diagnostic review of existing internal financial control system to evaluate whether they meet the requirements of Companies Act 2013 as well as the Guidance Note on Audit of Internal Financial Controls over Financial Reporting issued by the Institute of Chartered Accountants of India from the Management's perspective and to identify deficiencies, if any.
Provide recommendations to mitigate such deficiencies.
- B. Identifying significant accounts and mapping with business processes and sub-processes for identification of financial reporting risks (materiality, quantitative & qualitative judgment), Recommend on documentation guidelines and Advice on updating the IFC Framework

Note: Sample size for identifying significant accounts and testing of controls shall be finalized in consultation with Statutory Auditors of SPMCIL and company management.

- C. Provide recommendations on ways that the Company may address control weaknesses.
- D. Review of risk and control matrices including documentation of controls i.e., entity level controls, pervasive IT controls and process level controls.
- E. Any other activities/studies/reports necessary in connection with development of Internal Financial Control Framework not covered above.

Key Deliverables

- a) Report on diagnostic review including deficiencies & recommendations thereon.
- b) Evaluation of controls and Gap-Analysis between Process and Control.
- c) Mitigation Plan for gaps identified at the time of assessment.

Scope of work as mentioned in Section VI is for all the units of SPMCIL, The CA firm to whom work shall be awarded may visit the units of the SPMCIL for carrying out the scope of work. As the IGM Mumbai, ISP Nashik, CNP Nasik and SPM Hoshangabad covers all the segments of the SPMCIL, visit may be restricted to these units only. Necessary travel expenditure and lodging and boarding shall be arranged/reimbursed by SPMCIL.

Section VII: Technical Specifications

NIL

Section VIII: Quality Control Requirements

NIL

Section IX: Qualification/ Eligibility Criteria

Experience & Past Performance	The tenderer should have successfully executed similar jobs/ services in any industrial setup of central/State/PSU; in any one year during last five years
Capability Equipment & manufacturing Facilities	The Bidder Firm must have an annual Capacity to provide the services of similar jobs/services
Financial Standing	Average Annual turnover/Gross Receipts of the bidder firm during last three years should be more than Rs.3,00,000/-
	Bidder Firm should not have suffered any financial loss for more than one year during the last three years.
	The net worth of the firm should not have eroded by more than 30% in the last three years.

Note:

1. Tenderers must have valid registration no. of **PAN No. & Service Tax No.**
2. All experience, past performance and capacity /capability related / date should be certified by the authorized signatory of the bidder firm. The credentials regarding experience and past performance to the extent required as per eligibility criteria submitted by bidder should be verified from the parties for whom work has been done.
3. Audited copy of Balance Sheet and profits & loss Account statements of last three financial years i.e. **FY, 2013-14, 2014-15 & 2015-16.** In case of unavailability of Balance Sheet & Profit & Loss statement for the above mentioned financial years, CA certificate for the same shall be furnished.

4. Copy of acknowledgements of IT return of last three financial years **FY, 2013-14, 2014-15 & 2015-16.**
5. Copies of Work Orders / award letters along with certificates of successful completion of the similar job / services executed by the bidders during last 5 years ending on 31.03.2016 as a supporting document.
6. SPMCIL reserves the right to cross check the documents from the issuing department. The certificate of successful completion should also contain the details of work order, duration of the contract, quantum of business done and its satisfactory completion.
7. Tenderer has to submit a copy of registration certificate of PAN No. & Service Tax No.
8. A copy of tender enquiry duly signed on each and every page shall be submitted along with technical bid.
9. Tender has to be submitted with contact address and e-mail ID etc. duly filled and signed.
10. Bidder has to furnish stipulated documents in support of fulfillment of qualifying criteria. Non-submission or incomplete submission of documents may lead to rejection of offer.
11. Bidder has to furnish data in support of fulfillment of qualifying criteria as per the following formats:-

TURNOVER (F.Y.) /Gross Receipts (in Rs. Lakhs)	2013-14	2014-15	2015-16

INCOME TAX RETURN (F.Y.)	2013-14	2014-15	2015-16

EXPERIENCE	No. of Work	Value	Customer's Name

SIMILAR WORKS	Nature of Works	No. of works	Value	Customer's Name

EMD DETAILS	DD/ PO No.	Date	Amount (Rs.)

