

BHARAT HEAVY ELECTRICALS LIMITED**(A Govt. of India Undertaking)**

Tiruchirappalli 620 014

ADMINISTRATION

FAX: 0431-2520076 PHONE : 2575775/2575479/2577323 E-MAIL: rak@bhel.in

AN ISO 9001
COMPANY**TENDER NOTICE****TENDER NO. BHEL/ADMIN/SHOPS/01/2020-21****CATEGORY-I**

Sealed two-part bids are invited by the Estate Officer for Licensing of shop premises in different trades situated in various sectors of the company's township as detailed below subject to the terms and conditions detailed in this Tender Notice. The tenderers shall submit their offer along with this document signed on all pages as acceptance of each of the terms and conditions listed.

DETAILS ARE AS FOLLOWS:

- Place : Description of Shops furnished in ANNEXURE - A
- Type of Space : Built up space covered with mostly RCC roof.
- License Fee : License Fee shall be fixed by Tender. Minimum Reserve License Fee Rs. **21.04/-** per Square Meter per month for shops mentioned in Annexure-A. The final License Fee shall be fixed based on valid bids and the price quoted.
- Periodicity of payment: : License Fee together with allied charges (GST & Water charges wherever applicable) shall be payable every month in advance at the beginning of the month.
- Service Tax : GST @ **18%** or at the applicable rates payable on the License fees to be borne by the occupant.
- Security Deposit: Successful bidders will have to pay 12 months License fee as security deposit
- EB charges : EB charges have to be borne by the successful tenderer during the period and should be remitted of their own as per meter reading. EB deposit also to be borne by the successful tenderer. Any increase in rates proposed by TANGEDCO will have to be borne by the occupant.
- Water charges: As fixed by BHEL based on consumption has to be paid in addition to the license fees.
- Period of allotment: 5 years from the date of allotment. During the allotted period of 5 years, license fees will be subject to revision once in a year with **5%** increase. BHEL may at its discretion consider renewal after 5 years, subject to the other party agreeing to BHEL's terms and conditions and revised license fee.

TERMS & CONDITIONS

(1) Earnest Money Deposit:

Each Tender must be submitted together with a Demand Draft drawn on any Nationalized Bank in favour of “Bharat Heavy Electricals Limited, Tiruchirappalli-14” payable at Tiruchirappalli-14 for the value specified against each shop (given in ANNEXURE – A) towards Earnest Money Deposit (EMD). EMD can also be paid through SBI e-collect or through EFT. **Tenders received without DD/SBI e-Collect or EFT Receipt for Earnest Money Deposit shall be summarily rejected.** Cheques will not be accepted. The Demand Draft towards EMD amount may be kept in a separate envelope.

Earnest Money deposit of unsuccessful tenderers shall be refunded after expiry of validity period of the tender. In the case of successful tenderer, earnest money deposit will be adjusted towards the Security Deposit or it may be forfeited in case the successful tenderer refuses to accept the award of license or fails to complete the required formalities and occupy the premises within the specified and permitted time, and delay in starting the actual operation beyond the permitted time.

(2) Security Deposit:

Successful bidder shall deposit a sum equivalent to 12 months’ license fee as Interest Free Security deposit and the same will be returned without interest after the license period is over and after vacant possession of the building is handed over by the occupant. Refund will be subject to full settlement of dues payable to company, and adjustment against damages, if any.

- (3) Selection of successful Bidder shall be made by Township Shops Tender cum Allotment Committee appointed by BHEL. The technical bid will be opened on the specified date and the tenderers will be evaluated to find the suitability. The financial bids of the technically accepted offers will be opened on a date to be specified later. The successful bidder will be selected, based on the highest rate of License Fee offered.
- (4) Allotment of one premises does not debar the allottee from applying for another (second or subsequent) premises for which tender process is initiated. However, in no case the allottee can have more than **three concurrent licenses** for shops. If a bidder is in possession of three licenses on the close date of submission of tender, his/her bid for the fourth and subsequent licenses will be summarily rejected.
- (5) Tenderer, in his own interest, should inspect the proposed premises / place before submitting tender.
- (6) The Shop(s) will be allotted to the Successful Tenderers on “**As-Is-Where-Is basis**”. They will not be paid any compensation, damages towards dismantling, removal of any infrastructure, temporary structures, interiors etc., which they may have done after allotment for running the trade/business during the license period at the time of expiry/termination of license/vacation of premises on account of any reasons whatsoever.

