



An ISO: 9001
Organization

BHARAT HEAVY ELECTRICALS LIMITED

High Pressure Boiler Plant, Tiruchirappalli- 620014

Maintenance & Services Dept. (FB)

☎: (0431) 257-8119 Fax: (0431) 257-6805

e-mail: danasekar@bhel.in

Enq. No: 9241900039

10.06.2019

NOTICE INVITING TENDER

Dear Sir/ Madam,

Subject: Two Part Tender Inviting Techno-commercial and Price Bids for **Supply and fixing of toughened glass for CNC machines at building –5 & 6**. Please submit your competitive offer for the above subject work as per the conditions given in the WORK/ RATE SCHEDULE and tender conditions enclosed along with the tender.

01.	Name of work	Supply and fixing of toughened glass for CNC machines at building –5 & 6.
02.	Earnest Money Deposit (EMD)	₹ 1900.00/-
03.	Duration of the contract	Six Months (From the date of commencement of the work)
04.	Enquiry No. & Date	9241900039, dt. 10/06/2019
05.	Last Date for Receipt of Tender	14.00 Hrs. on 01/07/2019
06.	Date of Technical Bid Opening	14.30 Hrs. on 01/07/2019
07.	Date of Price Bid Opening	Will be intimated to those who are Qualified separately.
08.	Guarantee Period	Not applicable

- The Tender documents can be downloaded from BHEL website (http://www.bhel.com/tender/tender_home.php) free of cost.
- Tender document contains **10 Pages** (Technical & Commercial Bid – 08 pages, Schedule for Price Bid – 01 page, Sample format for CA certificate – 01 page,).
- The duly filled Tender should be addressed to:

**THE DEPUTY MANAGER,
MAINTENANCE & SERVICES / CONTRACTS,
2&4 BUILDING, BHARAT HEAVY ELECTRICALS LIMITED,
HIGH PRESSURE BOILER PLANT,
TIRUCHIRAPPALLI, TAMILNADU - 620014.**

Special Instructions:

Tender of the following work should be submitted in a sealed cover super- scribing the NAME OF WORK, ENQUIRY NUMBER, etc., consisting of **three inner sealed covers** super-scribed such as **1) EMD cover, 2) Technical bid cover & 3) Price bid cover**.

- EMD cover shall contain EMD of ₹ **1,900.00/-** Mode of Payment of EMD: (a) e-Collect mode (as directed in Commercial T & C) or (b) Banker's cheque / Pay Order/ DD in favour of BHEL or (c) Fixed Deposit Receipt (FDR) issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies act (FDR should be in the name of the Contractor, a/c BHEL). EMD shall not carry any interest.
- Bidders registered as **MSE (UAN) / NSIC / SSI** are exempted from paying EMD subject to submission of valid Registration document along with Tender. These bidders can avail EMD Waiver benefits only if they submit in EMD cover along with the offer, attested copies of either valid **EM-II** Certificate (five years from the date of issue of acknowledgement in EM-II or else, with attested copy of a CA Certificate in Enclosed Format) or **MSE (UAN- along with CA certificate** in attached format)/ valid **NSIC / SSI** certificate.



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3) Tenders without EMD/ MSE/ NSIC/ SSI/ EM-II proof as above will be summarily rejected and the Technical bid & Price bid shall not be considered for further evaluation.

