



**BHARAT HEAVY ELECTRICALS LIMITED  
CORPORATE RESEARCH & DEVELOPMENT  
VIKASNAGAR : HYDERABAD – 500 093**

**NOTICE INVITING TENDER**

1. Tender in two parts (Technical Bid and Price Bid) is invited in sealed cover from the Contractors satisfying the pre-qualification criteria.
2. Bidders can download the Tender document from BHEL Website and the duly filled up documents may be sent by post / Courier to Tender Box, Security Control Room, BHEL Corp R&D Division, Vikasnagar, Hyderabad-500093, Telangana State.
3. The Bidders are required to submit the offer in two parts.
  - a) Technical Bid (Page No.10), and other documents (Page No. 1 to 8) duly signed and stamped on all the pages along with original DDs for Rs.40,000/- as EMD and put in one cover; EMD is exempted for MSME contractors provided Annexure-E is submitted.
  - b) Price Bid (Page No. 12) duly signed and stamped on all the pages and sealed and put in another cover  
The Technical Bid should be superscribed as “Technical Bid for Hiring of NON-AC VAN OF 2500 to 3000cc” and the Price Bid shall be superscribed as “Price Bid for Hiring of NON-AC VAN OF 2500 to 3000cc
  - c) Both the above two envelopes shall be kept into another sealed cover. The cover shall be super-scribed with “Quotation for Hiring of NON-AC VAN OF 2500 to 3000cc”, Tender Notice No. 091650591, dated 09-05-2016.
4. In case tender documents are sent by post, BHEL Corp R&D shall not be responsible for any postal delay. Bidder should ensure that the bid document reaches the Tender Box on or before the tender due date and time as indicated in NIT
5. Bidders are required to ensure that all columns of the bid are duly filled in. If any incorrect rates or unusual low rates are mentioned in the offer, the same shall be rejected and no correspondence will be entertained in this regard.
6. The Technical Bid should accompany the Demand Draft for Earnest Money Deposit along with other relevant supporting documents. In case of non-submission of EMD along with the Technical Bid, the offer is liable to be rejected.
7. Bidders are required to submit duly filled in Tender Documents before 12.00Hrs. on 31-05-2016, To Tender Box, Security Control Room, BHEL Corp R&D, Vikasnagar, Hyderabad-500093.
8. All entries in the Tender should be clearly written in ball point pen of one ink and corrections, if any, are to be duly attested by the tenderer. Erasures and overwriting are not permitted.
9. Submission of offer means that the bidder has read the bid documents and agrees to abide by the terms and conditions mentioned in the documents.
10. Canvassing in any form in connection with the tender is strictly prohibited and tenders submitted by bidders who resort to canvassing will be liable for rejection.
11. Successful bidder shall submit a security deposit at the time of release of order and the amount will not carry any interest. The amount of security deposit will be as below:  
Upto Rs 10 Lakhs : 10%. Above Rs 10 Lakhs and upto Rs 50 Lakhs : Rs 1 Lakhs + 7.5% of amount exceeding Rs 10 Lakhs. Above Rs 50 Lakhs: Rs 4 Lakhs + 5% of amount exceeding Rs 50 Lakhs



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**I. PRE - QUALIFICATION CRITERIA**

- a. The Bidder should have valid Income Tax **PAN Card**. Documentary proofs / Xerox copies are to be enclosed.
- b. The Bidder should have valid Service Tax registration number (If applicable) otherwise has to submit a Self-Declaration of “Non Applicability of Service Tax” (Format enclosed with this tender document) on their Company’s Letter Head.
- c. Average Annual financial turnover of the last 3 years ending 31<sup>st</sup> March of the previous financial year, should be at least Rs.5.55 Lakhs. Turnover is to be duly certified by a chartered accountant or Three years’ IT Returns to be attached with the Tender documents

**II. TERMS & CONDITIONS:**

**A. SCOPE OF CONTRACT:**

**To Supply on hire Non-AC Van of any make with a cubic capacity of 2500-3000 cc (+or–25cc), suitable for 8 passengers, with foldable 2+2 seats back side. The vehicle should have been registered within One year before the last date of submission of Tender. Vehicle should not have run more than 36,000 KM on the date of pre-inspection of the vehicle by the authorised person of BHEL R&D. The vehicle is for operation at BHEL, Corp R&D, Vikasnagar, Hyderabad, for 24 Hrs. on all days in a year, at a minimum assured kilometres of 3000 per month.**

