

Tender No.:NIELIT/KOL/Agri\_Census/001  
Date: 15/05/2018

Tender Cost- Nil

## **TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR**

Tender No- NIELIT/KOL/Agri\_Census/001

Due Date- 06/06/2018 upto 15.00 Hrs



### **National Institute Of Electronics and Information Technology (NIELIT), Kolkata**

(An Autonomous Scientific Society of Department of Electronics and Information Technology  
Ministry of Communications and Information Technology, Government of India)

Campus - I	Jadavpur University Campus, Kolkata - 700032 Ph. – 91-33-4602-2246/2414-6081/6054/6682, Fax – 91-33-2414-6549
Campus - II	BF-267, Salt Lake City, Sector - I, Kolkata - 700 064 Ph. - (033) 46022246/46020938

[www.nielit.gov.in/kolkata](http://www.nielit.gov.in/kolkata)

## **NIELIT, Kolkata**

<b>Campus - I</b>	<b>Jadavpur University Campus, Kolkata - 700032 Ph. – 91-33-4602-2246/2414-6081/6054/6682, Fax – 91-33-2414-6549</b>
<b>Campus - II</b>	<b>BF-267, Salt Lake City, Sector - I, Kolkata - 700 064 Ph. - (033) 46022246/46020938</b>

### **TENDER SPECIFICATION OF DATA ENTRY JOB FOR THE STATE OF WEST BENGAL AND BIHAR TO BE OUT SOURCED AT KOLKATA**

**NIELIT, Kolkata**, Erstwhile DOEACC Society, Kolkata Centre (hereinafter called “the Purchaser”) invites Technical and Financial Bids from experienced capable and interested Data Entry Agencies as per the following Terms:-

**A. GENERAL INFORMATIONS AND TERMS& CONDITIONS**

1. The job would involve:-
  - 1.1 Capture of Numeric Data from filled-in-schedule forms for the State of Bihar pertaining to a project under the Ministry of Agriculture, Govt. of India. Numbers will have to be entered in English Numeric form even if the numbers are written in the schedules in local language. The Schedule forms will be in local languages. The data entry screen of schedules is given in the Annexure-C.
  - 1.2 Generation of error (check) list with summary and handing over the same to the local representative of NIELIT, Kolkata for subsequent delivery to the department of Agriculture for correction.
  - 1.3 To collect corrections advices provided by the Department Officials from the representative of NIELIT, Kolkata and incorporate the corrections in the relevant data file and generate further error list for correction by the Department of Agriculture.
  - 1.4 To continue the process till the data is completely error free as certified by NIELIT, Kolkata.
2. The Agency shall be responsible for collection of the Documents at their own cost from the custody of NIELIT, Kolkata from any specified location in **Kolkata** and the documents would have to be returned at the same office at **Kolkata** after completion of work at their own cost.

3. The estimated total number of Schedules would be as per below:

<b>State</b>	<b>Estimated no. of schedule</b>	<b>Format of schedule</b>
West Bengal	3.5 Lakh	Format in Bengali but data in English
Bihar	15.0 Lakh	Format in Hindi but data in English
<b>Total</b>	<b>18.5 Lakh</b>	

4. Client Server or Web Based Data Entry Software would be provided by NIELIT, Kolkata. High Speed Internet Connectivity (around 30 operators may work together smoothly in the software) will be required. Data will store at central server.

## 5. Eligibility Criteria

The bidders shall fulfill the following minimum technical eligibility and qualification criteria (supporting documents to be attached):

Sl. No.	Criteria
1	Minimum Three (3) years of existence as a registered firm engaged in data entry work with experience of entering at least 75% of the required volume of the job as mentioned in the tender paper (vide point 3) in Population Census, Agriculture Census, Livestock Census and NPR Digitization job in the last six financial years. (Relevant Work Order in this respect should be provided)
2	High Speed Internet Connectivity for operating the Data Entry Software so that 30 operators may work together smoothly, Minimum Thirty (30) working computers running under Windows- 7 or higher and at least 2 Laser Printer along with necessary infrastructure (Phone etc.) to be worked at a time in <b>Kolkata.</b>
3	At least (15) Fifteen trained data entry operators on payroll and monitoring supervisor with job experience of similar work with the Govt.
4	Bidders must be registered dealer under GST Act

