

CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
(An ISO 9001:2008 Certified Company)
(A Govt. of India Undertaking, Ministry of Textiles)



**"RATE CONTRACT FOR PRINTING OF OFFICE STATIONERY
ITEMS"**

Page No.PS-1 to 12

**MSME Development Act, 2006 benefits including relaxation
to startups applicable**

ई-निविदा दस्तावेज / E-TENDER DOCUMENTS

1. बिड डेटा शीट / BID DATA SHEET
2. ई निविदा नोटिस / E-TENDER NOTICE
3. तकनीकी सह वित्तीय प्रारूप / TECHNICAL-CUM-FINANCIAL FORMAT (ANN-A)
4. बोलीदाताओं को मानक निर्देश /STANDARD INSTRUCTIONS TO BIDDERS
5. स्टार्टअप को रियायत सहित एमएसएमई को लाभ / BENEFITS TO MSME INCLUDING RELAXATION TO STARTUPS
6. एनईएफटी/आरटीजीएस मानडेट प्रपत्र / NEFT/RTGS MANDATE FORM

BID DATA SHEET

1.	NIT RFP No.	No.CCIC/GA/PS/2019/ET2
2.	Project	E-Notice for Rate Contract for supply of Printing Stationery items.
3.	Contact Person	Shri Manoj Kumar Dy. Manager (Gen.Admn.) Ph.011-23310804 Email : admin@cottageemporium.in
4.	Bid to be submitted	Online
5.	Bidding Process	Single Bid (Technical-cum-Financial Bid)
6.	Website for NIT download and any other related information	www.thecottage.in
7.	Portal for Online Submission	www.eprocure.gov.in/eprocure/app
8.	Validity of bid	The Bid shall be valid for a period of 120 days from the date of opening of bids
9.	Selection Method	L1: Lowest Price among technically qualified bidders
10.	Time frame for implementation	As per tender document
11.	Value of Tender	Rs.1.00 lakhs
Schedule of Events		
	EVENT	VENUE/DATE/TIME
1.	Publishing date on E-procurement Portal	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 19.03. 2019
2.	Submission of Online Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) Latest by 08.04.2019, 03:00 PM
3.	Opening of Bids	e-Procurement portal of NIC (eprocure.gov.in/eprocure/app) 09.04.2019, 04:00 PM

Note: In case any of the days mentioned above happens to be declared a holiday, the said event shall be held on the next following working day at the same time and venue.



CENTRAL COTTAGE INDUSTRIES CORPORATION OF INDIA LTD.
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(Govt. of India Undertaking, Ministry of Textiles)
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Tel : +91-11-23310804, 23326790, 23320439

Fax : 011-23328354, 23310804

CIN-U74899DL 1976 GOI008069

Website : www.thecottage.in

CCIC/G.A./PS/2018-19/ET2

19.03.2019

E-Tender Notice

Sub:- Rate Contract for printing of Office Stationery Items

1. Request for quotation (RFQ)

CCIC invites online bids (E-tender) for printing of office stationery items only from Delhi NCR based reputed printing parties. Specification, quality and minimum approximate requirement of various office stationery items are shown in an Annexure-A (PART-II).

Only Delhi NCR based interested parties may submit their bids online using e-Procurement portal of NIC (eprocure.gov.in) in the prescribed formats alongwith all necessary documents and information requested herein.

The bids may be submitted latest by **3.00 PM** on **08.04.2019**. The bids shall be opened on **09.04.2019 at 4.00 P.M.**

All details regarding the subject RFQ are available on websites: www.thecottage.in and www.eprocure.gov.in/eprocure. Any changes/modifications/corrigendum in connection with this RFQ will be intimated through one or more of these websites only. Prospective bidders are therefore requested to visit above mentioned websites regularly to keep themselves updated. CCIC shall not be liable to send any individual information or issue a public notice.