- (7) The successful tenderer shall have necessary licenses as required by Govt. authorities/statutory authorities for running the proposed shop.
- (8) The tenderer shall submit the technical bid (without mentioning the price) (Part A) as given on page 7 & 8 of this document), Annexure to the Technical Bid (Part A (1)) as given on page 9 of this document) in one sealed envelope and the Price Bid (Part B), as given on page 10 of this document, in another sealed envelope and both envelopes super scribed as **Tender for shop no_____Technical Bid/Price Bid**. These two envelopes and a separate envelope containing the DD/SBI e-collect receipt/EFT receipt for EMD are to be put in a big cover, with inscription on the top left side “**Tender for Shop No.----- for----- (Business name) ”** sealed and dropped in the tender box placed in the office of **Estate Officer** on or before **2 pm** on **30.12.2020**.The management shall not be responsible for any loss or delay in receipt of the tender sent by post/courier. The tenderer’s name, address, phone number, mobile number and e-mail id, if any shall be written on the left side of the sealed cover, without fail. The tender bid shall be legibly written, and any bid lower than the reserve license fees shall be summarily rejected.
- (9) The technical bids will be opened on **30.12.2020** at **03.00 pm**, in the presence of those tenderers who wish to be present. For any failure to intimation due to incomplete/incorrect address/phone no: /e-mail id etc. or otherwise, BHEL shall not be responsible. **It shall be the primary duty of the tenderer to enquire and attend the proceedings.**
- (10) The Price bids of the offerers who are technically qualified will be opened on a later date to be specified by the company.
- (11) Successful Tenderer shall complete all formalities within 15 days from the date of information including deposit of security deposit and execution of License Deed prescribed by BHEL and shall start his business within 60 days from the date of allotment of building. On failure to commence business within the said 60 days, the Tender shall stand cancelled and the loss suffered by BHEL in this regard shall be appropriated from the Earnest money/Security deposit deposited by the Tenderer.
- (3) Payment of License Fee on allotment and during running of shop**
- (12) The successful Tenderer should pay three months License fee in advance in addition to the security deposit (12 months License Fee). Both payments should be made through SBI e-collect.
- (13) The successful Tenderer **should give ECS mandate** at the time of allotment for payment of their license fee through the bank in which they are operating their account **and should be alive till the date of surrender/taking over of the shop**. On receipt of the ECS mandate only, allotment will be done.
- (14) The successful Tenderer/allottee should maintain the stipulated License Fee /Month along with GST in his ECS linked bank account by 07th of every month which is apart from the minimum balance advised by the respective banks. It should be noted that penalty will be levied by the banks to the defaulters who does not maintain the License Fee with GST when ECS is operated.

- (15) In addition to the above, in any case, if the ECS could not be operated due to reason that the given account becomes dormant/inactive, administrative actions towards the allottee will be initiated by BHEL, which may lead to even taking over of the shop back by BHEL as well as forfeiture of Security Deposit.
- (16) Tenderer should declare about the employment of any terminated/dismissed employee of BHEL/Government/Govt. Organizations. This declaration should be made on a separate sheet and form part of this document.
- (17) The shop premises allotted shall be utilized for running the specified business/trade only and shall not be used for any other purpose/business without the written consent of BHEL. The License granted shall not be Sub-licensed either fully or in part to any third parties.
- (18) Shops shall be run effectively and shall not be closed except on weekly holidays /public holidays. Shops shall not be kept open beyond the specified timings.
- (19) The Price of goods proposed to be sold or the fee for the services to be rendered shall be exhibited in front of the Shop Premises.
- (20) The period of License will be for **five years**. During the license period, the license fee will be increased every year by **5%**. BHEL may at its discretion consider renewal after 5 years, subject to the other party requesting for the same in writing 6 months in advance of completion of 5-year contract period and agreeing to BHEL's terms and conditions and revised license fee. However, failure or delay exceeding one month on the part of the tenderer to pay the license fees shall confer a right on BHEL to terminate the License without further notice to the Tenderer.
- (21) Compliance with the various statutory requirements, norms and rules and regulations prescribed will be the responsibility of the licensees including the financial implications thereof. The successful Tenderer, before the commencement of business, shall timely obtain all licensees such as Trade License, Eating House License and all ancillary licenses/ permissions/ clearances that may be required to be obtained by the Licensee from any authority/authorities at their own cost for the operation of the outlet. The successful tenderer shall solely be responsible to ensure and keep such Licenses valid throughout the license period.
- (22) The successful tenderer or his employees shall maintain harmony in the township and shall not indulge in any illegal activities in the township premises. In case of any such event /activities detrimental to company's interest/decency/morality etc., the company shall have the right to terminate the agreement on one week's notice.
- (23) The successful tenderer should ensure that all the wastes generated from the allotted shop due to the business activities should be properly disposed of at regular intervals and not be dumped around the shop or nearby areas or else the company shall have the right to initiate administrative actions and terminate the agreement if the allottee fails to do so.
- (24) All taxes and Government levies as applicable from time to time like expenditure tax, entertainment tax, sales tax etc. if any will be payable over and above the amount of license fee.

