



## Bharat Heavy Electricals Limited

Electronics Division

Mysore Road, Bangalore – 560 026

**Rev:00**

### Notice Inviting Tender for

**Providing Photocopy/printing, Spiral Binding and other associated machineries, labour, supervision, consumable materials, etc for photocopying/printing, compilation and spiral binding at BHEL, Electronics Division, Mysore Road, Bangalore.**

### Summary

1	Tender Reference	BHE/ES/PP
2	Name of the Work	Providing Photocopy/printing, Spiral Binding and other associated machineries, labour, supervision, consumable materials, etc for photocopying/printing, compilation and spiral binding at BHEL, Electronics Division, Mysore Road, Bangalore.
3	Duration of the contract	2 years from the date of contract award.
4	Estimated Value	Rs. 80,00,000/- (Rupees Eithgy Lakhs only) approximately for two years.
5	Earnest Money Deposit (EMD)	Rs. 1,50,000/- (Rupees One Lakh Fifty Thousand only).
6	Security Deposit	Rs. 1Lakh+7.5% of the amount of business exceeding Rs. 10 Lakhs
7	Place and last Date & time of submission of Tender Documents	<p><b>Tender documents shall be superscribe the following information on the envelope:</b>  <b>Tender Ref: BHE/ES/PP</b>  <b>Date of Opening of Techno-commercial Bid: 25/10/2013.</b></p> <p><b>Tender documents shall be dropped in to the Tender Box No: 8 kept at our reception counter on or before <u>25/10/2013, 2PM.</u> Late offers will NOT be accepted under any circumstances.</b></p>
8	Date of time of opening of Technical Bid	Techno-commercial bid will be opened on 25/10/2013, at 2:30PM in presence of Bidder representative(s) who choose to present.

## **Instructions to Bidders & BHEL General Conditions of Contract**

1. The intent of this Tender is to seek Bangalore based service provider (here in after called as bidder) to provide Photocopy/printing, Spiral Binding and other associated machineries, labour, supervision, consumable materials, etc for photocopying/printing, compilation and spiral binding. These shall be installed/provided at BHEL, Electronics Division, Mysore Road, Bangalore – 560 026 for a period of 2 years.
2. Before participating in this tender, the bidder may familiarize with the nature of work, BHEL General Terms and conditions of the contract etc. If necessary, bidder may meet BHEL personnel and understand the nature of work with a prior appointment.
3. The bidder shall be registered as per Government Norms.
4. The bidder shall have an average annual turnover of at least Rs. 40 Lakhs during the last 3 financial years from the similar business. The bidder shall also making profit during the last 3 financial years.
5. The bidder shall have at least three years of experience in handling similar jobs in Government establishments, Public Sector Units, Public Sector Banks or other reputed companies/organisations.
6. The bidder/bidder company shall not be banned/de-listed/de-registered by any unit of BHEL or any Public Sector Undertakings, Central or State Governments, Government undertakings/Offices, PSU Banks etc.
7. Should a bidder find discrepancy or in doubt as to their meaning he shall seek clarifications at once by addressing it to the concerned authority. Every effort is made to avoid any error which can materially affect the basis of the tender but the successful bidder shall take upon himself to provide for the risk of any error which may be subsequently discovered and shall make no subsequent claim on account thereof.
8. In the event of tender being submitted by a firm the tender must be signed separately and legibly by each partner or member of the firm or in their absence, by the person holding the power of Attorney on behalf of the firm concerned.
9. Bidder shall provide minimum wages/ PF/ESI/Insurance to their employees as per the Govt Acts.
10. We will engage **TWO Vendors** and efforts would be made to ensure load distribution in the ratio of **60:40** between L1 and other Vendor respectively. However the rate for the other Vendor shall be at finalized L1 rate. The finalized L1 rates will be counter offered to L2. Incase L2 rejects the counter offer, the same will be offered to L3 and so on.
11. This contract is valid for a period of 2 (two) years from the date of award of this work. No change whatsoever in rates, terms and conditions will be entertained during this period.