2. Electronic Submission of Bids

- i. Bids against this RFQ shall be received only electronically through the e-Procurement Portal of NIC (eprocure.gov.in). No bids shall be accepted in hard copy or in any other form.
- ii. For submission of e-bids, bidders are required to get themselves registered with eprocure.gov.in website using Digital Signature Certificate (DSC) essentially having signing certificate.
- iii. Earnest Money Deposit (EMD) is required to be submitted in the form of a Banker's Cheque/ Demand Draft from a nationalized bank, which must reach CCIC before closure of the e-tender in the manner prescribed herein.
- iv. The details of EMD (Banker's Cheque/Demand Draft) uploaded during bid submission, and those submitted physically in EMD Box at (General Admin Department) CCIC of India Ltd., Jawahar Vyapar Bhawan, Janpath, New Delhi, should tally. Otherwise, the bid is liable to be rejected.

The bidders are required to upload soft copies of the following:

- Technical cum Financial Bid (prepared on Company's Letter head).
- Copy of PAN No., CIN No. & GST No.
- Scanned copy of UTR NO. generated through online payment of EMD

For any queries relating to the process of online bid submission or queries relating to CPP Portal (eprocure.gov.in), Bidder may contact CPP Portal Helpdesk on Tel Nos.:1800-3070-2232, +91 8826246593 Tel: The 24 x 7 Help Desk Number 0120-4200462, 0120-4001002.

3. Earnest Money Deposit (EMD)

- (a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) by NEFT/RTGS mode only as per following bank details.

Name of Account holder	: - Central Cottage Industries Corp. of India Ltd.
Account Number	:-10185775245
IFSC Code	:-SBIN0001639
Bank Name	: - State Bank of India
Branch	: - Chanderlok Bldg., Janpath, New Delhi

- (b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD and are eligible for other benefits including relaxation of norms for startups regarding prior experience and EMD under Public Procurement Policy for MSE's and preferences earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.

- (c) Bids for which EMD is not received (other than the exempted cases) in the prescribed manner shall be rejected summarily.
- (d) CCIC shall not be responsible for non-receipt/non-delivery/delayed receipt of the EMD due to any reason whatsoever. EMD shall not carry any interest.
- (e) EMD shall not carry any interest and EMD of unsuccessful bidders shall be returned after Award of Contract to the Successful Bidder. EMD of the successful bidder shall remain with CCIC as Performance Security Deposit and shall be refunded after expiry of the contract without interest within a period of two months.

4. Bid Details

Bidders are required to furnish the unit price exclusive all taxes separately, strictly in the prescribed Performa (**PART-II**). Rates should be firmed and no escalation will be allowed during the currency of contract. Bid shall contain price only and no other documents shall be enclosed with the bid.

CCIC OF INDIA LTD.

Technical –cum-Financial Bid Format(Ann-A)

Part-1

INVITING SEALED OFFERS FOR RATE CONTRACT FOR PRINTING OF OFFICE STATIONERY ITEMS

Sl. No.	Particulars	To be filled up by the party
1.	Name of the firm	
2.	Address	
3.	Contract Person	
4.	Telephone Number	Office: _____ Shop: _____ Res. _____ Mobile: _____ Fax No. _____
5.	PAN No.	
6.	CIN No.	
7.	GST No.	
8.	WCST No.	
9.	a. Whether registered under MSME/NSIC & DGS&D (If yes attach certificate of registration)	Yes/No
	b. Whether MSME owned by SC/ST (Attach Proof)	Yes/No
10.	Eligibility Criteria a) Experience (Attach Proof) and past performance on similar contract for last 2 years ending on 31st March, 2018 other than CCIC not less three Govt. institutions / offices. b) Capabilities with respect of personnel, equipment and manufacturing facilities. (Provide details) c) Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit & Loss Account) of last 3 years ending on 31st March, 2018. (Attach proof)	
11.	EARNEST MONEY DEPOSIT	
	An Earnest Money Deposit of Rs.10, 000/- (Rupees Ten Thousand only) may directly transfer through NEFT/RTGS mode only as per details given in tender. (MSME/NSIC or DGS&D parties are exempted)	UTR No. _____ Date _____ Amt. _____ Bank _____