**B. OPERATIONS:**

- a. The vehicle will run as per the instructions of Transport Incharge for Canteen Services for distribution of tiffins, purchases, etc. during day time and will run for Security Patrolling of the Campus during nights. In case of emergency requirements the vehicle shall also be used for carrying any passengers/materials to and fro the City The Vehicle will be under the control of Security Incharge during the idle hours.
- b. **The Contractor shall arrange at his cost for Drivers, Fuel, Maintenance/Repairs and Comprehensive Insurance coverage for Driver & all passengers including all materials being carried in the Van.**
- c. BHEL will not be responsible for any loss/pilferage/damage of his property.
- d. Any penalties, challans, etc. due to violation of traffic rules by the Drivers will have to be borne by the Contractor.
- e. The vehicle will run for BHEL on all the days for 24 hours.
- f. Trip sheet, or any other document as required by BHEL, for the Van must be maintained by the Driver as per the instructions of Transport Incharge. It is the responsibility of the Van Driver to get all the columns and each & every movement filled and get the entries signed by the user.
- g. In case of loss of original trip sheet, BHEL reserves the right not to entertain the claim.
- h. The Driver should keep the relevant valid documents (driving License, Badge No., road tax token, registration certificate, Valid Comprehensive Insurance Policy, Fitness Certificate of the Van, Permit etc.) with the Van and produce as and when required by BHEL. In case original document is not available immediately, copy of the same must be kept.
- i. The Van shall report at the report point in full readiness and cleanliness for the entire day's operation in respect of fuel availability and willingness of the Driver.
- j. Van should operate only with the "BHEL" name board supplied by BHEL.
- k. Any damage to BHEL material due to rough and faulty handling by the Driver will have to be made good by the contractor to BHEL. Similarly, if any damage caused to BHEL equipment/installation/property of third party in the course of work by the contractors' men, the same shall be made good by the contractor.



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- l. Transport operator should be in a position to provide alternate driver in case of any exigency for the driver of the Van deployed.
- m. The actual Van parking charges incurred at Airport / Railway Stations and TOLL CHARGES will be reimbursed on production of the original receipt without any corrections or over writings along with the monthly bill.
- n. The Transport operator should ensure that the Drivers are available at the Van all the time.
- o. The starting and closing km readings will be from BHEL Corp R&D, Vikasnagar to Corp R&D-
- p. No Lead Kilometres will be allowed.**
- q. BHEL shall have the right to cancel the contract at any time if the provisions of the contract have not been adhered to.

**C. VAN:**

The Transport operator should fulfil the following requirements in respect of the Van during the execution of the contract:

- a. The Vehicle to be deployed by the successful bidder should be registered in the name of the bidder/contracting firm.**
- b. Van to be operated may be of any Make, with 2500-3000 cc (+or- 25cc), suitable for 8 passengers, with foldable 2+2 seats back side
- c. The Contractor shall make available relief Van immediately in the event of any accident/breakdown. Such relief Non-AC Van shall be in good running condition. Such Non-AC Van shall be put in to operation for not more than two months period.
- d. Color of the Van: Single shade, any of the following: SILVER/ WHITE/ CREAM only.
- e. The condition of the Van like functioning of Audio System, head-lights/indicators, horn, seat belt, Tool Kit, etc., should be available and maintained in good condition, failing which the Van will be removed from operation till the defects are set right and in such case the operator should provide good alternate Van immediately.
- f. The Van should be very clean both internally and externally.
- g. Stepney/Spare tyre and its tread should be maintained in good condition.
- h. Jack and hand tools should be made available with the Van.
- i. Spare fuses to be available with Van ready to replace in emergency.
- j. Playing CD/tape recorder or radios in the Van should be avoided within the BHEL Complex.
- k. Copies of Valid RC, Permit, driver license and Badge, Comprehensive Insurance Policy, Pollution Certificate, Road Tax to be submitted to Transport In-charge onetime and subsequently for validity period extension and one set to be kept with the Van itself.
- l. Original of the above documents shall also to be submitted for cross verification once before award of contract.
- m. The Transport operator should ensure that there should not be any advertisement on the Van.
- n. Van provided to BHEL on hire will be inspected by transport in-charge of BHEL in respect of (1) Appearance of the Van (2) running condition of the Van (3) upholstery (3) correctness of all meters (4) physical fitness of the driver, at regular intervals.
- o. Each Van should be equipped with a First-Aid box containing the following items:
  - Small Sterilized Dressings
  - Dettol
  - Cotton Roll
  - Bandage Roll
  - Benzoin Tincture
  - Scissors
  - First aid tape roll
  - Burnal
- p. Fire Extinguisher should be available in the Van and maintained properly.
- q. All Vans deployed should have GPS navigation system.
- r. Transport Incharge will randomly check the correctness of the meters and other items.
- s. List of all facilities which are to be available in the Van shall be displayed in the vehicle.