- 5.1 The average annual turnover of the Bidder for the past 3 years immediately preceding the current financial year (viz. 2014-15 , 2015-16 and 2016-17) should not be less than Rs.40 lakhs (annually) and should not be in deficit mode during these years. Copies of the Profit & Loss Account/ Income Expenditure Statement along with balanced sheet duly audited by CA in support of the Bidder's turnover as well as the profits/ loss must be submitted with the Technical Bid.
- 5.2 The Organization Bidding should be a single Agency. No Consortium bodies are eligible to bid.
- 5.3 The Bidder (single agency) should not have been blacklisted by the Central, any State/UT Government, or any central or state Government agency as on the date of issue of this Tender Document or during the subsequent bid processing and evaluation.
- 5.4 Schedules would be released for Data Entry, arranged Taluka /Block wise for each District and would have to be returned in the same collated order.
- 5.5 The Agency would be expected to capture data from at least 12,500 schedules per day on a sustained basis. The agency would have to submit digitized data on weekly basis in CD or prescribed electronic media.
- 5.6 The Agency shall not outsource the work to any other Associate/Franchisee/Third Party under any circumstances without the prior written approval of the purchaser.

- 5.7 The agency will be responsible for the security, safe-custody and confidentiality of the documents as also of the data during the period they remain in their custody or during transportation.
- 5.8 Delay beyond completion time of work as per the work order will render the Vendor liable for penalty @0.25% of work order value per day subject to maximum of 30 days and thereafter NIELIT, Kolkata hold the option to cancel the order. NIELIT, Kolkata reserves the right to terminate the job/order at any time if found unsatisfactory in quality of data prepared by the Agency and forfeit EMD/SD of the party. In such a case, NIELIT, Kolkata shall get the job completed at the risk and cost of the Tenderer/Agency from alternate sources. Decision of NIELIT, Kolkata will be final in this regard.
- Completion time 150 days from the date of acceptance of work order by the successful party. If successful bidder fails to meet the deadline mentioned above, it may appeal to NIELIT, Kolkata. If there is any valid ground for delay, the deadline may be relaxed at the discretion of NIELIT, Kolkata. Decision of NIELIT, Kolkata in this regard will be final.
- 5.9 NIELIT, Kolkata reserves the right to (i) reject any one or all Tenders and (ii) cancel the Tender without assigning any reason(s) thereof.
- 5.10 An amount of Rs 30000/- (Rupees Thirty Thousand only) as Earnest Money Deposit(EMD) has to be furnished in the form of demand draft in favour of '**NIELIT KOLKATA AGRI-CENSUS**' payable at Kolkata along with the bid document (in the same envelope containing technical Bid) . Successful bidder(s) will have to keep a Security Deposit (SD) of 5% of Work Order Value with NIELIT, Kolkata, which would be retained till the successful completion of the job awarded to the agency. EMD of successful bidder(s) will be converted as part of the Security Deposit. Balance SD to be adjusted against bill submitted for payment @ 10% of the bill amount subject to maximum of 5% of work order value. EMD of unsuccessful bidders will be returned.
- 5.11 The bids submitted by the firms/agency shall remain valid for a period of 180 days after the closing date (deadline) for submission of bids prescribed in this document. A bid valid for shorter period may be rejected as non-responsive. The Purchaser may solicit the bidders' consent to an extension of Tender validity (but without the modification in their Bid).
6. Facility should be provided for inspection as and when considered necessary by representatives of NIELIT, Kolkata for sample checking regarding quality of work. The agency found deviating/deficient in faithful execution of any of the terms and conditions or failing to maintain accuracy or quality of work shall be liable for termination without any notice.
7. Quotations with clauses such as "Contents should not be disclosed to the third party" are liable to be rejected.