PART-II

S. No.	Item	Size	GSM	Paper Qty.	Min. Qty.	Unit Rates	Taxes, If any
1	Pad (Single Print) Single colour Hard Board Binding	8.75"X11.00"	57	White Paper Ballarpur Inds Ltd.	100X20 Pads		
2	Pad (Dual Print) Single colour Hard Board Binding	8.75"X11.00"	57	do	100X20 Pads		
3	Pad (Single Print) Single colour Hard Board Binding	8.25"X13"	57	do	100X20 Pads		
4	Pad (Dual Print) Single colour Hard Board Binding	8.25"X13"	57	do	100X20 Pads		
5	Pad (Single Print) Single colour Hard Board Binding	8.25"X13"	70	Pink Paper Sirpur Mill	100X20 Pads		
6	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce	10"X15"	90	3 ACE Brand ledger Paper Ballarpur Inds.	250X2 reg		
					500X2 reg		
7	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce	8.5"x13.5"	90	do	250X2 reg		
					500X2 reg		
8	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce with INDEX plastic sticker alphabets	10"x15"	90	do	250X2 reg		
					500X2 reg		
9	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce with INDEX plastic sticker alphabets	8.5"x13.5"	90	do	250X2 reg		
					500X2 reg		
10	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce with INDEX plastic sticker alphabets	8.5"x13.5"	90	do	100X2 reg		
					200X2 reg		
					400X2 reg		
11	Register half leather binding with corner pasting, full cloth margin inside, Board thickness 40 ounce	8.5"x13.5"	90	do	100X2 reg		
					200X2 reg		
					400X2 reg		
12.	Office white file with terracotta and black printing on front cover and black printing inner sides	10"X13.5"	600	As per sample	1000		

S. No.	Item	Size	GSM	Paper Qlty.	Min. Qty.	Unit Rates	Taxes, If any
13	Cash Book Register half leather binding with corner pasting, full cloth margin inside, board thickness 40 ounce	16"x15"	90	do	250X2 reg		
					500X2 reg		
14	Log Book half leather binding with corner pasting, full cloth margin in side board thickness 40 ounce	8.5"X10"	90	3 ACE Brand ledger Paper Ballarpur Inds.	20 books		
15	Envelope Khaki	8"X10"	100	Star	3000		
16	Envelope Khaki	10"X12"	100	Star	2000		
17	Envelope Khaki	12"X16"	100	Star	1000		
18	Envelope Khaki With Super quality New Jali Cloth Inside	10"X12"	100	Star	1000		
19	Envelope Khaki With Super quality New Jali Cloth Inside	12"X16"	100	Star	1000		
20	Envelope Khaki with cloth	10"x12"	100	Star	1000		
21	Envelope White Plain single colour printing	11"X5"	95	Sunshine	5000		
22	Envelope white with window single colour printing	11"X5"	95	Sunshine	10000		
23	Return Slip 2+1 Pink Colour	8.25"X4.5"	57	A Grade Paper Mill	50 setsX20 books		
24	Tag File Board in terracotta colour, black printing	9.75"X14"	500	As per Sample	500		
25	Column sheet	13"X17"	90	3 ACE Brand ledger Paper Ballarpur Inds.	1000 Sheets		
26	Letter pad single colour printing	A4	80	Royal executive bond paper	100X50pad		
27	Letter pad in two colour printing	A4	80	Royal executive bond paper	100X50pad		
28	Green Sheet Pad with logo black printing with side and bottom margin lines green colour	Legal	80	3 ACE Brand ledger Paper Ballarpur Inds.	100X50pad		
29	Green Sheet Pad with logo terracotta colour and black printing with side and bottom margin lines green colour	Legal	80	3 ACE Brand ledger Paper Ballarpur Inds.	100X50pad		
30	Inventory sheet(purchase) black printing	9.5"X14"	57	White Paper Ballarpur Inds Ltd.	1+1X25x50 books		
31	Inventory sheet(approval) Printing red	9.5"X14"	57	do	1+1X25x50 books		
32	Order book	8.5"X10.5"	57	do	1+1X50X5 books		