12. Where there is a provision for payment of sales taxes, Service Tax, KVAT extra, it will be only paid if registration number both under Karnataka Sales tax and Central Sales tax are specifically mentioned on the bill/ invoice and acceptance in writing by BHEL.
13. The quality of the photo copies shall be of higher order and should always meet our requirements. We have the right to reject any or all pages and supplier has to reproduce the same at no extra cost.
14. No enhancement of rate for whatever reason will be allowed once the tender is finalized and the order is placed. Withdrawal from the quotation after it is accepted or failure to establish facilities including labour within the scheduled period will entail cancellation of the contract and forfeiture of the earnest money deposit/security deposit or recovery as deemed fit, as ascertained by BHEL.
15. Based on the performance, a decision will be taken to renew for the subsequent year, is in the sole discretion of BHEL.
16. Bidder has to obtain prior approval from BHEL before changing name of the company/ownership/partnership etc
17. Unit Rates shall be quoted in figures as well as in words in Indian Rupees only. Grand total also to be provided at the end.
18. In case the rates quoted in figures differ from those quoted in words, rates quoted in words will be taken as tendered rates and shall have binding on the bidders.
19. While quoting in their rates, the bidders are advised to take in to account of all factors like fluctuations in market rates of raw materials, labour cost etc.
20. Bidders shall not increase their quoted rates, once the tender has submitted their quotations and these rates are valid for 90 days from the date of opening of Technical bid.
21. Rates quoted shall be considered as, **inclusive of all taxes if any**, unless specifically mentioned in the quotation.

## 22. Earnest Money Deposit

- i) Every tender must be accompanied by Pay Order/ Demand Draft/ Banker's Cheque for Rs. 1,50,000/- (Rupees One Lakh Fifty Thousands only) drawn in favour of BHEL, Electronics Division Payable at Bangalore from any Nationalised/reputed bank. EMD shall be enclosed along with Technical Bid only.
- ii) This Earnest Money will be refunded to the unsuccessful bidders normally within 15 (fifteen) days after acceptance of the award of work by the successful bidder. In the case of successful bidder, the Earnest Money will be converted and adjusted against the Security Deposit.

- iii) As EMD is refunded only thro' EFT, bidders are requested to furnish Electronic Fund Transfer form as per Annexure - I.
- iv) Unless the bidder, whose tender is accepted, signs the contract agreement/ acknowledges the receipt of work order and sends acceptance letter within 15 (fifteen) days from the date of the order directing him/her to do so, the Earnest Money already deposited by him/her will be forfeited and acceptance of his/her tender will be withdrawn.
- v) Successful bidder is also required to install necessary hardware and deploy labour force to carry out the activities within the stipulated time frame as specified by BHEL. Failing to comply to these points may result in forfeiture of the EMD/ Security Deposit.
- vi) If, after opening of tenders, a bidder revokes his tender within the validity period or increases his earlier quoted rates or after acceptance of his tender does not accept the work in accordance with the instructions, the total Earnest Money Deposited by him will be forfeited and acceptance of his tender will be withdrawn. Even if only a part of the work included in the tender had been awarded to the bidder, the total Earnest Money deposit will be forfeited.
- vii) Tenders without Earnest Money Deposit receipts are liable to be rejected.
- viii) EMD/Security deposits do not carry any interest.

**22.1. EMD/Security deposits will be waived off in the following cases:**

- i) Central / State - PSUs / Government departments.
- ii) Micro and Small Enterprises. The Micro and Small Enterprises shall produce a valid MSME certificate issued by the competent authorities. If the MSME certificate is older than two years, then the bidder shall submit MSME certificate along with an original certificate from a practicing Chartered Accountant as per Annexure - II.

**23. Security Deposit:**

**23.1.** Rs. 1,00,000 (Rs. One Lakh) + 7.5% of the amount of business exceeding Rs. 10,00,000/-

**23.2.** Security deposit shall be deposited by the successful bidders before the start of the work.

**23.3.** EMD of the successful bidders will be converted and adjusted into Security Deposit. Balance amount of Security Deposit may be paid in any of the following methods:

- i) Cash (as permissible by the Income Tax Act)
- ii) Pay Order/ Demand Draft in favour of Bharath Heavy Electricals Ltd., Payable at Bangalore
- iii) Bank Guarantee from Scheduled Banks/ Public Financial Institutions as defined in the Companies Act. Bank Guarantee form to be approved by BHEL.