## **8. Mandatory List of Documents to be submitted in technical bid**

- 8.1 Certified true copies of Certificate of Incorporation from the Registrar of Companies (RoC) or Certified copy of Certificate of Registration/Evidence of legal status of Bidder.
- 8.2 Audited and certified financial statements of Profit & Loss (P&L)/Income and Expenditure, and Balance Sheet for the financial years 2014-2015, 2015-16 and 2016-17.
- 8.3 Declaration in the form of affidavit by the resident/CEO/CMD of the organization clearly stating that the organization has not been blacklisted by Central/State/UT Government or any other Government agency and has not been charged/ prosecuted by court of law for any fraudulent activity.
- 8.4 Photocopy of Organization's Income Tax PAN and GST No.
- 8.5 Profile of the Organization giving relevant details of nature of work, experience, infrastructure, resources, turnover, profit and loss etc.
- 8.6 Bank confirmation as per Annexure-D.
- 8.7 Each page of the Tender document must be signed and stamped by the authorized signatory of the bidder, who has the Power of Attorney (PoA) to commit the responding firm to contractual obligations.

## **9. Payment Terms.**

- 9.1 To avoid delay of payment, all bills should contain the copy of Work order. No advance payment would be entertained.
- 9.2 Payment will be released through E-payment mode. Payment will be made with 45 days from the date of submission of bills clear in all respects.
- 9.3 If the actual quantum of work turns out to be lesser or more than estimated one, or if there is any change with respect to taxes and duties, the rates quoted shall remain unchanged. The rate per schedule is to be quoted in Annexure – B includes all Govt. taxes and Levies.

## **10. PRESCRIBED FORMAT OF TENDER**

1. The tender document shall be downloaded from our web site [www.nielit.gov.in/kolkata](http://www.nielit.gov.in/kolkata).
2. The envelope should be marked "TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR of NIELIT, KOLKATA". The Bid should be submitted in two parts i.e. Technical Bid to be submitted as per Annexure - A and Financial Bid as per Annexure - B. Duly filled in, with relevant documents, should be sealed in separate covers with each cover superscribed with the statement "Technical Bid" and "Financial Bid", as the case may be. Both these covers should then be sealed in a bigger cover and submitted at NIELIT's Office, along with separate Demand Drafts for EMD in Technical Bid, on or before the prescribed cut-off date. The bigger envelope containing the envelopes of Technical and Commercial Bids superscribed with the statement "TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR of NIELIT, KOLKATA" and addressed to *The Director, NIELIT, Kolkata BF-267, Salt Lake City, Sector - I, Kolkata - 700 064 Ph. - (033) 46022246/46020938* on or before **06.06.2018 upto 15.00 Hrs** in the tender box kept at Reception. Bidders or their one representative are informed to attend bid (Technical & Financial) opening process at the prescribed date and time.
3. The tenders received late including postal delays shall not be considered and

no correspondence in this regard shall be entertained. Incomplete tenders or those without Earnest Money Deposit will be rejected.

4. The Tender will be opened on the same day at 15:30 Hours.
5. The Tender offer should be submitted with the following particulars/documents with the specified Formats described in the respective Annexure:-

**Technical Bid (to be submitted in a sealed envelope superscribed as “TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR”)** comprising of:

- Bid Letter (Technical Bid)
- All Mandatory Documents specified in Para 8 of A.
- Technical Bid (Annexure – A)
- Bank confirmation (Annexure-D)
- Earnest Money Deposit (EMD)

**Financial Bid (to be submitted in a separate sealed envelope superscribed as “TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR”)** comprising of:

- Bid Letter (Financial Bid)
- Financial Bid (Annexure - B)

The Technical bid should contain only technical details along with the particulars required in the tender document and should not contain any financial terms and conditions other than mentioned by NIELIT, Kolkata. The Financial bid shall not contain anything other than as specified in Annexure B and Bid letter (Financial Bid).