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**D. DRIVER:**

The Transport operator should fulfil the following requirements in respect of the driver during the execution of the contract.

- a. **The Contractor shall provide the services of driver in 2 Shifts i.e., from 7 AM to 7 PM and 7 PM to 7 AM and will be responsible for providing Driver on time.**
- b. **Change of Driver shall be done at our Security Control Room.** Vehicle will not be permitted to be taken out side for change of Driver.
- c. **Only one Bhatta for the Driver will be allowed per day**
- d. He will also be responsible for the behaviour and conduct of the Drivers employed by him. If any driver exhibits any indecent behaviour, the Contractor shall withdraw such driver on a complaint from BHEL and provide another Driver.
- e. Drivers should possess valid driving licence and Badge.
- f. The identified drivers should have minimum 2 years driving experience as on the date of commencement of work. Date of issue of Driving License shall be considered for calculating experience. Copies of Valid driving license and Badge to be submitted at the time of commencement of work to Transport in charge.
- g. Drivers should be provided Uniform and Shoes by the Transport Operator and the Drivers should wear uniform and shoes during the duty hours.
- h. Drivers should avoid casual dress and footwear.
  - i. Transport Operator should ensure that the Driver should have mobile hand set in good
  - ii. Working condition. Use of mobile phone while driving is not permitted.
- i. Drivers should adhere to the instructions given by BHEL Transport incharge.
- j. Driver should first allow the passenger to get inside the Van and then only driver should enter the Van.
- k. Drivers should open and close the doors for all the passengers/customers while getting into or alighting the Van.
- l. If there is a hand luggage brought by Officials, driver has to come forward and place the luggage in the Van. Any hand carrying luggage / material that weigh up to 20 kg shall also be accommodated in the Van.
- m. Drivers should follow the MV Rules/Traffic Rules strictly and should not drive rashly.
- n. Drivers should wear seat belt while driving.
- o. Drivers should not demand any money from the user on any occasion.
- p. The drivers should be fluent in Telugu and understand Hindi and English.
- q. The drivers should possess good health and free from intoxicating habits. Contractor should submit the following Certificates in respect of Drivers: 1) Fitness Certificate and (2) Color Vision Test (Color blindness check) Certificate.
- r. Frequent changing of drivers is not permitted. Any change of driver shall be permitted with prior approval of Transport-Incharge.
- s. The drivers deployed should not involve in any illegal activities.

**E. PAYMENT TERMS**

- a) Hiring charges shall be paid on monthly basis on completion of work immediately and submission of necessary error free invoices/bills to Transport in charge on or before 5<sup>th</sup> of every month.
- b) All Invoices shall indicate Letter Order number for processing payment
- c) All payments shall be released by RTGS/EFT as per Contractor's bank details within 30 days of receipt of bills/ Invoices.
- d) No advance will be paid for the Contract.

**Note:** Two copies of INVOICE with original signature to be submitted every Month on completion of work.



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**F. CONTRACT PERIOD:**

- a) The contract execution period will be for a period of 2 Years from the date of commencement of work/deployment of Van after issue of Letter Order. During tenure of the Contract, no price increase shall be entertained, except for the price variation due to change (Increase/decrease) in fuel cost.
- b) If required, BHEL reserves the right to extend this subject contract for a further period with same terms & conditions subject to mutual acceptance by both parties.

**G. TERMINATION OF CONTRACT:**

- 1) The contract may be terminated by BHEL, in case transport provider fails to fulfill the terms and conditions of contract agreement by giving Two months' notice to transport provider.
- 2) The Contract may be terminated at any time without paying compensation whatsoever to the Transport provider in case of misbehavior, disobedience, dishonesty, clandestine insolvency, any Court Order, non-sanction of road permit or any other related activities on their part.