S. No.	Item	Size	GSM	Paper Qlty.	Min. Qty.	Unit Rates	Taxes, If any
33	Visiting card	3.5"X2"	250	Handmade Paper	100		
34	Sold/Reserve card	3.5"X2.5"	250	Handmade Paper	as per requirement		
35	Receipt book 2+0	5"X8.5"	57	A Grade Paper Mill, 1st Page white, 2nd Page Pink & 3rd page plain	50 setsx20 books		
			48				
			45				
36	Stationery requisition 1+0	5.5"X10"	60	A Grade Paper Mill, 1st Page & 2nd Page plain	25 sets x20 books		
			45				
37	Approval book 4+1 Printing both side last plain	8.5"X10.5"	57	A Grade Paper Mill, 1-4 Pages 57 GSM and last 45 GSM	25 sets x10 books		
			57				
			57				
			57				
38	Order Form 3+1Single side printing	8.5"X10.5"	57	A Grade Paper Mill, 1-3 Pages 57 GSM and last 45 GSM	50 sets x10 books		
			57				
			57				
			45				
39	CRG Book 3+0	8.5"X12.5"	57	A Grade Paper Mill, 1st Page white, 2nd Page Pink & 3rd page plain	50 setsx10 books		
			48				
			45				
40	Purchase Order 3+1 printing both side last plain	8.5"X10.5"	57	A Grade Paper Mill, 1-2 Pages 57 GSM, 3rd Page 48 GSM and last 45 GSM	3+1X50X15 books		
			48				
			45				
41	Voucher book	5"X8.5"	60	White paper Ballarpur Inds.	50X5 pad		
42	Cash Slips 1+0	5"x5"	60	do	100x100 books		
43	Gate Pass 2+1 both side printing on each paper	5"x11"	60	Light green paper Ballarpur Inds.	50 setsX50 Books		
44	Performa Invoice 2+1	8.5"X11"	60	White paper Ballarpur Inds.	50 sets x 10 books		
45	Medical Prescription slip PAD 1+2 Different Colour	9"X5.5"	60	1st page white	50 sets x 50 pads		
			48	2nd pink			
			48	3rd yellow			
46	Doctor/Chemist Claim pad 1+2 single side black Printing	8.75"x11.00"	60	A Grade Paper Mill	50 sets x 50 pads		
			48				
			48				
47	Attendance Register	9.5"X14.5"	90	3 ACE ledger Paper Ballarpur Inds.	25x25 pages x 20 reg		
					50x50 pages x 20 reg		

S. No.	Item	Size	GSM	Paper Qlty.	Min. Qty.	Unit Rates	Taxes, If any
48	Shipping Tourist Book 1+1 (1st page Green & 2nd white)	8.5"X13.5"	57	do	50 sets x20 books		
49	Purchase Order Sheets Single colour Printing (Front side watermark and back side printing)	A 4	75	JK Copier Paper	500 sheets x 20pkts		
50	Receipt book 2+1	5"x8.5"	57	1st page white	100 sets x 20 books		
			48	2nd pink			
			45	3rd yellow			
51	Supplier Introduction Booklet (Approx.16-20 pages each) 3 pages 2 colour printing 13 pages Single colour printing	8.5"x11"	57	White Paper Ballarpur Inds Ltd.	500 booklets		
52	Appraisal Booklet (approx.22-30 pages each) Cloured cover page with single colour printing	8.5"x11"	Cover 100 other pg 57	White Paper Ballarpur Inds Ltd.	200 booklets		
53	Dak Dispatch Book 1+1 (1st page white and 2nd Yellow)	11"x8.5"	57	A Grade paper mill	100 sets x 20 books		
54	Requisition Slip Pad (Conveyance)	8"x5.5"	57	A Grade paper mill	100 x 20 pads		
55	Manual Cash Memo (Delhi) Printing-Single color Paper color- 1.white 2.pink 3.yellow (1+2)	8.75"x10.75" (1+2)	60	A Grade paper mill	50 set x 20 books		
56	Manual Cash Memo (Branches) Printing-Single color All copies white paper(1+1)	8.75"x10.75"	60	A Grade paper mill	100 set x 20 books		

Freight free Delivery : At Jawahar Vyapar Bhavan, Janpath, New Delhi & Bharat Nagar, Delhi

Delivery Schedule : As per Purchase order. However shall not exceed 15 days from the date of PO.

