

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**

**16<sup>TH</sup> FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001 Phone: 011-43582200, 011-23701225 Fax:011-23701223  
Email:info@spmcil.com Website: www.spmcil.com**

**Standard Bidding Document (SBD)**

**Security Classification –Non Security**

**TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST**

**Tender No. SPMCIL/EPF/Trust/2020-21/9782**

**Dated:25/11/2020**

**This Tender Document Contains 19 Pages.**

**Tender Documents is sold to:**

|               |
|---------------|
| M/s _____     |
| Address _____ |

**Details of Contact person in SPMCIL regarding this tender:**

**Sh Ravi Prakash Yadav**

**Dy Manager(Materials)/CPSO**

Security Printing and Minting Corporation of India Limited

16<sup>th</sup> Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110001

Phone: 011-43582200

**Email: [ravi.prakash@spmcil.com](mailto:ravi.prakash@spmcil.com)**

For and on behalf of

Security Printing and Minting Corporation of India Ltd

## **CONTENTS OF TENDER**

| <b>Contents</b>     |   | <b>Page No</b> |
|---------------------|---|----------------|
| <b>Section I</b>    | Notice Inviting Tender (NIT)                    | <b>3</b>       |
| <b>Section II</b>   | General Instructions to Tenderers (GIT)         | <b>5</b>       |
| <b>Section III</b>  | Special Instructions to Tenderers (SIT)         | <b>6</b>       |
| <b>Section IV</b>   | General Conditions of Contract (GCC)            | <b>8</b>       |
| <b>Section V</b>    | Special Conditions of Contract (SCC)            | <b>9</b>       |
| <b>Section VI</b>   | List of Requirements                            | <b>11</b>      |
| <b>Section VII</b>  | Technical Specifications                        | <b>12</b>      |
| <b>Section VIII</b> | Tender Form                                     | <b>13</b>      |
| <b>Section IX</b>   | Price Schedule                                  | <b>14</b>      |
| <b>Section X</b>    | Questionnaire                                   | <b>15</b>      |
| <b>Section XI</b>   | Bank Guarantee Form for Performance Security    | <b>16</b>      |
| <b>Section XII</b>  | Letter of Authority for attending a Bid Opening | <b>18</b>      |
| <b>Section XIII</b> | Proforma of Bills for Payments                  | <b>19</b>      |

**Section I: Notice Inviting Tender (NIT)**

**SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.**

16<sup>TH</sup> FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH,  
NEW DELHI-110001

Phone: 011-43582200, 011-23701225 Fax:011-23701223

Email:info@spmcil.com Website: www.spmcil.com

Tender Sr. No. **SPMCIL/EPF/Trust/2017-18/9782**  
Date:**25/11/2020**

Sealed tenders are invited from eligible and qualified tenderers for providing  
**TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST FOR ONE YEAR**

| Brief Description of Services   | Earnest Money | Remarks |
|---|---------------|---------|
| <b>TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST FOR ONE YEAR</b> | Rs 42500/-    |         |

|                                     |  |
|-------------------------------------|--|
| Type Of Tender                      | Limited express tender enquiry /One Bid System   |
| Dates of sale of tender documents:  | From 25/11/2020 to 11/12/2020 during office hours  |
| Price of the Tender Document        | Nil  |
| Place of sale of tender documents   | SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.<br>16 <sup>TH</sup> FLOOR, JAWAHAR VYAPAR BHAWAN,<br>JANPATH, NEW DELHI-110001 |
| Closing date and time for receipt   | <b>11/12/2020 by 3.00 PM</b>   |
| Place of receipt of tenders         | SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.<br>16 <sup>TH</sup> FLOOR, JAWAHAR VYAPAR BHAWAN,<br>JANPATH, NEW DELHI-110001 |
| Time and date of opening of tenders | <b>11/12/2020 by 3.30 PM</b>   |

|                             |   |
|-----------------------------|---|
| Place of opening of tenders | SECURITY PRINTING AND MINTING CORPORATION OF INDIA LTD.<br>16TH FLOOR, JAWAHAR VYAPAR BHAWAN, JANPATH, NEW DELHI-110001 |
|-----------------------------|---|

1. 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.
2. Tenderer may also download the tender documents from the web site [www.spmcil.com](http://www.spmcil.com) and submit its tender by utilizing the downloaded document.
3. 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.
4. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tenders will be sold/ received/ opened on the next working day at the appointed time.
5. Any Security Breach by the contractor lead to
  - a. Termination of Contract
  - b. Payment of Damages
6. As per Public Procurement Policy, the participating Micro & Small Enterprises(MSEs) who are currently registered and will continue to remain registered during the tender validity period with District Industries Centers or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicraft & Handlooms or any other body specified by Ministry of Micro Small & Medium Enterprises are exempted from payment of Tender fee & Earnest Money Deposite(EMD).
7. EMD to be made in favour of "Security printing and minting corporation of India limited" payable at Delhi.