The technical bid and the financial bid should be sealed by the bidder in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with ‘TENDER FOR DATA ENTRY FOR THE STATE OF WEST BENGAL AND BIHAR’. The technical bids are to be opened at first instance and evaluated by the purchaser (NIELIT, KOLKATA). At the second stage, financial bids of only the technically acceptable offers should be opened for further evaluation and ranking before awarding the contract.

**NOTE: TENDERS SUBMITTED WITHOUT ABOVE TWO BID SYSTEM PROCEDURE WILL BE SUMMARILY REJECTED.**

6. Each page of the Tender document must be signed and stamped by the authorized signatory of the bidder, who has the Power of Attorney (PoA) to commit the responding firm to contractual obligations.
7. In case the documents/material submitted are not as per the list and formats specified above in Point No. 8 of A, and also not fulfilling the eligibility criteria specified in Point No. 5 of A, the Purchaser reserves the right to declare the bid invalid and disqualify the bidder.
8. Bid may be rejected at any stage of the evaluation, if it is found that the bidder has

provided misleading information or has been black listed by a central or state government or agency thereof or has indulged in any malpractice/ unethical practice and has not honored contractual obligation elsewhere.

9. Progress of the project should be updated on a daily basis on the Management Information System (hereinafter called “the MIS”) that will be made accessible to the Agency by the Purchaser.
10. All disputes, differences, claims and demands arising under or pursuant to or touching the contract shall be referred to the sole arbitrator to be appointed by the Director, NIELIT, Kolkata.
11. In all matters and disputes arising hereunder, the appropriate Courts in Kolkata alone shall have the sole jurisdiction to entertain and try them under Indian Laws.
12. NIELIT, Kolkata reserves the right to reject the EMD and tender submitted in case of incomplete tenders or in case where information submitted/furnished is found incorrect.
13. No conditional Tendering will be accepted. No tender will be accepted by Fax, Email or any such electronic data transfer form.
14. TDS as per rule will be deducted.
15. Queries, if any, raised by NIELIT, Kolkata should be answered by the prescribed date. In case of no reply bid may be cancelled.

#### **16. Debarment**

If at any point of time, it is found that the selected bidder(s) is not digitizing data as per specifications given by the Purchaser, then the particular bidder(s) shall be debarred from carrying out any further digitization work and other activities with immediate effect. In such cases, the Purchaser reserves the right to terminate the contract with the concerned Bidder(s) and impose penalties and take further action as deemed fit as per rules.

#### **17. Work Re-Allocation**

During the course of project execution, if a selected bidder consistently fails to meet the performance expectations of the purchaser, as determined by the Purchaser, the Purchaser reserves the right to terminate contract with the concerned bidder(s), impose penalties and

take further step as deemed fit as per rules set by the purchaser from time to time. The remaining work of such bidder will be got done by the Purchaser at risk and cost of the bidder. The outgoing bidder shall be liable to pay for reallocated work to new bidder at the rates finalized by purchaser. The bidder(s) agree and acknowledges that such rates may be higher than the rates quoted by L1. The Purchaser shall be entitled to recover/adjust/deduct such amounts payable (to new bidder) from outgoing bidder under this or any other transactions/order/contract etc.

Tender No.:NIELIT/KOL/Agri\_Census/001

Date: 15/05/2018

All technical queries may be made to Sri G. Saha (Ph.09073304892), Chief Project Co-ordinator, between 11 A.M to 4 P.M on working days over phone. The NIELIT, **Kolkata** reserves the right to reject any tender without offering any reason.