**H. SPECIAL CONDITIONS:**

- a. On award of contract, the successful bidder shall comply with all the statutory requirements of PF, ESI, Payment of Wages, Minimum Wages Acts (Rules & Regulations), for their workmen deputed for this work. BHEL will have no liability whatsoever in this regard.
- b. During the course of the Contract, the Contractor should provide additional vehicles to BHEL, if required, on the same rates, terms and conditions.
- c. BHEL reserves the right to cancel the tender altogether before finalisation of contract.
- d. The duration of working time in a day will be in Two shifts i.e., from 7 AM to 7 PM and 7 PM to 7 AM.
- e. The Van shall be allowed to be taken out during day time only, twice in a month on Sundays or holidays for maintenance/repairs/refuelling with prior permission of Transport Incharge who will inform the Security for such permission. However, it should report back for duty for Security Patrolling at 6-00 PM in the evening after such maintenance and repairs.
- f. When the vehicle goes out for maintenance/repair/refuelling the mileage at the Security Gate will be noted and the mileage at the time of entry will be taken for calculation purpose.
- g. The rates quoted should be exclusive of Service Tax and Swachh Bharat Cess and inclusive of any other taxes & duties levied or to be levied both by Central and State Government authorities. Such levies should be borne by the Contractor.
- h. The Vendor should arrange all required permits, licenses, pollution cards, tax receipts etc., at his own cost.
- i. Rates quoted shall remain valid for entire period of contract including extensions, if any. However reimbursement/recovery will be made for increase/decrease only in the cost of fuel. No other variations other than the cost of fuel will be allowed by BHEL during the tenure of the contract period including extensions, if any. The escalation is based upon Diesel cost on the date of opening of technical bids. Escalation for increase/decrease in Diesel cost will be reimbursed/recovered as per the following formula. The escalation is applicable at actual Km. run for reimbursement /recovery.

$$\frac{\text{Difference in price of fuel} \times \text{Actual Kms. run}}{\text{Average mileage of the Vehicle indicated in the bid}}$$



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- j. The Van will also be utilized by BHEL for local trips within Hyderabad & RR District and areas covered under HMDA.
- k. In case the contractor fails to operate the contract or comply with any of the contractual obligations, BHEL reserves the right to get the same done at the contractor's risk and cost by another agency / departmentally apart from recovery of penalty which will be adjusted from running bill(s)/Security deposit.
- l. BHEL Security and Safety regulations should be observed by the Contractor when the Van is engaged in the work under this contract.
- m. The Contractor shall execute the contract diligently adhering to the terms and conditions of the contract. In the event of poor performance, suitable action, including delisting, will be initiated as per the terms and conditions of the contract.
- n. In case BHEL be held liable for any loss, damage or compensation to third parties arising from or in relation to transport operations done by the transport contractor, such loss, damage or compensation shall be paid by the contractor to BHEL together with the costs incurred by BHEL on any legal proceedings pertaining thereto.
- o. The contractor is directly responsible for injuries / death of any person employed by him as well as to the third party occupants and vehicles, or other users, arising due to accident or otherwise during the contractual period. At any point of time, BHEL will not be responsible for any loss / damage either to the person or to the Van arising out of accident of the Van for performing the contractual obligations.
- p. Any addition or deletions or changes in the nature of organization of the transport provider should be informed to BHEL well in advance.
- q. Subject to as aforesaid the provisions of the MV Act or any statutory modifications or amendments or re-enactment thereof and the rules made there under from time to time have to be followed by the Transport Contractor.
- r. The Van allotted for BHEL use is liable to be checked by BHEL Security Personnel as and when required.
- s. BHEL reserves its right to refuse to engage the Van even after arrival at the factory, if the driver and the Van do not conform to any of the regulation of MV act.
- t. Any mishap (i.e. fire, theft, riots, strike, accident, etc.,) occurring en-route and any liability in this regard will be the complete responsibility of the Transport provider. He is also responsible for the safe, comfortable and timely transportation of the passengers.
- u. BHEL is not responsible in any case for payment of any loss of life, injury or damage because of engaging of the Van. In case BHEL has to pay compensation for any loss/damage, the same is to be reimbursed by the Contractor to BHEL together with legal expenses.