- 4) Technical bid cover shall contain duly filled in Technical bid document signed by the tenderer in all the pages with documentary evidences for **Pre-Qualification Criteria (PQC)**. Any bid without proper documentary evidence for PQC shall not be considered for further evaluation.
- 5) One set of unpriced bid of Contract Work Schedule **duly filled & signed** by the tenderer for accepting the work content (Bill of Quantity- BoQ), should be submitted along with the Technical bid for technical evaluation. All the corrections / cancellations / insertions, if any, shall be duly attested by the Bidders concerned.
- 6) Should a tenderer find discrepancies or omissions in the tender documents, or should there be any doubt as to their meaning, he should at once address the authority inviting the tender, for clarification well before the due date, so as to submit his tender in time. No extension of time shall be given for submission of the tender on any account.
- 7) All entries in the tender documents should be in one ink. Erasures, and overwriting are not permitted. All cancellations, and insertions should be duly attested by the tenderers concerned.
- 8) Offer should be **valid** for a period of **120 (One Hundred & Twenty) days** from Techno-commercial bid opening date.
- 9) The Bidder shall sign each and every page of tender documents, and affix seal for having accepted the conditions.
- 10) Tender can be cancelled at any stage due to unavoidable circumstances.
- 11) **Forfeiture of EMD:** EMD paid by the Tenderer will be forfeited as per Tender Documents if:
 - I. After opening the tender and within the offer validity period, the tenderer revokes his tender or makes any modification in his tender which is not acceptable to BHEL.
 - II. The Contractor fails to deposit the required Security deposit or commence the work within 15 days of LOI/ WO/ Contract.
- 12) I. EMD given by all unsuccessful tenderers shall be refunded after of award of work/ after offer validity period.
II. EMD shall not carry any interest.
III. EMD of successful tenderer will be retained as part of Security Deposit.
- 13) The price bid cover shall contain price bid document in prescribed format **duly filled & signed by the tenderer** in all the pages. Care should be taken to fill the price bid without any overwriting & correction. Correction, if any, shall be duly attested by the Bidders concerned.
- 14) Clarification if any can be obtained from the Deputy Manager / Contracts/ M&S, BHEL, Trichy.
- 15) The complete Technical bid and price bid along with requisite **EMD of ₹ 1,900.00/-** shall reach the office of the undersigned on or before **01/07/2019** at 14.00 Hrs.
- 16) The Technical bid will be opened on the same day at 14.30 hrs. In case of opening day falls on holiday or happened to be declared as a holiday the due date of receipt of offers and opening of the tender shall automatically fall on the same timing of the next working day unless intimated otherwise. Date and time of opening of the Price Bid shall be intimated only to the bidders those who have qualified after evaluation of the Technical bid. You / Your authorized representative may participate in the tender opening.

Encl:

- 1) NIT – Notice Inviting tender (Consists of Preamble, Technical Bid & Price bid Schedule)
- 2) CA certificate – Sample Format



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PQC & TECHNICAL BID

NAME OF WORK: **Supply and fixing of toughened glass for CNC machines at building –5 & 6.**

Ref: Enquiry no: 9241900039; dt. 10/06/2019; Due dt. 01/07/2019, 14.00 Hrs.

PRE-QUALIFICATION CRITERIA

The following eligibility criteria shall be complied to fulfill the Technical bid:

Sl. No	Description	Vendor to confirm
1	The Bidder should have previous experience in the field work mentioned below: The Bidder should have minimum ONE-year Work Experience in fixing of toughened glass and beading in a machine tools or experience in machine tool services within past three years from the date of tender opening.	
2	Previous Work order copy of the above said work to be submitted along with offer for verification. Otherwise offer is liable for rejection. Experience proof from other than BHEL shall contain work order copy along with Form 26AS / TDS certificate / bank statement for payment from the organisation. Otherwise the offer shall be rejected.	
3	Name and contact details like E-mail, Phone number, Fax no, etc. of the customer/ company where the maintenance contract is executed. Bidder to give details.	
4	(i) BHEL Vendor code (if applicable) - (ii) PAN Number (Copy to be Enclosed) – (iii) GST registration Number (Copy to be Enclosed) – (iv) Mobile number (Which is linked to GST registration Number) – (v) Email id (Which is linked to GST registration Number) – (vi) HSN/SAC Code - Offer will be entertained only if the bidder submit the details as above & has a valid GST registration no. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer. Otherwise the offer shall be rejected.	
5	Acceptance for Scope of Work as per the Enquiry.	
6	Acceptance for All Terms & Conditions as per the Enquiry; viz. Safety, LD/Penalty, Risk Purchase, Suspension of Contract, Indemnity, BHEL Fraud Prevention Policy, etc. as given in “General Terms & Conditions”.	
7	BHEL may verify the information provided by vendor. In case the information provided by vendor is found to be false / incorrect, the offer shall be rejected. Bidder to confirm.	