Date :
Place :

Signature of authorized signatory & Seal
Name
Designation
Address

Contact No.(LL)

Central Cottage Industries Corporation of India Ltd.
(A Government of India Undertaking)
Jawahar Vyapar Bhavan, Janpath,
New Delhi-110001

STANDARD INSTRUCTIONS TO BIDDERS

1. Period of Contract

The period of contract shall be valid for a period of one year from the date of award of contract. However, the contract may be extended for a further period of one year on mutual consent.

CCIC reserves the right to terminate the contract by giving 15 days notice and without assigning any reason.

2. Tender Validity

The Tender shall remain valid for 120 days from the date of opening of bid.

3. EMD

- a) All Bidders are requested to furnish Earnest Money Deposit of **Rs.10,000/-** (Rupees Ten Thousand only) by NEFT/RTGS mode only as per following bank details.

(MSME/NSIC or DGS&D registered parties are exempted)

Name of Account holder	: - Central Cottage Industries Corp. of India Ltd.
Account Number	:-10185775245
IFSC Code	:-SBIN0001639
Bank Name	: - State Bank of India
Branch	: - Chanderlok Bldg., Janpath, New Delhi

- b) The bidders who are registered with either NSIC/MSME or DGS&D are exempted from submitting the EMD. However, in place of EMD the bidder will have to submit valid Registration/Exemption certificate.
- c) The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible and no interest would be paid thereon.
- d) In case of successful tenderer the same shall be kept as interest free performance Security Deposit and shall be refunded on expiry/termination of contract.

4. Forfeiture of EMD

- I. If a tenderer withdraws his tender during the period of tender validity, EMD shall be forfeited.
- II. In case successful bidders fails to supply the goods / services / works at L-1 rate, EMD shall be forfeited.

5. Performance Security Deposit

- a. The Earnest money of the successful bidder shall be converted into interest free security deposit which shall be refunded on expiry of the contract.
- b. Security deposit shall be forfeited in case of unsatisfactory performance as decided by CCIC or variation in the quality of supply material which shall render into the termination of the contract.

6. Bid Documents Consists of:

- i. Bid Data Sheets
- ii. E-Tender Notice
- iii. Technical cum financial Bid form in Annexure-A (PART I&II).
- iv. Standard Instructions to the bidders.
- v. Benefits to MSME firms
- vi. NEFT/RTGS Mandate Form

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

7. Tender Prices

- a. Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- b. The tenderer is required to quote prices as per Annexure-A (PART-II) as per tender documents.
- c. The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.
- d. There shall be no escalation in the price during the contract period.

8. Award of Tender

The tender shall be awarded to lowest financial bidder i.e. L-1 party among technically qualified bidders.

9. Mandatory experience in the subject of tender

- a) Experience (Attach Proof) and past performance on similar contract for last 2 years ending on 31st March, 2018 other than CCIC not less three Govt. institutions / offices.

- b) Capabilities with respect of personnel, equipment and manufacturing facilities.
(Provide details)
- c) Financial standing through latest I.T.C.C., Annual Report (balance Sheet and Profit & Loss Account) of last 3 years 31st March, 2018.(Attach proof)

10. Payment terms

a) For supply of Goods/Services

Payment shall be made within 15 days of submission of Bill alongwith delivery challan for supply of goods and services.

- b) For purchase of Goods/Execution of works payment terms would as specified in the tender documents

11. Quality and Penalty

The supplier shall ensure that the printing stationery items supplied under the contract are as per tender specifications with regard to GSM, pasting, binding etc. In case of non-conforming of specifications/poor quality of printing stationery items supplied, the whole lot shall be cancelled at the cost of the supplier. In addition, constant quality complaints may lead to forfeiture of Performance Security Deposit.

13. Management's right to accept any tender and reject any or all tenders

Management reserves the right to accept or reject any tender, and to annul the tender process and reject all the tenders, at any time prior to award of contract.

Signature of authorized signatory & Seal

Date.....

Place.....