PAN No.	
Service TAX No.	

Section XI: Price Schedule

REF. TENDER NO.

1. Name of the Tenderer:
2. Opening date & time:

Format for Bidder

Sl.no.	Description	Amount
A.	SERVICES OF CA FIRM FOR "INDEPENDENT ASSURANCE ON FUNCTIONING OF INTERNAL FINANCIAL CONTROLS IN SPMCIL" FOR A PERIOD OF ONE YEAR	
B.	Any other Taxes and duties, if applicable	
	Total Cost	

(Signature & seal of the contractor)

IMPORTANT :

1. NO PRICE TO BE INDICATED IN THE FORMAT WHICH IS TO BE ENCLOSED ALONGWITH TECHNO-COMMERCIAL TENDER (PART -I). HOWEVER, PRICE BID (PART-II), WHICH CONTAINS PRICES, SHOULD BE IN ABOVE MENTIONED PROFORMA ONLY AND TO BE ENCLOSED IN A SEALED COVER SEPERATELY. THE SEALED PRICE BID DULY SUPERSCRIBED AS A "PRICE BID (PART-II)" SHOULD BE ENCLOSED TO THE TECHNO-COMMERCIAL BID OF THE TENDER .
2. **Single Price is to be quoted for all the units of SPMCIL.**

(Signature & seal of the contractor)

Section XII: Questionnaire

The tenderer should furnish specific answers to all the questions/ issues mentioned below. In case a question/ issue does not apply to a tenderer, the same should be answered with the remark "not applicable".

Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.

In case a tenderer furnishes a wrong or evasive answer against any of the under mentioned question/ issues, its tender will be liable to be ignored.

1. Brief description and of goods and services offered:
2. Offer is valid for acceptance upto
3. Your permanent Income Tax A/ C No. as allotted by the Income Tax Authority of Government of India :

Please attach certified copy of your latest/ current Income Tax clearance certificate issued by the above authority.

4. Status :
 - a) Are you currently registered with the Directorate General of Supplies & Disposals (DGS&D), New Delhi, and/ or the National Small Industries Corporation (NSIC), New Delhi, and/ or SPMCIL/ or the Directorate of Industries of the concerned State Government for the goods quoted? If so, indicate the date up to which you are registered and whether there is any monetary limit imposed on your registration.
 - b) Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?

Please attach certified copy(s) of your registration status etc. in case your answer(s) to above queries is in affirmative.

5. Please indicate name & full address of your Banker(s) :
6. Please state whether business dealings with you currently stand suspended/ banned by any Ministry/ Deptt. of Government of India or by any State Govt.

.....

(Signature with date)

.....

.....

(Full name, designation & address of the
person duly authorized sign on behalf of the tenderer)

For and on behalf of

.....

.....

(Name, address and stamp of the tendering firm)

Section XIII: Bank Guarantee Form for EMD

Whereas (hereinafter called the "Tenderer") has submitted its quotation dated for the supply of (hereinafter called the "tender")

against SPMCIL tender enquiry No.

Know all persons by these presents that we of

(hereinafter called the "Bank")

having our registered office at

are bound unto

(hereinafter called the "SPMCIL")

in the sum of

for which payment will and truly to be made to the said SPMCIL, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this..... day of20.....

The conditions of this obligation are —

(1) If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.

(2) If the Tenderer having been notified of the acceptance of his tender by SPMCIL during the period of its validity:-

a) fails or refuses to furnish the performance security for the due performance of the contract.

b) fails or refuses to accept/ execute the contract.

We undertake to pay SPMCIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand, provided that in its demand SPMCIL will note that the amount

claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

Section XV: Bank Guarantee Form for Performance Security

_____ [insert: Bank's Name, and Address of Issuing Branch or Office]

Beneficiary: _____ [insert: Name and Address of SPMCIL]

Date: _____

PERFORMANCE GUARANTEE No.: _____

WHEREAS (name and address of the supplier) (hereinafter called "the supplier") has undertaken, in pursuance of contract no..... dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand. We further agree that no change or addition to or other modification of the terms of the contract to be performed thereunder or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

We undertake to pay SPMCIL up to the above amount upon receipt of its first written demand, without SPMCIL having to substantiate its demand.