.....

**Sh Ravi Prakash Yadav**

**Dy. Manager (Technical)/CPSO**

Security Printing and Minting Corporation of India Limited

16th Floor, Jawahar Vyapar Bhawan

Janpath, New Delhi – 110001,

Phone: 011-43582200

Email: [ravi.prakash@spmCIL.com](mailto:ravi.prakash@spmCIL.com)

**For and on behalf of**

**Security Printing and Minting Corporation of India Ltd**

**Section II: General Instructions to Tenderer (GIT)**

**Please refer to ["http://www.spmcil.com/spmcil/uploaddocument/git.pdf"](http://www.spmcil.com/spmcil/uploaddocument/git.pdf) for further details (GIT contains 32 pages and will form part of this tender document)**

### 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:

| S. No. | GIT Clause No. | Topic                                       | SIT Provision  |
|--------|----------------|---|--|
| 1      | 11.2           | Tender Currency                             | Tenderer is requested to quote price in INR only and within 2 Decimal places. Quotation with price quote beyond 2 decimal places will be ignored.  |
| 2      | 18             | Earnest Money Deposit (EMD)                 | Tender should be accompanied with Earnest Money Deposit of <b>Rs. 42500/-</b> (Non-interest bearing) in one of the following forms as given below. (a) Account Payee Demand Draft or (b) Fixed Deposit Receipt of any Scheduled commercial bank in India or (c) Banker's cheque. The earnest money shall be valid for a period of forty five days beyond the validity period of the tender.  |
| 3      | 19             | Tender Validity                             | Tenders shall remain valid for acceptance for a period of 90 days from the date of opening of price Bid  |
| 4      | 20.4           | Number of Copies of Tenders to be submitted | One Original Copy with all the pages of the tender document should be signed with seal & stamp.  |
| 5      | 20.8           | Signing and Sealing of tender               | (I) Bid is to be submitted in sealed envelopes on or before the due date of submission of tenders. It may be noted that the sealed cover and should be super-scribed with the words <b>“TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST ”</b> and Tender <b>Sr. No. . SPMCIL/EPF/Trust/2020-21.....</b> with mentioning on the Envelop indicating NIT Date & Due date and to be addressed to the CPSO, SPMCIL 16th Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001 and be dropped in the Tender Box kept at Reception of 16th Floor, SPMCIL, Jawahar Vyapar Bhawan, Janpath, New Delhi 110 001.<br><b>Note-</b> Tender received without Earnest money shall not be evaluated and will be rejected. All MSEs are exempted from payment of EMD and tender cost. |

|   |    |                   |   |
|---|----|-------------------|---|
|   |    |                   | <p><b>Tenders shall be submitted along with documents as detailed below in sealed separate cover:-</b></p> <ul style="list-style-type: none"> <li>i) EMD as per NIT. However MSE firms need to submit the documentary proof to get exemption for EMD &amp; Tender Fees</li> <li>ii) GST registration related documents.</li> <li>iii) Copy of Permanent Account Number (PAN Card).</li> <li>iv) Power of Attorney/ Authorization with the seal of the company of person signing the tender documents.</li> <li>v) Duly filled in Tender Form as per Section X. with no price details to be given in this tender form.</li> <li>vi) Bidder shall submit the documents required as per Section- IX.</li> <li>vii) The tenderer shall submit the acceptance of List of requirement as per Section VI of this tender document.</li> <li>viii) The tenderer has to submit the acceptance of all terms &amp; conditions of the tender document without any deviation.</li> <li>ix) The tenderer has to submit acceptance of all sections of this tender document (GIT, SIT, SCC, Quality Control requirements, Questionnaire, etc.)</li> <li>x) The bidders shall quote the price as per the format given in Section IX of this tender document.</li> </ul> |
| 6 | 33 | Evaluation        | <ul style="list-style-type: none"> <li>i) Evaluation shall be done on the basis of all-inclusive cost as per section IX of the tender document.</li> <li>ii) In case the L1 firm is non MSE, the price quoted by MSE firm within the range of L1+15% will be asked to match the price of L1 firm. In case the MSE firm matches the L1 price, order will be placed on MSE firm. However in case MSE firm does not match the price of L1 firm, the next lowest offer of MSE firm within the range of L1+15% will be asked to match the price of L1 and so on. In case no MSE firm (within the range of L1+15%) matches the price of L1 firm, order will be placed on L1 firm.</li> </ul>  |
| 7 | 43 | Parallel Contract | Not Applicable  |