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SCOPE OF WORK

NAME OF WORK: **Supply and fixing of toughened glass for CNC machines at building –5 & 6.**

Ref: Enquiry no: 9241900039; dt. 10/06/2019; Due dt. 01/07/2019, 14.00 Hrs.

Sl. No	SCOPE OF WORK	Qty
10	Supply and fixing of Toughened glass for CNC machines.	
10/10	Machine Name: STC 25/Bay 2/Bldg-5 Location No:4474-2833 Glass Size: 1000x800 mm; Glass Thickness: 6 mm (min)	1 NO
20/10	Machine Name: ST 15/Bay 2/Bldg.5 Location No:4478-3231 Glass Size: 500x420 mm ; Glass Thickness: 6 mm (min)	6 NO
30/10	Machine Name: SKS 25 CNC/Bay 4/Bldg.5 Location No:4283-2927 Glass Size: 630x790 mm; Glass Thickness: 6 mm (min)	4 NO
40/10	Machine Name: L 45 CNC/Bay 4/Bldg.5 Location No:4145-3501 Glass Size: 1100x860 mm; Glass Thickness: 6 mm (min)	2 NO
50/10	Machine Name: STC 25/Bay 4/Bldg.5 Location No:4474-2874 and 4474-3287 Glass Size: 650x750 mm; Glass Thickness: 6 mm (min)	2 NO
60/10	Machine Name: WSU 18/Bay 5/Bldg.5 Location No:4479-3241 Glass Size: 1100x800 mm; Glass Thickness: 6 mm (min)	1 NO
70/10	Machine Name: WSU 18/Bay 6/Bldg.5 Location No:4479-3242 Glass Size: 1000x750 mm; Glass Thickness: 6 mm (min)	1 NO
80/10	Machine Name: WS 315/Bay 6/Bldg.5 Location:4475-2231 Glass Size: 900x520 mm; Glass Thickness: 6 mm (min)	2 NO
90/10	Machine Name: VA 50/Bay 6/Bldg.5 Location No:4285-2926 Glass Size: 800x900 mm; Glass Thickness: 6 mm (min)	4 NO
100/10	Machine Name: VA 50/Bay 6/Bldg.5 Location:4285-2926 Glass Size: 600x900 ; Glass Thickness: 6 mm (min)mm	2 NO
110/10	Machine Name: STC 25/Bay 1/Bldg.6 Location No:4474-3269 Glass Size: 950x750 mm; Glass Thickness: 6 mm (min)	1 NO
120/10	Machine Name: ECONO CNC 26/Bay 2/Bldg-6 Location No:4473-2844 Glass Size: 500x900 mm/; Glass Thickness: 6 mm (min)	1 NO

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	<p>Scope of the Work:</p> <p>Common for Item No: 10 to 120</p> <p>The Toughened glass dimensions are approximate only. Contractor to take exact measurement from the machines before supply of glass. The rubber beading shall be of high grade and must be resistant to coolant.</p> <ol style="list-style-type: none"> 1) Contractor shall remove the existing machine inspection glass from the machine by properly removing the beading. 2) If any rust is present on the machine frame, it has to be properly cleaned by contractor. 3) After rust removal new toughened glass shall be fixed in position. 4) Beading shall be cut to correct size to fix the glass in machine. 5) If glass need to be cut for correct size, it is scope of the contractor. 6) Glass and beadings are scope of the contractor. 7) Tools required for fixing the glass and beadings are scope of the contractor. 8) After fixing of glass with beading, the glass shall be neatly cleaned. 9) Removed glass, beadings and waste generated through by this work shall be properly disposed to disposal stores. 10) Consumables like, cotton waste, cloth, kerosene will be supplied by BHEL at free of cost. 11) Contractor shall carry out the work by the instruction of BHEL MMO Executive/Supervisor. 12) Payment shall be made on pro-rata basis. 13) Before quoting, the contractor may visit BHEL for exact valuation of work content. 	
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IMPORTANT NOTE: IF THE CONTRACTOR PERFORMANCE NOT ABLE TO FULFILL AS PER ENQUIRY REQUIREMENT, THEN THE CONTRACT SHALL BE SHORT CLOSED AT ANY TIME.