**23.4.** Security Deposit will not carry any interest.

24. BHARAT HEAVY ELECTRICALS LIMITED reserves the right to reject any or all the tenders received or accept any tender or part thereof without assigning any reason thereof.

25. Conditional and unsigned tenders or tenders containing absurd rates and amounts, tenders which are incomplete or otherwise considered defective, tenders which are not in accordance with the tender conditions laid down by the Accepting Officer and tenders not submitted in the prescribed forms are liable to be rejected.

**26. Experience:**

**26.1.** Bidder shall have at least three years' experience in handling similar jobs in any State/Central Govt Offices, PSUs, Public Sector banks or other reputed Industries/companies.

**26.2.** The tenders shall be accompanied by a list of similar contracts already held/ executed by the vendor at the time of submitting the tender and giving the following particulars:

- Name of work, value and address of your customer/client.
- The balance work remaining to be done on the same.

## **27. Bidder's Responsibilities:**

- i) Bidder shall ensure that the employees deployed in the premises of BHEL are physically and mentally fit and shall not have any criminal records. Such employees should possess requisite skill, proficiency, experience etc. to carry out the work.
- ii) Bidder shall NOT engage child labour to carry out the work.
- iii) Bidder shall provide required number of employees to carry out the work in stipulated time period. The bidder has to maintain strict delivery schedule as per our requirement. If necessary, the bidder may deploy extra manpower or working beyond normal working hours to complete the work in time.
- iv) Bidder shall maintain appropriate records of his employees deployed to carry out the job(s).
- v) Bidder shall provide Photo Identity Card duly signed by the Authorised signatory
- vi) Bidder will be fully responsible for the good conduct of his employees deployed to execute the work. In case of any misconduct/ misbehavior by any employee, the Bidder shall replace such employee/s immediately.
- vii) If Bidder provide uniform to their employees, then colour of the uniform shall be distinct different from BHEL employees/Trainees/Contract Labourers.
- viii) Bidder shall comply with all statutory requirements, Rules, Regulations, and Notifications issued from time to time by the concerned authorities in relation to employment of his employees.
- ix) The Bidder shall be responsible for enforcing all safety regulations as applicable on his workmen
- x) Bidder shall obtain necessary insurance cover at his/her own cost to mitigate any risk of accidents, theft, losses, damages etc to his machineries/employees. BHEL shall not be responsible for any loss, damage to the machineries deployed at BHEL. Bidder shall be responsible for payment of medical expenses/ compensation due to injury/death of his/her employees.
- xi) Bidder may also provide a basic mobile phone (without a camera) for their employees.
- xii) Bidder shall report the wastages of paper to concerned BHEL authorities on a regular basis.
- xiii) In the event of termination of contract for any reason whatsoever, the Bidder shall withdraw all his employees and his equipment from the establishment of BHEL.

## **28.Scope of Work:**

### **28.1. Operation & Maintenance (O & M) Manuals**

**Steps involved in O & M Manuals is given below:**

- i) Collection of documents either in hard or soft form (like CD/DVD etc) along with Index Sheet from the concerned departments.
- ii) Photocopying/printing of these documents (Plain white papers will be provided by BHEL).
- iii) Compilation ie. arranging all the pages in a sequence as per the index sheet along with suitable separators in folders provided by BHEL (A4/A3 – 1", 2" or 3"). Most of these documents are Operation & Maintenance Manuals.
- iv) Spiral binding the documents or filing all pages in a Folder. ((Folders and separators will be provided by BHEL)
- v) Preparation and insertion of Pouch Cards (Typical pouch cards consist of Project name, customer name etc)
- vi) Returning of original documents (Hard/Soft) back to the concerned users and obtaining acknowledgement.
- vii) Handing over of these documents to Despatch section

### **28.2. Photocopying/Printing with or without spiral binding**

**Steps involved in the work is given below:**

- i) Collection of documents either in hard or soft form (like CD/DVD etc) with/without Index Sheet from the concerned departments.
- ii) Photocopying/printing of these documents (Plain white papers will be provided by BHEL)
- iii) Returning back both original and copied documents to initiator with/without spiral binding (depending upon user requirement) and obtaining acknowledgment