- (25) The tenderer shall take comprehensive insurance to cover all type of damages to his/her property, his/her staff, stocks, stores, spares, equipment, etc. No additions/alterations are to be carried out in the licensed premises without the prior permission of BHEL. Additions/alterations, if done, are to be of temporary nature and should be removed at the time the license period is over.
- (23) Model license Deed will be provided by BHEL for execution to the successful tenderer on allotment. License Deed to be furnished in Non-Judicial Stamp Paper of sufficient value by the licensee.
- (24) The Blank Tender application form can be downloaded from BHEL web site, filled up, and should be kept along with the Demand Draft /SBI e-collect or EFT receipt drawn towards EMD. **If the DD/SBI e-collect receipt/EFT receipt for EMD is not enclosed, the application will be rejected.**
- (25) In order to facilitate the refund of EMD to the unsuccessful bidders, the tenderer has to fill up the RTGS form attached with this Tender document (given in Annexure-D), get it signed from the Branch Manager of the Bank, where he /she is maintaining the savings/current account. and is to be attached with the Technical Bid of Tender Document along with a copy of front page of the Bank pass book.
- (26) The Tender documents/application form duly filled in, along with DD/SBI e-collect or EFT receipt for **application fee** and DD/SBI e-collect or EFT receipt for **EMD** should be submitted through post or in person at the following address on or before **02.30 pm on 28.12.2020.**

**THE ESTATE OFFICER
Building No. 24 Ground Floor
BHARAT HEAVY ELECTRICALS LIMITED
Tiruchirappalli - 620 014.**

Any tenders /documents received after the said time is liable to be rejected.

- (26) Allottees shall regularly remit all PF, ESI and other statutory dues in their own code, for the employees if any, working under them.
- (27) The Public Premises (Eviction of unauthorized occupants) Act, 1971 will be applicable to all allotments in our Township.
- (28) Estate Officer reserves the right to accept or reject any or all tenders without assigning any reasons therefor.
- (29) This is only an invitation for receipt of tenders and there is no commitment on the part of BHEL for allotment.

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Tiruchirappalli 620 014.

ADMINISTRATION

FAX: 0431-2520076 PHONE : 2575775/2575479/2577323 e.mail:rak@bhel.in

kmurali@bheltry.co.in

AN ISO 9001
COMPANY**SHOP TENDER APPLICATION – 01/2020-21 (CAT-I)****PART-A: TECHNICAL BID****Tender No. BHEL: ADMN. EO: SHOPS 1/2020-21****Date:**