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GENERAL TERMS AND CONDITIONS FOR M&S MECHANICAL CONTRACTS

1) SAFETY:

- a) Safety precautions have to be ensured by the Contractor Depending on the work. Necessary work permit system and personal protective equipment's (PPE) such as electrical resistance rubber gloves, helmet, spectacle goggles, safety shoes, safety belt, etc. as applicable to Mechanical works should be adhered while carrying out the work.
- b) PPEs for appropriate trade job has to be ensured by the contractor at the job site at all times.
- c) The work nature may demand working at heights and/or at depth areas. Hence all staff members must be of sound Physical and Mental Health who can complete the job without harming himself and others.
- d) In case any employee found incompetent to carry out the work as stated above/ misbehaving others/ consumed alcohol, he shall be sent out of the factory and the contractor has to arrange alternate manpower immediately. Else the day shall be marked absent.

2) Before quoting the bidders are **advised to inspect the site of work and its environments and be well acquainted with the actual working and other relevant conditions, position of materials and labour.** Tenderers are also requested to go through General -Terms & conditions, Special -Terms & conditions of Contract, Scope of work, Technical Terms & Conditions, drawings and specifications and all other documents which form part of the agreement to be entered into.

3) TENDERING CONDITIONS:

- a) The Bidders shall submit the offer in **TWO PART BID SYSTEM** (Part -I & II) along with EMD as indicated below which shall be sealed in ONE OUTER ENVELOPE.
- b) Envelope I- This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid. This envelope should be clearly marked "Part I - Technical and commercial bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder. Envelope I should contain sealed EMD cover indicating the enquiry detail.
- c) Envelope II - This sealed envelope should contain price details. This envelope should be clearly marked as - "Part -II Price bid", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- d) Envelope III - This sealed envelope should contain requisite **EMD**. This envelope should be clearly marked as - "EMD COVER", indicating Enquiry No., Due Date and Address & Reference of the Bidder.
- e) All the three envelopes shall be put in one cover, duly sealed, super scribing as offer for Enquiry No., and due date of opening, Name of the work and the address and reference of the Bidder.
- f) The offer should reach this office on or before the due date by 14.00 Hrs. (IST). Late offers will not be considered.
- g) Tender should not be addressed to any Individual's name but only by designation to:

THE DEPUTY MANAGER
MAINTENANCE & SERVICES / CONTRACTS, 2&4 BUILDING,
BHARAT HEAVY ELECTRICALS LIMITED, HPBP, TIRUCHIRAPALLI
TAMIL NADU, INDIA - 620 014

h) All entries in Tender documents shall be clearly written in one ink or typed. Tenders should be FREE FROM CORRECTION AND ERASURES, Corrections if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

i) Offers should be in ENGLISH and accompanied by detailed Point to point confirmation of the scope of work.

4) OPENING OF TENDERS:

a) The Part I - Technical & un-priced commercial bid and EMD Cover alone would be opened on the Tender opening date (as mentioned in the enquiry) by 14.30Hrs(IST).

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b) The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically Suitable Bidders would be informed about the Price bid opening date.

c) Clarifications if any required by BHEL for Technical evaluation would be sought from Bidders before opening of Part II - price bid.

6. GST:

a) Response to Tenders for Contractor will be entertained only if the vendor has a valid GST registration no which should be clearly mentioned in the offer. If any specific exemption is available, a declaration with due supporting documents need to be furnished for considering the offer.

b) Contractor shall mention their GSTN in all their invoices and invoices shall be in the format as specified/prescribed under GST laws. Invoices shall necessarily contain Invoice number (in case of multiple numbering system is being followed for billing like SAP invoice no, commercial invoice no etc., then the Invoice No which is linked/uploaded in GSTN network shall be clearly indicated), item description as per PO, Quantity, Rate, Value, applicable taxes with nomenclature (like IGST, SGST, CGST & UTGST) separately, HSN/ SAC Code, etc.

c) All invoices shall bear the HSN Code (Harmonized System of Nomenclature)/ SAC (Services Accounting Code).