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**I. PENALTY:**

Penalty for Delay / Non-Supply of Vans will be levied as under:

- a) A penalty equivalent of a day's rent per day will be recovered for not supplying the Van on any day for whatever the reason may be
- b) In addition to the above BHEL reserves the right to get the same done at the contractor's risk and cost by engaging the same departmentally. The excess amount if any, towards that entire operation may be deducted from the default contractor's running bill / security deposit.
- c) For delayed supply of Van against regular operational timings, Rs 100/- per hour for a maximum of 4 hrs (fraction of delayed hours will be rounded off to full hour) will be deducted as penalty. For any such delay, Transport provider has to give advance / immediate intimation to BHEL Corp R&D, Transport Incharge. If delay is more than 4 hours the subject Day Rent for the Van will not be given (as penalty).
- d) An amount of Rs.200/- each per day will be charged as penalty for poor upkeep of the Van and Driver not wearing the uniform.
- e) In case of break-down of Van while on operation, the Van should be replaced by an alternative Van within 60 minutes from the time of breakdown. If it is not so, an amount of Rs 100/- per hour (fraction of breakdown hours will be rounded off to full hour) will be deducted from the particular bill for the break down hours for maximum of 4 hours only, if break down time exceeds 4 hrs, the subject Day Rent for the Van will not be given (as penalty) and payment will be given only for KM run. Subject Day Rent is calculated based on the no. of days in that subject month.
- f) In case of non-replacement of Van in time as said above against breakdown Vans, BHEL reserves the right to get the same done at the Transport provider's risk and cost by engaging the same departmentally. The excess amount if any towards that may be deducted from the default Transport provider's running bill / security deposit.
- g) Any amount recoverable from Transport operator towards the loss / damage will be adjusted from the outstanding payments due from BHEL or from the security deposit

**J. ARBITRATION:**

- a) All disputes arising in connection with the Contract shall be settled by mutual consultation. If no agreement is reached the dispute shall be settled in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Rules made thereunder. The dispute shall be referred for Arbitration to any Arbitrator to be appointed by the Head of the Unit, BHEL R&D. The award of the arbitrator shall be final and binding on both the Parties. The venue of the Arbitration shall be at Hyderabad in India. The Award to be given by the Arbitration shall be a speaking award. All questions, disputes, differences arising under, out of or in connection with this Contract shall be to the exclusive jurisdiction of RR Dist. Courts.
- b) Reverse Action: BHEL reserves the right to go for Reverse Auction (RA) instead of opening the sealed envelope price for participation in RA. Non – acceptance to participate in RA may result in non-consideration of their bids, in case BHEL decides to go for RA. bid, submitted by the bidder. This will be decided after techno- commercial evaluation. All bidders to give their acceptance

## Annexure A

**CERTIFICATE OF COMPLIANCE**

To

Sr Manager (Purchase)  
BHEL Corporate R&D  
Vikasnagar,  
Hyderabad – 500 093

Sir,

We have carefully read the tender specifications connected with the above tender and have understood the technical requirements and conditions to the above tender which consists of:

**1. Technical Bid:**

2.

- a. Instructions to the Bidders
- b. Pre-Qualification Criteria,
- c. Scope of Contract,
- d. Work Specific Terms & Conditions,
- e. Penalty Clause

**3. Price Bid:**

We agree to carry out the contract tendered at the rates as offered by us in the Price Bid (Rate Schedules) submitted by us and in accordance to the terms and conditions of the subject tender.

**If the contract is awarded to us the prices shall be kept firm till the completion of contract.**

Draft of..... Bank bearing No.....dated.....for  
an amount of ₹\_\_\_\_\_/- (Rupees \_\_\_\_\_only) Or one  
time EMD CR ref (BHEL Corp R&D, Vikasnagar, Hyderabad Only)\_\_\_\_\_ is  
submitted.