Shop No.	
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Sl.No	Description	Remarks
01	Name and location of the shop (விண்ணப்பிக்கும் கடையின் பெயர் மற்றும் பகுதி)	
02	Proposed Business to be carried out in the Shop (விண்ணப்பிக்கும் கடையில் தொடங்க உத்தேசித்துள்ள தொழில் பற்றிய விவரம்)	
03	Name & Address of the Tenderer. விண்ணப்பதாரர் பெயர் மற்றும் விலாசம்	
04	Name and branch of Bankers கணக்கு வைத்து இருக்கும் வங்கியின் பெயர் மற்றும் கிளை	
05	DD No., /SBI e-Collect Receipt No/EFT No., Date, Name of the Bank and amount towards E.M.D. (E.M. D=Earnest Money Deposit). வரைவு காசோலை எண்./SBI e-Collect/EFT No தேதி. வங்கியின் பெயர். E.M.D.தொகை.	
06	DD No., Date, Name of the Bank and amount towards application fee. வரைவு காசோலை எண். தேதி. வங்கியின் பெயர். விண்ணப்ப தொகை	
07	Have you ever run any shops in BHEL Township and then vacated yourself (or) evicted by authorities? If so give details : விண்ணப்பதாரர் இதற்கு முன் பி.எச்.இ.எல் டவுன்சிப்பில் கடை நடத்தியவரா? அதனை நீங்களாகவே காலி செய்தீர்களா? அல்லது காலி செய்ய வைக்கப்பட்டு வெளியேற்றப்பட்டீர்களா? அதன் விபரம்	

08	<p>Are you running any shops in B.H.E.L.Township now? If so give details. (<i>*As per Tender Terms & conditions If a bidder is in possession of three licenses on the close date of submission of tender, his/her bid will be summarily rejected</i>)</p> <p>விண்ணப்பதாரர் தற்போது பி.எச்.இ.எல் டவுன்சிப்பில் கடை நடத்துபவரா?.அவ்வாறெனில் அதன் விபரம்.(*டெண்டர் விதிகளின் படி விண்ணப்பதாரரிடம் தற்போது முன்று உரிமங்கள் இருந்தால் அவரின் விண்ணப்பம் நிராகரிக்கப்படும்)</p>	
09	<p>Whether any litigation (both Civil and Criminal) pending at present against the Tenderer. If so the details.</p> <p>விண்ணப்பதாரரின் பெயரில் வழக்குகள் (உரிமையியல் /குற்றவியல்) நீதிமன்றத்தில் நிலுவையில் இருந்தால் முழு விபரம்.</p>	
<p>Note: i) This tender terms is valid for 05 Yrs on license basis with 5% increase in license fees every year. BHEL holds right to retender the shop after 05 yrs or may extend the validity after satisfaction of the performance with fresh terms and conditions. ii) The DD for EMD should be kept in a separate envelope</p>		
<p>Place: _____ Signature _____ Date : _____ (Name & Address of the Tenderer with Official Seal)</p>		
<p style="text-align: center;"><u>DECLARATION</u></p> <p>I / We hereby declare that I / We have not been banned and de-listed by any Government Department / Financial Institution / Court. I declare that I have not been proclaimed as an offender by any court, and that I am not in default in relation to any debt and that no recovery proceedings are pending against me in any court/Tribunal /Quasi-judicial authority. There are no litigations, both civil as well as criminal pending against me, other than those specified by me in SI no: 9 above. I have also fully understood and agree to the terms and conditions furnished in the tender and will abide accordingly and I also understand that any false information herein submitted will entail rejection of tender/cancellation of license forthwith. I agree that BHEL reserves its right to reject any or all tenders without assigning any reasons whatsoever.</p> <p>Place: _____ Signature _____ Date: _____ (Name & Address of the Tenderer with Official Seal)</p>		
<p>குறிப்பு : தமிழாக்கம் எளிதில் புரிந்துகொள்வதற்காக மட்டும்</p>		

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SHOP TENDER APPLICATION – 01/2020-21 (CAT-I)
PART-A (1): ANNEXURE TO TECHNICAL BID

Tender No. BHEL: ADMN. EO: SHOPS:01/2018-19

Date:

Shop No.	
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Sl.No	Description	Remarks
01	Whether Individual or Company or Partnership Firm? தனி நபரா அல்லது நிறுவனமா?	
02	Name & address of Directors and / or Partners (in case of Company or Partnership firm) or name & address of the Proprietor (s) in the case of sole proprietorship firm. (Documentary evidence to be enclosed). நிறுவனம் எனில் இயக்குனர் மற்றும் பங்குதாரர்களின் விபரம், விலாசம்.	
03	Details of present place of business if any. தற்போது வியாபாரம் செய்தால் செய்யும் இடம் பற்றிய விபரம்.	
04	Whether the tenderer has been issued with a licence under the Contract Labour Regulation & Abolition Act? If so, the details. ஓப்பந்ததாரர் சட்டத்தின் கீழ் அனுமதி பெற்று இருந்தால் அதன் விபரம்	
05	Working capital of the Tenderer. விண்ணப்பதாரரின் முதலீட்டு தொகை.	
06	Any other information the tenderer would like to furnish. விண்ணப்பதாரர் வேறு ஏதேனும் குறிப்பிட விரும்பினால் குறிப்பிடவும்.	