7. LD/ PENALTY CLAUSE:

If the contractor fails to complete the work as per terms & conditions of the order within the delivery schedule, 0.5% of the order value will be deducted from the bill/ recovered from the SD for each week of delay or part there of subject to a max. of 10% of the total contract value.

8. Successful bidders have to submit filled forms forwarded by BHEL HR, i.e. Form-III & Form-VII (shall be given with WO copy) & submit to ALC, Pondicherry for License before commencement of work.

9. RISK PURCHASE:

In the event of any successful Tenderer's failure to fulfil any of the Tender / Contract obligations as per Contract / Agreement BHEL may entrust the job to alternate source and get it completed to meet BHEL requirement and additional expenditure, if any, including consequential cost, will be fully recovered from the Tenderer Contractor who failed to complete the job in line with Contract.

The decision of BHEL with regard to the actual losses / consequential expenditures incurred by BHEL shall be final and binding on the Tenderer / Contractor.

10. SUSPENSION OF CONTRACT:

In the event of non-completion of contract/ un-satisfactory performance reported by the area Executive, resulting in cascading of events leading to impact in a negative way on financial/ safety/ procedures of various sections/ departments, the contract shall be terminated immediately with intimation and action shall be taken against the contractor as per the extant 'Guidelines for Suspension of business dealings with Suppliers/ Contractors'.

11. INDEMNITY:

The Contractor shall have to indemnify BHEL against all claims for injury or damage to any person or property caused by his negligence or negligence of his employees whilst in BHEL premises / sites.

12. BHEL FRAUD PREVENTION POLICY:

The bidder along with its associate/collaborators/sub-contractors/sub-vendors/consultants/ service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

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COMMERCIAL TERMS AND CONDITIONS FOR M&S MECHANICAL CONTRACTS

- 1) 100% payment will be made after completion of entire work pro-rata basis on submission of invoice in triplicate duly certified by Area In-charge.
- 2) Attendance register should be maintained.
- 3) Payment of **EMD** should be done in the methods given in Spl. Instructions, sl.no.1, page-1 of the NIT.
- 4) Mode of Payment of **Security Deposit**:
 - a) **Bank Guarantee** from Scheduled Banks/ Public Financial Institutions as per Companies Act. Bank Guarantee format should have approval of BHEL or
 - b) **Local Cheques** of Scheduled Banks (subject to realization)/ **Pay Order/ DD/ Electronic Fund Transfer** in favour of BHEL or
 - c) **Fixed Deposit Receipt (FDR)** issued by Scheduled Banks/ Public Financial Institutions as defined in the Companies act (FDR should be in the name of the Contractor, a/c BHEL) or
 - d) **Securities available from Indian Post Offices**, i.e. National Savings Certificates, Kisan Vikas Patras, etc. (held in the name of Contractor furnishing the security & duly endorsed/ pledged, as applicable, in favour of BHEL). While making such payment, Enquiry number should be mentioned in Remark column.
- 5) **Procedure to remit money to BHEL Trichy's Account (e-Collect Mode):**

Login to : <https://www.onlinesbi.com/prelogin/icollecthome.htm?corpID=574693>

 - a) Accept the terms & conditions, click "PROCEED".
 - b) Select State "TAMILNADU" and Institution type "INDUSTRY". Select "BHEL TRICHY" under "INDUSTRY".
 - c) In the next page, select APPROPRIATE category, fill details correctly & click "SUBMIT".
 - d) If all details entered are correctly populated, click "CONFIRM" to proceed.
 - e) Make payment as per your convenience. (Options available are payment of fees through **SBI Net Banking, State Bank ATM cum Debit Cards / Other Bank Debit / Credit Cards and through SBI Branches**).
 - f) SAVE & Keep the copy of receipt for future reference.
- 6) EMD & SD amount shall not carry any interest.
- 7) Security Deposit shall be furnished by the successful vendor to the total contract value before starting the work. The total amount of Security Deposit will be 5% of the contract value. EMD of the successful tenderer shall be converted and adjusted towards the required amount of Security Deposit.
- 8) **SD is forfeited** in case of any failure in execution of the contract or due to any shortcomings observed in the documentation furnished earlier for getting qualified or in case the Contractor is banned.
- 9) An additional payment as per circular ref. BHEL: HR: W: EW, dt.08.04.2014 is to be paid to the contract workmen as below, over and above the minimum wages prescribed by the government of Tamil Nadu:

Unskilled	- Rs.3200/-
Semiskilled	- Rs.3700/-
Skilled	- Rs.4100/-
- 10) Bonus @ 8.33 % to workmen to be paid.
- 11) **Rate should be quoted as per price bid format.**
- 12) The rate that is offered should be comprehensive and no separate charges will be made towards expenses like travel, boarding & lodging.
- 13) GST not to be included in quoted rate & to mention separately as percentage. Other taxes, if any, are inclusive.
- 14) Tax deduction will be made from every bill at the prevailing rate as per the Government rule and regulation from time to time.
- 15) In case of more than one L1 bidders, BHEL shall ask revised reduced price bids from all such L1 bidders & ranking will be decided based on these revised bids. The new rates quoted should be lower than their previous L1 rates. If L1 could not be decided by this process, ranking will be decided by draw of lots in the presence of all such L1 bidders.

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SCHEDULE FOR PRICE BID

NAME OF WORK: **Supply and fixing of toughened glass for CNC machines at building –5 & 6.**

Ref: Enquiry no: 9241900039: dt. 10/06/2019; Due dt.01/07/2019, 14.00 Hrs.

Sl. No	SCOPE OF WORK	Qty.	UoM	Rate/No.	VALUE
10	Supply and fixing of toughened glass for CNC machines				
10/10	STC 25/Bay 2/Bldg-5	1	NO		-NA-
20/10	ST 15/Bay 2/ Bldg-5	6	NO		-NA-
30/10	SKS 25 CNC/Bay 4 / Bldg-5	4	NO		-NA-
40/10	L 45 CNC/Bay 4/ Bldg-5	2	NO		-NA-
50/10	STC 25/Bay 4/ Bldg-5	2	NO		-NA-
60/10	WSU 18/Bay 5/ Bldg-5	1	NO		-NA-
70/10	WSU 18/Bay 6/ Bldg-5	1	NO		-NA-
80/10	WS 315/Bay 6/ Bldg-5	2	NO		-NA-
90/10	VA 50/Bay 6/ Bldg-5	4	NO		-NA-
100/10	VA 50/Bay 6/ Bldg-5	2	NO		-NA-
110/10	STC 25/Bay 2/ Bldg-6	1	NO		-NA-
120/10	ECONO CNC 26/Bay 2/ Bldg-6	1	NO		-NA-

- ❖ The bidder shall quote Rate/No. only.
- ❖ Value= Qty. x Rate/No.
- ❖ GST not to be included in the quoted rate & to be mentioned as a percentage separately. Other taxes, if any, are inclusive.
- ❖ Cumulative L1 offer will be considered.

**Detailed scope of work and other terms and conditions are specified in the Technical Bid of the Tender.

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Certificate by Chartered Accountant on Letter Head

This is to certify that M/s. _____ (hereinafter referred to as 'company') having its registered office at _____ is registered under MSMED Act 2006, (Entrepreneur Memorandum No (Part II)) _____ dt. _____, Category: (Micro/Small). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as per the latest audited financial year as per MSMED Act 2006 is as follows:

1. For Manufacturing Enterprises: Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No. S.O.1722(E) dated October 5, 2006):

₹ _____ Lacs

2. For Service Enterprises: Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act 2006):

₹ _____ Lacs

(Strike off whichever is not applicable)

The above investment of ₹ _____ Lacs is within permissible limit of ₹ _____ Lacs for _____ Micro / Small (Strike off which is not applicable) Category under MSMED Act 2006.

Or

The company has been graduated from its original category (Micro/Small) (Strike off which is not applicable) and the date of graduation of such enterprise from its original category is (dd/mm/yyyy) which is within the period of 3 years from the date of graduation of such enterprise from its original category as notified vide S.O. No. 3322(E) dated 01.11.2013 published in the gazette notification dated 04.11.2013 by Ministry of MSME.

Date:

Name:

(Signature)

Membership number:

Seal of Chartered Accountant