**28.3.** Bidder also required to collect A3/A4 size papers, Folders, Separators etc from our stores on need basis

**28.4.** In both the cases, documents may also be transferred to you by email, software packages etc.

## **29.Required Infrastructure:**

**29.1.** Successful Bidder shall establish the infrastructure at BHEL, Electronics Division, Mysore Road, Bangalore within 15 days after the award of work. Bidder has to provide two photocopiers/printing machines (One high end and another medium range machine). Desired specification of the machines is given below

- Continuous output speed: Around 75 Pages per minute (for High End machine) and around 40 Pages per Minute (for Medium range machine)
- HDD : 100 GB (Min)
- Memory : 1 GB (Min)
- Photocopying Resolution: 600 DPI
- Printing Resolution : 1200 X 1200 dpi (Approximately)
- Operating System : Windows XP/7 or later versions
- Zoom : 25% to 400% in steps of 1%
- Interface : Standard USB 2.0,  
Ethernet 10 BaseT/100-Base TX
- Paper Input Tray Capacity: Around 1500 Sheets
- Paper Size : A4 to A3 (70 to 80 GSM +/- 5GSM)
- Power Source : 220 – 240V, 50Hz.
- Multiple copying feature shall exists
- The machines shall be pre-loaded with suitable Networking protocol/printing softwares.
- Printer shall have Automatic/Reverse Document Feeder facility.
- Machines shall have Full Service & Maintenance Agreement (FSMA) with OEMs
- In case, the OEM of the photocopying/printer machine certify the end of life of photocopying/printing machine, then bidder shall replace old machine with a new one with similar or better configuration/specification.

**29.2.** **Photocopy/printing machines shall be brand new. Newness of the machines shall be authenticated by invoice/bills at the time of installation of the machines. Invoice/bills shall be in the name of the bidder/ bidder company. Bidder has to obtain approval from the BHEL authorized personnel before installing these machines.**

**29.3.** Preferably, the above machines shall be energy efficient complying to “**Energy Star-5**” requirements.

**29.4.** Printers, Spiral Binding Machines, Wire for Spiral Binding, Tables, Chairs, Staplers, Punching Machines etc shall be installed by the bidder. This is only an indicative and not exhaustive. It is responsibility of the bidder to provide any material, equipment, machinery, labour which is not specifically mentioned in this document, but



which is necessary to complete the work. The quoted/accepted rates/price shall deem to be inclusive of all such contingencies.

**29.5.** Bidder shall provide necessary Un-interrupted Power Supply (UPS), if required.

**29.6.** It is the responsibility of the bidder to maintain the hardware and also arrange consumables (except papers) like Toners, stappler pins, wires for spiral binding etc.

**29.7.** BHEL provides Personal Computer(s) (normally, with latest hardware configuration with Windows OS and other basic software packages including Anti-virus), space, papers, folders, separators and power supply free of cost. These computers will be serviced/maintained by BHEL. Tables required to place these computers shall be provided by the bidder.

**30. Payment Terms:**

- a) Payment will be made based on the quantum of work completed, and normally within 30 days of submission of Invoice/Bills duly signed by BHEL's competent authority.
- b) As payment is made based on the quantum of work completed, **NO** extra payment will be made for working beyond normal working hours, Over Time, deputing extra manpower etc.
- c) Taxes will be deducted as per rules.

**31. How to Apply: This is a Two Part Bid.**

**31.1.** Part 1: Techno-commercial Bid consisting of

- a) Checklist
- b) Notice Inviting Tender
- c) Technical Bid, and
- d) Earnest Money Deposit (EMD)

**31.2.** Part 2: Price Bid

- a) Rate Schedule

**The bidder shall provide the above in two parts ie. Technical Bid in one sealed cover and Price Bid in another sealed cover and superscribe "Technical Bid" and "Price Bid" on the envelopes respectively. Both these covers shall be put into another sealed cover and superscribe it with the following:**

**“Tender Ref: BHE/ES/PP**

**Date of Opening of Techno-commercial Bid: 25/10/2013”.**

(Covers without the above ref and date of opening of Techno-commercial bids are liable to be rejected)