**The Tender should be addressed to**

**Director  
NIELIT, Kolkata**

<b>Campus - II</b>	<b><i>BF-267, Salt Lake City, Sector - I, Kolkata - 700 064 Ph. - (033) 46022246/46020938</i></b>
------------------------	---

**Sd/-**

**A.Das**

**JD (F&A)**

**NIELIT, KOLKATA**



**TECHNICAL BID**

**BID PARTICULARS FOR TENDER No. :**

1. Name of the Bidder:

2. Address of the Bidder:

---

---

Telephone :

Mobile :

Fax :

E-mail :

3. Details of Years of Experience of the Bidder in Data Processing Area :

4. Existing Facilities available (furnish details) for similar jobs

Sl.	Head	Details	
1.	Hardware	No. of PCs. Running under Windows OS :	
		No. of Laser Printer :	
		Nature of Internet Connectivity :	
2.	Software	Operating System Used :	
		Other Major Software Used :	
3.	Manpower	No. of Data Entry Supervisor :	
		No. of Operator in Permanent Scale :	
		No. of Operator on Contractual Basis :	

5. Sales turnover/gross receipts during last three Financial Years :  
(i.e., 2014-15, 2015-16 & 2016-17)

6. GST No-

7. Bank A/c details for RTGS (Provide bank confirmation as per Annexure-D):-

a) Name of the beneficiary-

b) Branch Address with complete address, Telephone Number and email-

- c) IFSC Code-
- d) Type of Bank Account (SB/Current/Cash Credit)-
- e) Complete Bank Account Number (Latest)-
- f) MICR Code of Bank-

8. Details of assignments executed (in the line of data entry) in the following format:

Name & Address of the Clients	Year of execution	Nature of work done	Volume of the work done	Period of the work	Amount involved (Rs.)

- 9. Mention the Name, Mobile Number, email of the person(s) who will be coordinator(s) of this project on behalf of selected Data Entry Agency
- 10. Name & address of the Contact Person to whom all references shall be made regarding this tender
- 11. List of Mandatory Documents Enclosed.
  - Use separate sheets wherever required**
  - Attested photocopies of the Supporting documents to be enclosed – originals may have to be produced on request.**

**Company Seal**

Tender No.:NIELIT/KOL/Agri\_Census/001  
Date: 15/05/2018

**BID Letter (Technical Bid)**

To  
**The Director**  
**NIELIT, Kolkata**  
**BF-267, Salt Lake City, Sector - I, Kolkata - 700 064**  
**Ph. - (033) 46022246/46020938**

Ref. No.  
Date:

Ref: Tender No... NIELIT/KOL/ dated. ....

Sir,

We, the undersigned Vendor, having read and examined in detail the specifications and all the bidding documents do propose to provide the Services as specified in the above Tender document no. \_\_\_\_\_.

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 180 days from the closing date fixed for the submission of bids as stipulated in the Tender document.

We are an Indian Firm and do hereby confirm that our Bid prices include all taxes, levies, octroi etc. The prices quoted are inclusive of all charges inclusive of transportation of documents to and from designated places, traveling; hardware/software/ manpower etc. for providing the desired services. No revision of rate will be allowed afterwards for any reason.

Bid Security (Earnest Money Deposit) for an amount equal to Rs 30,000 (Rupees thirty thousand only) is enclosed. We understand and agree that in the event of our bid being evaluated as successful the EMD will be converted into part of the Security Deposit.

We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake Services as per these terms and conditions.

We declare that our prices are as per the technical specifications and bid documents. These prices are indicated in the Financial Bid.

We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the tender document.

We hereby declare that we are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment and we are not under a declaration of ineligibility for corrupt or fraudulent practices.

We conform that we have not been blacklisted by any department/society/body/organization of central/state government.

We hereby declare that all the information and statements made in this bid are true and we accept that any misrepresentation/wrong information contained in it or /suppression of material or relevant facts/figures may lead to our disqualification.

Tender No.:NIELIT/KOL/Agri\_Census/001  
Date: 15/05/2018

We understand that you are not bound to shortlist / accept any bid you receive.

We enclose herewith the complete Technical Bid as required by you. This includes:

- Technical Bid (Annexure A)
- Bank Confirmation (Annexure-D)
- Bid letter (Technical Bid)
- Earnest Money Deposit(EMD)
- Attached Photocopies of relevant documents and Letter of Awards to establish credential.