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / Financial Institution / Court. I have also fully understood and agree to the terms and conditions furnished in the tender and will abide accordingly. I agree that BHEL reserves its right to reject any or all tenders without assigning any reasons whatsoever.

Place:

Signature

Date :

(Name & Address of the Tenderer with Official Seal)

குறிப்பு : தமிழாக்கம் எளிதில் புரிந்துகொள்வதற்காக மட்டும்

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ADMINISTRATION

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**SHOP TENDER APPLICATION – 01/2020-21 (CAT-I)****PART-B: PRICE BID****Tender No. BHEL: ADMN. EO: SHOPS:01/2018-19****Date:****Shop No.**

Sl.No	Description	Remarks
01	Name and location of the shop (விண்ணப்பிக்கும் கடையின் பெயர் மற்றும் பகுதி)	
02	QUOTATION {License Fee in Rs . per Sq. Mtr per Month (1 Sq.Mtr = 10.76 Sq.Ft)} (நான் / நாங்கள் குறிப்பிடும் ஒரு சதுர மீட்டருக்கு, ஒரு மாதத்திற்கு அதிகபட்ச வாடகை (ஒரு சதுர மீட்டர் என்பது 10.76 சதுர அடிகள்)	Rs. <input type="text"/> /- per Sq. Mtr per month
04	Name & Address of the Tenderer. விண்ணப்பதாரர் பெயர் மற்றும் விலாசம்	
05	Name and branch of Bankers கணக்கு வைத்து இருக்கும் வங்கியின் பெயர்.	
07	Whether any litigation (both Civil and Criminal) pending at present against the Tenderer. If so the details. விண்ணப்பதாரரின் பெயரில் வழக்குகள் (உரிமையியல் / குற்றவியல்) நீதிமன்றத்தில் நிலுவையில் இருந்தால் முழு விபரம்.	

Note: i) This tender terms is valid for 05 Yrs on license basis with **5%** increase in license fees every year. BHEL holds right to retender the shop after 05 yrs or may extend the validity after satisfaction of the performance with fresh terms and conditions. ii) The DD for EMD should be kept in a separate envelope.

Place:

Signature

Date :

(Name & Address of the Tenderer with Official Seal)

DECLARATION

I / We hereby declare that I / We have not been banned and de-listed by any Government Department / Financial Institution / Court. I have also fully understood and agree to the terms and conditions furnished in the tender and will abide accordingly. I agree that BHEL reserves its right to reject any or all tenders without assigning any reasons whatsoever.

Place:

Signature

Date :

(Name & Address of the Tenderer with Official Seal)

குறிப்பு : தமிழாக்கம் எளிதில் புரிந்துகொள்வதற்காக மட்டும்

Category-I**EARNEST MONEY DEPOSIT (EMD) TO BE PAID AGAINST EACH SHOP**

(Name of the earlier business is given just to identify the shop)

Sl.No	Shop No	Name of earlier business/Location (For identification)	Rooms	Area in Sq. Mtrs	EMD in Rs.
1	AC23E	CHINTHAMANI [MAIN] (First Floor Office) (16F)	1	35	10000
2	AC 48	OLD BHEECB (15F)	1	12	10000
3	ACR-04	RESIDENCES (A sector shopping Centre-First floor)	1	27	10000
4	ACR-05	RESIDENCES (A sector shopping Centre-First floor)	1	28	10000
5	NL 02	Therasa Canteen	1	20	10000

Category-I**DETAILS OF SPECIFIC BUSINESS/PROPOSED BUSINESS FOR EACH SHOP**

Sl.no	Sector	Shop No	Area in Sq. Mtrs	Suggested Shops
01	A	AC23E	35	<ol style="list-style-type: none">1. Open for any type of business other than banned ones.2. List of Suggested shops is given as List-I. The list is only suggestive and not exhaustive. (Refer ANNEXURE – C)3. The list of banned businesses is given in the List-II (Refer ANNEXURE – C)
02	A	AC 48	12	
03	A	ACR-04	27	
04	A	ACR-05	28	
05	N	NL 02	20	