#### **Section IV: General Conditions of Contract (GCC)**

Please refer to  
“<http://www.spmcil.com/spmcil/uploaddocument/gcc.pdf>” for further  
details **(GCC contains 28 pages and will form part of this tender  
document)**

### 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.

(Clauses of GCC listed below include a possibility for variation in their provisions through SCC. There could be other clauses in SCC as deemed fit.)

| S. No. | GCC Clause No.                   | Topic                      | SCC Provision  |
|--------|----------------------------------|----------------------------|--|
| 1      | 6                                | Performance Bond/ Security | The Bidder shall furnish the performance security amount/ Security Deposit (S.D) in the form of Bank Guarantee(10% of the ordered value) valid up to sixty days after the date of completion of all contractual obligations by the supplier, before executing the contract after issue of LOI/Work order by SPMCIL. BG is to be submitted in favour of Security Printing & Minting Corporation of India Ltd payable at New Delhi. The performance BG will be returned without any interest to successful Bidder after the completion of all contractual obligations.<br><b>In case the options clause is operated the bidder shall deposit additional security deposit @ 10 % for the increase in the value of contract.</b><br><b>EMD shall be refunded/ returned immediately after receipt of SD/Performance Security.</b> |
| 2      | 10.1                             | Terms of Delivery          | Total duration is one year.<br>The required manpower must be deployed within 15 days from the date of LOI/LOA.   |
| 3      | 19.3                             | Option Clause              | The purchaser reserves the right to extend the contract for further one year.  |
| 4      | 22, 22.1, 22.2, 22.3, 22.4, 22.6 | Terms and Mode of Payment  | Payment will be made on a monthly basis on acceptance of satisfactory performance by User department.  |
| 5      | 24.1                             | Quantum of LD              | If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame incorporated in the contract in List of Requirements- Section-VI, SPMCIL shall, without  |

|   |      |                        |   |
|---|------|------------------------|---|
|   |      |                        | prejudice to other rights and remedies available to SPMCIL under the contract, deduct from contract price, as liquidated damages, as sum equivalent to the 0.5% of the delivered price of the delayed goods and/or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of 10% of the delayed goods or services contract price(s). During the above mentioned delayed period of supply and/or performance, the conditions incorporated under GCC sub-clause 23.4 shall also apply.      |
| 6 | 33.1 | Resolution of Disputes | If dispute or difference of any kind shall arise between SPMCIL and the bidder in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, unless otherwise provided in the SCC, either SPMCIL or the supplier may seek recourse to settlement of disputes through arbitration Act as per Clause 33.2. (GCC) of the SPMCIL Procurement Manual |

## **Section VI: List of Requirements**

### **Scope of Work**

- a) Deploy 2 full time Chartered Accountants with minimum 3 years post qualification experience for working in Trust Cell of SPMCIL Corporate Office, New Delhi.
- b) Chartered Accountants so deployed shall be assigned any day to day work of Trust which includes but not limited to Accounting, checking of cases, checking of Investment proposal, dealing with Auditors etc. They shall report to officials of Trust/Any other official so authorized by SPMCIL.
- c) Office timings shall be from 09:00 A.M to 05:30 P.M. Sunday shall be weekly off. In case of requirement, office working hours may be extended and chartered accountants may also be called for working on Sunday/holiday. For working on Sundays/holiday proportionate fee for those days calculated on the basis of total number of days in that month shall be paid additionally. Similarly, in case of absence, proportionate fee shall be deducted.
- d) Chartered accountants so deployed shall not be changed by CA firm without prior notice of 30 days otherwise fee for that month shall be reduced by 25%. However, in case of unsatisfactory performance by these CAs, SPMCIL may request CA firm to change the CAs so deployed. It shall be binding on CA firm to change the CA on the request of SPMCIL within 30 days.
- e) Contract shall be initially for a period of 1 year. In case of satisfactory performance of the contract, this may be extended for a further period of one year as mutually decided by SPMCIL Trust and selected bidder on same terms and conditions.