**Tender documents shall be dropped in to the Tender Box No: 8 kept at our reception counter on or before 25/10/2013, 2PM. Late offers shall NOT be accepted under any circumstances.**

**Note: Corrigendum/addendum/amendments/revisions/extension of time/clarifications etc (if any) to this NIT will be notified on our websites ([www.bheledn.com](http://www.bheledn.com) or [www.bhel.com](http://www.bhel.com)) only. No separate press advertisement will be carried out for the above. Hence, bidder is requested to visit the above websites regularly to keep themselves updated wrt this NIT.**

## **Part A: Techno-Commercial Bid**

### **A.1 Sub: Rate Contract for Photo Copying (Black & White) on A3/A4 size paper.**

No	Particulars	Bidder's Response
1	Bidder's Reference	
2	Bidder's Name	
3	Bidder's Address	
4	Details of Ownership	a) Govt of India Undertaking/ State Govt Undertaking b) Limited Company c) Private Company d) Co-operative Society e) Partnership Firm f) Proprietorship g) If others, please specify: _____
5	Year of Establishment	
6	Permanent Account No (Please enclose copy of PAN card)	
7	Sales Tax/ Service tax Registration Nos. (Enclose copies of the Certificates)	
8	Name(s) of Contact Person(s)	
9	Phone/mobile No(s)	
10	Email Id(s):	
11	Experience Details (Enclose Purchase Order Copies/ Certificate issued from reputed companies/industries during the last 3 years)	
12	Annual Turnover during the last 3 years (Provide proof)	2012-13:  2011-12:  2010-11:

13	PF & ESI codes	
14	Category as per MSME Act.	
15	In case if you are a successful bidder, configuration of Photocopying/printing machines (both high end and medium range) you are planned to install at BHEL. (Use separate sheets)	
16	Is any of your relative(s) working in BHEL? If so, please provide the details like Name, Staff No, Designation, Dept etc.	
17	Is your company banned/delisted/de-registered by any BHEL Unit/ Central or State Governments/ Public Sector Units/ Public Sector Banks? If yes, give details	

## **Part B: Price Schedule**

### **B.1 Photocopying of Documents**

Sl No	Description			
		Estimated Qty of the copies required for two years	Rates per copy	
			In Figures	In Words
01	Photocopy/Print on single sided A4 size	43,50,000		
02	Photocopy/Print on Back to Back A4 size	17,50,000		
03	Photocopy/Print on single sided A3 size	4,50,000		
04	Photocopy/Print on Back to back A3 size	65,000		
05	Photocopy/Print with reduction from A3 to A4 size on single side	2,80,000		
06	Photocopy/Print with reduction from A3 to A4 size on back to back	65,000		

**Note 1: Rates shall include for all activities as per ‘Scope of Work’ in the Tender Document.**

## **Part B: Price Schedule** (Continued ...)

**B.2 SPIRAL BINDING :** Spiral binding of documents using plastic sheets for both top & bottom with a spiral ring. Thickness of the Plastic Sheets shall not be less than 0.25mm)

Description of Work	A4 size book			A3 size book		
	Estimated Qty per annum	Rate per book in Rs.		Estimated qty per annum	Rate per book in Rs.	
		In Figures	In Words		In Figures	In Words
a)Upto 50 sheets	10,000			3,000		
b) For every additional 25 sheets	20,000			5,000		

**Note 2. :** a) The above rates shall include Transparent Plastic sheets for both (Front & Rear) with Spiral Ring.

**GENERAL NOTE:**

- 1) TENDERS SHALL QUOTE FOR ALL THE ABOVE CATEGORIES (I & II). FAILURE TO QUOTE EVEN FOR ONE OF THE ITEMS IN THE ABOVE CATEGORIES, THE OFFER IS LIABLE TO BE REJECTED.
- 2) L1 STATUS WILL BE ARRIVED BASED ON THE OVERALL COST OF ALL THE ITEMS (I & II ) AND SPIRAL BINDING FOR THE ESTIMATED QUANTITY.
- 3) RATES QUOTED SHALL BE ASSUMED AS, INCLUSIVE OF ALL TAXES IF ANY, UNLESS SPECIFICALLY MENTIONED IN THE QUOTATION.
- 4) THE RATES QUOTED SHALL BE IN LINE WITH SCOPE OF TENDER TERMS & CONDITIONS
- 5) THE RATES QUOTED IN THE RESPECTIVE COLUMNS SPECIFIED IN THE PRICE BID ONLY WILL BE CONSIDERED. ANY CONTRADICTING STATEMENTS REGARDING PRICES ELSEWHERE WILL NOT BE CONSIDERED.