Certified that we are (~~strikeout the portion not applicable and put signature~~):

A sole proprietorship firm and the person signing the tender is the sole proprietor/constituted attorney of the sole proprietor,

Or,

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement by virtue of general power of attorney.

Or

A Company and the person signing the tender is the constituted attorney.

Or

A Society and the person signing the tender is the constituted attorney.

Or

An Indian Trusts and the person signing the tender is the constituted attorney.

**(NOTE: All corrections /deletions should invariably be duly attested by the person authorized to sign between us.)**

We do hereby undertake that until a contract is prepared and executed, this bid together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract/Work Order shall constitute a binding contract between us.

Dated this                      day of    20 - -

Signature of Vendor:

Name of Vendor: Full

Address:

Details of enclosures

Telephone No.: Postal

Address:

**Company Seal:**

**Bid Letter (Financial bid)**

**To**  
**The Director**  
**NIELIT, Kolkata**  
**BF-267, Salt Lake City, Sector - I, Kolkata - 700 064**  
**Ph. - (033) 46022246/46020938**

Ref. Tender No. .... dated .....

Sir,

We declare:

That we, the undersigned Vendor, are equipped with adequate hardware/software and other facilities required for providing services and our establishment is open for inspection by the representatives of NIELIT, **Kolkata** or their nominated persons.

We hereby offer to provide Data Entry and Validation Services of filled in Schedules from State Dept. of Agriculture at the prices and rates per schedule as mentioned in this financial bid.

We do hereby undertake, that,

In the event of acceptance of our bid, the Services shall be provided as stipulated in the work order and the tender terms and conditions to the Bid and that we shall perform all the incidental services.

We agree to abide by this bid, consisting of this letter, the detailed response to the Tender Document, and **validity of the price shall be for a period of 180(one hundred eighty) Days** from the closing date fixed for submission of bids as stipulated in the Tender document.

We enclose here with the complete Financial Bid as required by you. This includes:

- Bid Letter (Financial Bid)
- Financial Bid (Annexure B)

We have carefully read and understood the terms and conditions of the tender and the conditions of the contract applicable to the tender and we do hereby undertake to provide the services as per these terms and condition.

Certified that we are (~~strikeout the portion not applicable and put signature~~): A sole proprietorship firm and the person signing the tender is the sole proprietor/ constituted attorney of the sole proprietor,

Or,

A partnership firm, and the person signing the tender is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement by virtue of general power of attorney.

Or

A Company and the person signing the tender is the constituted attorney.

Tender No.:NIELIT/KOL/Agri\_Census/001  
Date: 15/05/2018

Or,

A Society and the person signing the tender is the constituted attorney.

Or

An Indian Trusts and the person signing the tender is the constituted attorney.

**(NOTE: Strikeout clearly whatever is not applicable. All corrections/deletions should invariably be duly attested by the person authorized to sign the tender document.)**

We do hereby undertake, that, until a formal contract is prepared and executed, this bid, together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract/work order, shall constitute a binding contract between us.

Dated this                      day                      of 20 - -

Signature of Vendor

Full Address:

Details of enclosures.

Telephone No.

Mobile No.

Postal Address

FAX No.

Encl: As above

**Company Seal**

**(Financial Bid)**

**Details of price quoted for services offered including all Govt. Taxes & levies and are fixed during entire work completion time.**

Sl. No.	Particulars	Cost in INR per Schedule
1.	Price per schedule	In Rs.:
		Rs. In words:
2.	Estimated Schedules (Nos)	18,50,000
3.	Total (in Rs) (Price per schedule X Estimated Schedules) (Sl 1 X 2)	
4.	Total Rs. in words	

Note: Bidders must show GST amount separately during submission of bills.

**Signature with Company Seal**





**MANDATE FORM**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

A. DETAILS OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/ FAX/ EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERIZED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <b>IFSC CODE</b>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/ CURRENT/ CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the scheme.

(.....)  
Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)  
Signature of Customer

Date:

1. Please attach a photocopy of Cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.