## **Section VII: Technical Specifications**

As per list of requirement at section-VI

**Section VIII: Tender Form**

Date.....

To  
AGM (IT)  
Security Printing and Minting Corporation of India Ltd.  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan, Janpath, New Delhi-110001

Ref: Your Tender document No. ....dated .....

We, the undersigned have examined the above mentioned tender enquiry document, including amendment No. -----, dated ----- (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver..... (*description of goods and services*) in conformity with your above referred document for the sum as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 6, read with modification, if any, in Section V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance for a period upto -----, as required in the GIT clause 19, read with modification, if any in Section-III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender upto the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

Dated this.. .....day of .....

For and on behalf of

..... (Signature with seal)

..... (Name and designation)

Duly authorized to sign the bid

**Section IX: Price Schedule**

Date:

(TO BE FURNISHED IN A SEPARATE SEALED ENVELOPE)

Additional General Manager (IT),  
Security Printing & Minting Corporation of India Ltd  
16th Floor, Jawahar Vyapar Bhawan  
Janpath, New Delhi – 110 001 INDIA

Dear Sir,

**Sub: Price Bid in Response to Tender Document  
(Tender Document Number .....; dated .....**)

For providing **TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST FOR ONE YEAR** as mentioned in the above tender document, the following is the total lump sum price covering all taxes, duties and statutory levies as on the date of submission of the bid (Total Bid Price).

| Sl. No.                   | Work Description  | HSN Code | Rate in Rs. (A) | GST% (B) | Total (A+B) |
|---------------------------|---|----------|-----------------|----------|-------------|
| 1.                        | <b>TENDER DOCUMENT FOR THE APPOINTMENT OF CA FIRM FOR PROVIDING SERVICES OF 2 CHARTERED ACCOUNTANTS IN TRUST CELL FOR EPF,PF AND PENSION TRUST FOR ONE YEAR</b> |          |                 |          |             |
| <b>Grand Total in Rs.</b> |   |          |                 |          |             |

TOTAL QUOTED PRICE (In words)

Rupees:.....

Thanking you,

Yours faithfully,

.....  
<Seal and Signature of Authorized Signatory>

.....  
<Name of Authorized Signatory>

<Title of Authorized Signatory>

## Section X: 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 of 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.
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 the present SPMCIL and/ 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 to sign on behalf of the tenderer)

.....

For and on behalf of

.....

(Name, address and stamp of the tendering firm)

**Section XI: 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 XVII: Letter of Authority for attending a Bid Opening**  
(Refer to clause 24.2 of GIT)

To  
The AGM IT,  
Security Printing and Minting Corporation of India Ltd.  
16<sup>th</sup> Floor, Jawahar Vyapar Bhawan,  
Janpath, New Delhi – 110 001.

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.

| <b>Order of Preference</b>   | <b>Name</b> | <b>Specimen Signatures</b> |
|--|-------------|----------------------------|
| I.   |             |                            |
| II.  |             |                            |
| Alternate Representative   |             |                            |
| Signatures of bidder or<br>Officer authorized to sign the<br>bid Documents on behalf of<br>the bidder. |             |                            |

**Note:**

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

..... (Signature with date)

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

.....  
For and on behalf of

.....  
(Name, address and stamp of the tendering firm)

**Section XIX: PROFORMA OF BILLS FOR PAYMENTS**  
(Refer Clause 22.6 of GCC)

Name and Address of the Firm.....

Bill No. ....

Purchase order No.....Dated

Name and address of the Purchaser.....

| S.No.        | Authority for purchase | Description of Stores | Number or quantity | Rate | Price per | Amount |
|--------------|------------------------|-----------------------|--------------------|------|-----------|--------|
|              |                        |                       |                    |      |           |        |
|              |                        |                       |                    |      |           |        |
| <b>Total</b> |                        |                       |                    |      |           |        |

1. Others (Please specify)
2. (-) deduction/Discount
3. G.S.T.
4. Net amount payable (in words Rs.)

Dated.....  
..... (enclosed)

Place:  
Date:

Received Rs.....  
(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  
Supplier

Signature and of Stamp