This guarantee will remain in force for a period of sixty days after the currency of this contract and any demand in respect thereof should reach the Bank not later than the above date.

.....

(Signature of the authorized officer of the Bank)

.....

.....

Name and designation of the officer

.....

Seal, name & address of the Bank and address of the Branch

.....

Name and designation of the officer

.....

.....

Seal, name & address of the Bank and address of the Branch

Section XVI: Contract Form

(Address of SPMCIL's office issuing the contract)

Contract No..... dated.....

This is in continuation to this office' Notification of Award No..... dated

1. Name & address of the Supplier:

2. SPMCIL's Tender document No..... dated..... and subsequent Amendment No....., dated..... (If any), issued by SPMCIL

3. Supplier's Tender No..... dated..... and subsequent communication(s) No..... dated (If any), exchanged between the supplier and SPMCIL in connection with this tender.

4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as part of this contract:

(i) General Conditions of Contract;

(ii) Special Conditions of Contract;

(iii) List of Requirements;

(iv) Technical Specifications;

(v) Quality Control Requirements;

(vi) Tender Form furnished by the supplier;

(vii) Price Schedule(s) furnished by the supplier in its tender;

(viii) Manufacturers' Authorisation Form (if applicable for this tender);

(ix) SPMCIL's Notification of Award

Note: The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under Section –V - 'General Conditions of Contract' of SPMCIL's Tender document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:

(i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Schedule No.	Brief description of goods/ services	Accounting unit	Quantity to be supplied	Unit Price (in ₹)	Total price
--------------	--------------------------------------	-----------------	-------------------------	-------------------	-------------

Any other additional services (if applicable) and cost thereof:

Total value (in figure) _____ (In words) _____

(ii) Delivery schedule

(iii) Details of Performance Security

(iv) Quality Control

(a) Mode(s), stage(s) and place(s) of conducting inspections and tests.

(b) Designation and address of SPMCIL's inspecting officer

(v) Destination and despatch instructions

(vi) Consignee, including port consignee, if any

(vii) Warranty clause

(viii) Payment terms

(ix) Paying authority

.....

(Signature, name and address of SPMCIL's authorized official)

For and on behalf of.....

Received and accepted this contract

(Signature, name and address of the supplier's executive duly authorized to sign on behalf of the supplier)

For and on behalf of

(Name and address of the supplier)

.....

(Seal of the supplier)

Date:

Place:

Section XVII: Letter of Authority for attending a Bid Opening

(Refer to clause 24.2 of GIT)

CFO

Corporate Office

Subject: Authorization for attending bid opening on _____ (date) in the Tender of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____ (Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
I.		
II.		
Alternate Representative		
Signatures of bidder or Officer authorized to sign the bid Documents on behalf of the bidder.		

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not produced.

SECTION XVIII: Proforma of Bills for Payments

Name and Address of the Firm.....

Bill No.....Dated.....

Purchase order.....No.....Dated.....

Name and address of the consignee.....

S.No	Authority for purchase	Description of Stores	Number or quantity	Rate ₹	Price per ₹	Amount
Total						

1. C.S.T./Sales Tax Amount
2. Freight (if applicable)
3. Excise Duty (if applicable)
4. Packing and Forwarding charges (if applicable)
5. Others (Please specify)
6. PVC Amount (with calculation sheet enclosed)
7. (-) deduction/Discount
8. Net amount payable (in words ₹)

Despatch detail RR No. other proof of despatch.....

Dated.....(enclosed)

Inspection Certificate No.....Dated.....(enclosed)

Income Tax Clearance Certificate No.....Dated.....(enclosed)

Modvat Certificate No.....(enclosed)

Excise Duty Gate pass.....(enclosed)

Place and Date

Received ₹.....(Rupees).....

I hereby certify that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.

Revenue stamp

Signature and of Stamp Supplier