## Checklist

No	Checkpoint	Yes/No
1	Have you understood the Terms and Conditions and Scope of Work of this tender document?	
2	Do you agree and abide by the terms and conditions of this tender document?	
3	Have you enclosed EMD for for Rs.1,50,000/- along with the Technical Bid drawn in favour of BHEL, payable Bangalore towards EMD	
4	Have you enclosed EFT Form along with a Cancelled Cheque?	
5	Have you enclosed IT returns/Annual Reports/Certificate from CA as a proof of Income for the past 3 years?	
6	Have you enclosed ESI/PF Registration Details?	
7	Have you enclosed 3-year's experience certificate/Purchase order Copies from your important customers?	
8	Is your company registered as Micro or Small under MSME Act? If so, have you furnished a certificate? Also, if MSME certificate is older than 2 years, then have you produced certificate from a practicing Chartered Account as per the Annexure – II	
9	Have you enclosed the configuration of the Photocopying/printing machines (both high end/mid-range) you are planned to install at BHEL in case if you are a successful bidder? (Use separate sheet)	
10	Have you enclosed Technical Bid and Price Bid separately in a sealed cover and superscribing them suitably? Have you put these covers into another bigger sealed cover and superscribe it with the following: <b>Tender Ref: BHE/ES/PP</b> <b>Date of Opening of Techno-commercial Bid: 25/10/2013.</b> (Tenders without above details are liable to be rejected)	
11	Have you signed on all pages of the Tender Document?	

Electronic Funds Transfer (EFT) OR  
Paylink Direct Credit Form

Annexure - I

Please Fill up the form in CAPITAL LETTERS only.

TYPE OF REQUEST(Tick one): ☐ CREATE ☐ CHANGE

BHEL Vendor / Supplier Code:	
Company Name :	
Permanent Account Number(PAN):	
Address	

City:	PINCODE	STATE
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Contact Person(s)	
Telephone No:	
Fax No:	
e-mail id:	

1 Bank Name:	
2 Bank Address:	
3 Bank Telephone No:	
4 Bank Account No:	
5 Account Type: Savings/Cash Credit	
6 9 Digit Code Number of Bank and branch appearing on MICR cheque issued by Bank	
7 Bank swift Code(applicable for EFT only)	
8 Bank IFSC code(applicable for RTGS)	
9 Bank IFSC code(applicable for NEFT)	

- A I hereby certify that the particulars given above are true, correct and complete and  
tha: I, as a representative for the above named Company, hereby authorise EHEL, EDN,  
Bangalore to electronically deposit payments to the designated bank account
- B If the transaction is delayed or not effected at all for reasons of incomplete or incorrect  
information, I would not hold BHEL / transferring Bank responsible.
- C This authority remains in full force until BHEL, EDN,Bangalore receives written notification  
requesting a change or cancellation.
- D I have read the contents of the covering letter and agree to discharge the responsibility  
expected of me as a participant under ECS / EFT.

Date:

Authorised Signatory:  
Designation:

Telephone NO. with STD Code

Company Seal

Bank Certificate

We certify that \_\_\_\_\_ has an Account No \_\_\_\_\_ with us and  
we confirm that the bank details given above are correct as per our records.

Date: \_\_\_\_\_ (.....)

Place: \_\_\_\_\_ Signature

Please return completed form along with a blank cancelled cheque or photocopy thereof to:

Bharath Heavy Electricals Ltd,



Annexure - II

**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) ..... dtd:.....,  
Category: ..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on  
date..... 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 :  
Rs.....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:  
Rs.....Lacs

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

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant

=== End of NIT ===