SUGGESTED BUSINESSES
(The list is suggestive and not exhaustive)

List-I

1	BANKS & ATMS	23	GODOWN FOR EXISING SHOPS
2	BAKERY AND SWEETS	24	HARDWARE SHOP
3	BATTERY/INVERTER SHOP	25	HOUSE DECORATIONS SHOP
4	BEAUTY PARLOUR	26	ICE-CREAM SHOP
5	BOOKS AND STATIONARIES	27	INTERNET CAFÉ
6	CAR SERVICING	28	JEWELLERS
7	COACHING CENTRES	29	MEDICAL STORE
8	COFFEE SHOP	30	MINI SUPER MARKET
9	COMPUTER SALES /SERVICING	31	MOBILE SALES AND SERVICE
10	CONFECTIONARIES &CAKES	32	PETTY SHOP
11	CONSUMER DURABLES/NON DURABLES	33	PROVISION SHOP
12	COURIER SERVICE	34	PHYSICAL FITNESS INSTRUMENTS SHOW ROOM
13	CYCLE/TWO WHEELER SALES	35	READYMADE DRESS SHOP
14	CYCLE REPAIR SHOP	36	SHOE MARTS
15	DRIVING LEARNING SCHOOL	37	SPORTS SHOW ROOM
16	ELECTRICAL APPLIANCES	38	TELEVISION SHOWROOM/SERVICING
17	FAST FOOD CORNER	39	TRAVEL AGENCY
18	FLORIST	40	TWO WHEELER SERVICE STATIONS
19	FRUITS SHOP	41	UTENSILS SHOP
20	FRUIT JUICE SHOP	42	VIDEO GAME CENTRE
21	FURNITURE SHOW ROOM		
22	GARMENTS/TEXTILES		

BANNED BUSINESS

List-II

1. WINE SHOP
2. BARS
3. CIGARRETE SHOP
4. PAN/GUTKHA SHOP
5. CASINOS
6. CLUBS
7. LOTTERIES
8. PAWN BROKERS & CHIT FUNDS
9. ANY OTHER SHOP NOT IN THE INTEREST OF THE COMMUNITY

THE PURCHASE/CONTRACT EXECUTING AGENCY/BHEL**ACCEPTANCE FOR ELECTRONIC FUND TRANSFER / RTGS TRANSFER**

01	Name & Address of the Supplier / Sub-contractor																
02	VENDOR CODE assigned by BHEL																
	Details of Bank Account:																
03	NAME & ADDRESS OF THE BANK																
04	NAME OF THE BRANCH																
05	BRANCH CODE																
06	MICR CODE	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															
07	ACCOUNT NUMBER																
08	TYPE OF ACCOUNT	CURRENT A/C / OD / CASH CREDIT															
09	BENEFICIERY'S NAME																
10	IFSC CODE OF THE BRANCH	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>															
11	PAN NUMBER																
12	EMAIL ID																
13	TELEPHONE/MOBILE NO.																

CERTIFICATE

I / We hereby agree to receive the payments due from BHARAT HEAVY ELECTRICALS LIMITED by the National Electronic Funds Transfer and/or RTGS Transfer mode by credit to my / our above mentioned Bank Account. I / We also agree that payments made to the above mentioned Account is a valid discharge of the liability of Bharat Heavy Electricals Limited. I / We also agree to bear the applicable Bank Charges for the above mode of transfer. **A copy of PAN and cheque leaf/cancelled cheque leaf of the above account is sent herewith.**

AUTHORISED SIGNATORY WITH NAME SEAL

Banker's Certification

We confirm that we are enabled for receiving RTGS and NEFT credits and we further confirm that the account number of _____ (name of account holder), the signature of the authorized signatory and the MICR and IFSC codes of our Branch mentioned above are correct.

PLACE: (Manager / Officer's) Signature Under Bank stamp & Name Seal With Membership No
DATE (Telephone / Mobile No.)

Forwarded to Accounts Dept.

We confirm the above details are verified with the records available with us.

Signature of the BHEL Executive with Name Seal (Operating the Contract/Services)