Benefits to Micro and Small Enterprises and Relaxation to startups

- i) Exemption from submission of Earnest Money/Bid Security : MSEs (and not their dealers/distributors) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME are exempted from submission of Bid Security/Earnest Money provided they are registered for the items they intend to quote.
- ii) Documents Required to be submitted by MSEs : Micro or Small Enterprises (MSE) registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME shall submit copy of valid Registration Certificate for the items they intend to quote along with the bid. The Registration Certificate should clearly indicate the monetary limit, if any and the items for which bidder are registered with any of the aforesaid agencies. In case bidding MSE is owned by Schedule Caste or Schedule Tribe entrepreneur, valid documentary evidence issued by the agency who has registered the bidder as MSE owned by SC/ST entrepreneur should also be enclosed.
- iii) Performance Security : Micro and Small Enterprises registered with District Industry Centres or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME however, should note that Performance Security shall be required to be submitted by them for orders/contracts placed by CCIC on them.
- iv) Purchase Preference :- In tender, participating Micro and Small Enterprises quoting price within price band of L1+15% shall also be allowed to supply a portion of the requirement by bringing down their price to L1 price in a situation where L1 price is from someone other than an MSE and such MSEs shall be allowed to supply at least 25% of total tendered value including minimum 03% reservation for women owned MSEs within the limit of 25% reservation. In case more than one such MSEs, the supply will be shared proportionately (to tendered quantity).

In case of tender item is non-splitable or non-dividable, etc: MSE quoting price within price band L1+15% may be awarded for full/complete supply of total tendered value to MSE, considering spirit of Public Procurement Policy, 2012 for enhancing the Govt. Procurement from MSE.

Out of 25% target of annual procurement from MSEs, a sub target of 4% (i.e. 25% out of 25%) will be earmarked for procurement from MSEs owned by SC/ST entrepreneurs. However, in the event of failure of such MSEs to participate in the Tender Process or meet the tender requirements and the L1 price, the 4% sub-target for procurement earmarked for MSEs owned by SC/ST entrepreneurs will be met from other MSEs.

Definition of MSEs owned by SC/ST is as given under:

- (a) In case of proprietary MSE, proprietor(s) shall be SC/ST.
 - (b) In case of partnership MSE, the SC/ST partners shall be holding at least 51% shares in the unit.
 - (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.
- v) In case a supplier (other than Micro/Small Enterprise) against an order placed by CCIC procures materials from their sub-vendor who is a Micro or Small Enterprise registered with District Industry Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of MSME, with prior consent in writing from CCIC, the complete details (i.e. name of the subcontractor, value of sub-contacted work, copy of valid MSE registration certificate etc.) of the sub-contractor(s) shall be furnished by the supplier to CCIC. All other terms and condition of the tender will remain unchanged.
- vii) **Relaxation to Startups** : Condition / criteria of prior turnover and prior experience is relaxed for **Startups Medium Enterprises** whether Micro & Small Enterprises (MSEs) or otherwise subject to their meeting of quality and technical specifications. All startups (recognized by Department of Industrial Policy & Promotion) are also exempted from payment of EMD.

Mandate for payment through NEFT/RTGS
(Please use capital letters only)

1.	Name of the party	
2.	Party address	
3.	Contact No.	
4.	Email ID	
5.	PAN No.	
6.	Aadhar Number	
7.	Name of Bank Account holder	
8.	Bank A/C No.	
9.	Bank Name	
10.	Branch Code/ Address	
11.	IFSC Code	
12.	MICR Code	

1. **Cancelled cheque** of above mentioned account and **Copy of Pan Card** must be enclosed.
2. I hereby declare that particulars given above Point No.1 to 12 are correct and complete, if the transaction is delayed or not effect at all for reason of incomplete of incorrect information, I would not hold the CCIC OF INDIA LTD. responsible.
3. I also under take that I shall inform any changes in my bank account particulars in future to CCIC failing which payment shall continue to be made as details to CCIC by me, for which CCIC shall not be held responsible.
4. Certified that the particular furnished above are correct as per knowledge.

Date : _____

(Signature of party)