Signature of the Bidder



## Annexure B

**TECHNICAL BID****PRE - QUALIFICATION CRITERIA DETAILS:**

S NO	ELIGIBILITY CRITERIA	BIDDER's RESPONSE
*1	<b>EMD</b>	DD No. _____ Date _____ Drawn from _____ (Bank) for Rs. _____ / (Rupees _____ only) (Or) One time EMD of ₹ _____ remitted at BHEL Corporate R&D, Hyderabad only. CR ref: _____ (in the form of DD only).
*2	Income Tax PAN No. Proprietorship - PAN card on owner Name For others - PAN card on Company/ Firm/Business	PAN No. _____ PROOF ATTACHED / PROOF NOT ATTACHED
*3	Service Tax Regn. No. ( Proof to be Attached) (If not applicable, please furnish the details in the attached below format	Regn No : _____ PROOF ATTACHED / PROOF NOT ATTACHED
4	Company Status (Proprietorship/Partnership Firm/LLP/One person Company/Private Limited Company /Public Limited Company/Trust/Society) (Proof to be attached)	Company status : _____ PROOF ATTACHED / PROOF NOT ATTACHED
*5	The annual turnover of any one financial year in the last three financial years ending 31.03.2016.	₹ _____ Only PROOF ATTACHED
*6	On award of contract, the successful bidder shall comply with all the statutory requirements of PF & ESI rules & regulations for their workmen deputed for this work.	Accepted / Not Accepted
*7	Willingness to participate in Reverse Auction(RA)	Accepted / Not Accepted
*8	We agree that contract finalization is based on Hiring charges quoted per month	Agreed / Not agreed
*9	If our offer is accepted as lowest cost bidder to BHEL, we agree to match the L1 rates for extra hour, extra KM, driver bhatta, and highest mileage, quoted by other bidder(s)	Agreed / Not agreed

\*These items are essential for qualifying the vendor and those qualified offers only will be considered for evaluation.

NOTE: Attested photocopies of certificates are to be furnished in the technical Bid without which bids will not be considered for further evaluation.

Signature of the Bidder

## Annexure C

**BIDDER'S PROFILE**

1.	Name and Full address of the Proprietor/Partnership firm/Company	
2.	Copy of notarised regd. Partnership deed/MOA in case of Limited Co./Trade license for proprietary units	
2.	Name of Contact Person with Designation	
3.	<b>Contact Details:</b> Landline: Mobile No.: Email ID:	
4.	<b>Local Office Address with Contact person,</b> Mobile No., Email ID., Fax No. (If any)	

**Declaration:**

- (i) I/We (including all partners) certify that I/We have read the Terms and conditions and shall abide by them.
- (ii) I/We certify that the information given above is true to the best of our knowledge. I/We also understand that if any of the information is found wrong, I/We am/are liable to be debarred.
- (iii) I/We certify that I/We will not get myself / ourselves registered as contractor(s) in BHEL under more than one name.

Signature of the Bidder

## Annexure D

**P R I C E   B I D**

**SPECIFICATIONS FOR HIRING OF NON-AC VAN OF 2500 to 3000cc (+ or – 25 cc), FOR 24 HOURS, ON MONTHLY HIRE BASIS, FOR A PERIOD OF 2 (TWO) YEARS, FOR THE USE OF CANTEEN AND OTHER REQUIREMENTS DURING DAY AND FOR SECURITY PATROLING DURING NIGHTS.**

Sl. No.	Description	R a t e	
		Rs. In Figures	Rs. In Words
1.	Basic Rate for 3000 Kms. run in a month @ 24 Hrs duty per day on all the days of month	Rs.....	Rupees..... ..... .....
2.	Rate for extra km beyond 3000 Km run in a month	Rs.....	Rupees..... .....
3.	Driver Bhatta (One Bhatta per day For the Security duties beyond 10 PM)	Rs. ....	Rupees..... .....
4.	Best Average mileage of the vehicle	_____Kms.	
5.	Make and year of Registration of the Non-AC Van	Make:	Month & Year

Service Tax and Swatchh bharat cess rate: %

- We agree that contract finalization is based on basic rate quoted per month at Sl No.1 only.
- If our offer is accepted as lowest cost bidder to BHEL, we agree to match the L1 rates for extra KM and driver bhatta, Best average mileage of the vehicle received in the bids quoted by other bidder(s).
- We agree to supply at L1 cost if the contract is offered to us, covering the above.

Name & Address of the vendor  
Mobile No:

SIGNATURE OF THE BIDDER  
(WITH STAMP)

## Annexure E

**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 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:

(Signature)

Name:

Membership number:

Seal of Chartered Accountant