

**Tender No. 106/2008/PSD**

**Terms of Reference for Empanellment**

Dena Bank invites applications for Empanellment from Mumbai/Thane/Navi Mumbai based established Printers for printing of various types of Bank's stationery, Paper Vendors, Suppliers of Plastic Stationery items, Manufacturers / Suppliers of Packing Materials, Suppliers of Table Top Items, Office Stationery etc. Application format is enclosed marked **Annexure III**.

- (A) Printers should have plant & machinery etc. for Offset, Xerox, Screen, Multi Colour Printing, etc.
- (B) Only those business entity having (i) minimum of three years of existence, (ii) possessing past experience (iii) with minimum annual turnover of Rs.10.00 lakhs and above, need apply. Applications received from a business entity which could not fulfill these three criteria will be summarily rejected.
- (C) Preference will be given to Printers and Dealers/Suppliers, etc who are already printing and supplying stationery items and dealings with public sector banks / our Bank.
- (D) Please mention on the top of the sealed envelope and in the first page of the application form, your area of specialisation and the nature of job you would like to get registered/ empanelled with the Bank.
- (E) **All the existing empanelled printers, suppliers, dealers, etc. are also required to apply afresh in the enclosed Application format for the purpose of review of their performance, reempanellment if any based on such review.**

**Terms of reference :**

a	<p><b>Printers for printing of books and forms, Letter Heads, Envelopes etc.</b></p> <p>(I) Please refer to Schedule A titled as "<b>General Item List</b>" broadly indicating list of stationery items of books and forms, etc. required by the Dept..</p> <p>Following Letter Heads and Envelopes on rate contract basis for 24 months. Paper will be supplied by the Department for items (II) &amp; (III). Printing will be single or double colour.</p> <p><b>(II) Letter Heads</b> Original 1/4 size 22x26.5cm and 1/8th size 14.5 x 22.5 cm <b>Letter Heads</b> Copy 1/4 size 22x28.5cm and 1/8th size 14.5x22.5 cm.</p> <p><b>(III) Envelopes:</b> Medium Plain 22.5x10 cm; Medium window - 22.5 x 10 cm Small Plain 15 x 9. Small window 15 x 9 cm Standard plain 25.5 x 12.5cm. Standard window 25.5 x 12.5 cm Standard 30.5 x 22.5 cm Plain. 37.5 x 27.5 cm Standard Plain Cloth line special green envelopes standard 12" x 9 1/2".</p> <p><b>(IV) ATM Deposit envelopes - 20 x 30 = 15.5 Kg. 80 GSM</b></p>
b	<p><b>Continuous stationery suppliers for CBC/TBC branches and offices in Mumbai,</b></p> <p>Manufacturers / Authorised Dealers of papers in different sizes in continuous stationery state <b>Size of Paper :</b> 10x12x1; 10x12x2; 15x12x1; 15x12x2; 15x12x1 on 70 GSM. Manufacturers of Pin Mailers for ATM / Internet .</p>
c	<p><b>Plastic Stationery such as covers, for pass books, specimen signature cards, term deposit receipts, office files, folders etc.</b></p>

d	<p><b>MICR security paper stationery with Bank's Water Mark (dandi rool).</b> Size of Paper : (1) 49 x 89 Cms. 95 GSM (2) 43.0 Cms. 95 GSM (In Reel form) (3) 38.0 CMs 95 GSM (In Reel form) (4) 23.0 CMs 95 GSM (In Reel form)</p>
e	<p><b>Suppliers of waterproof corrugated / card board boxes (Ply boxes) For packing of security and non security items: (on rate contract basis for 24 months)</b> <b>Size required :</b> (a) 20"x 12"x 16" (b) 18 3/4"x 13"x 14" (c) 12 1/2"x 11 3/4"x 11 1/4" (d) 13 3/4"x 10 3/4" x 7 3/4" (e) 13" x 9 3/4" x 13 3/4" (f) 15 1/2" x 9 1/4"x 8 1/4". (g) 12 1/2"x 9 1/4"x 13"</p>
f	<p><b>Paper suppliers for printing of Circulars, letter heads, Ledger Paper, kraft paper for printing of envelopes.</b> Authorised Dealers, Distributors and / or Mills engaged in manufacturing and distribution/ sale of different types of paper, (to be procured by the Bank in bulk or in retail) Types &amp; Sizes: (a) Craft Paper 29 x 44 = 31.6 Kg. (b) White Bond Paper 18 x 23 = 7.7 Kg. (c) Pink Colour Paper 18 x 23 = 6 Kg. (d) White duplicate paper 77 x 26 1/2 = 8.6 Kg. (e) Copier Paper Full Scape F% (f) Copier Paper Quarter size A4 (g) Clothline Green Colour paper for wrapping post parcel and VPP (h) Ledger Paper 17 x 27 = 95 GSM of standard mills (i) Blue Maplitho Paper 17 x 17 = 9 Kg. (j) A/4 size 11 1/2" x 8 1/2".</p>
g	<p><b>Suppliers for table top items, office stationery, etc.</b> Dealers in office stationery items such as files (box file, ordinary file) , folders, stickers, staplers and staple pins, office stationery items etc. on rate contract basis valid for a period of 24 months <b>For detailed list please refer to enclosure marked Schedule B.</b></p>

Parties based in Mumbai / Navi Mumbai / Thane having experience in any one or more of the jobs mentioned above and holding valid licence/s of various competent authorities may download the application form and submit the duly completed and signed form with relevant documentary proofs, in a closed & sealed envelope, superscribed "**Tender 106/2008/PSD**" either in person or through Registered Post AD to/ addressed to The Chief Manager, Printing & Stationery Department, Dena Bank Building "B", First Floor, Opp. Pfizer, Jogeshwari (West), Mumbai 400 102 by payment of Rs.1000/- (non refundable) by Demand Draft payable in Mumbai favouring Dena Bank. Printers/ Suppliers / Dealers should submit confidential report **from their Bankers** in a sealed cover addressed to the Chief Manager, Dena Bank, Printing & Stationery Dept., Jogeshwari (W), Mumbai 400 102 alongwith application form.

**Last Date for submission of completed application form : 25.03.2008** upto 4 PM. Application received thereafter will not be considered. The Tenders will be opened on 28.03.2008 at 12.00 Noon at Printing & Stationery Department, Dena Bhuvan, Building B, First Floor, opp. Pfizer, Jogeshwari (W), Mumbai 400 102. Intending parties who had submitted the application and desirous of attending tender opening may remain present, no separate intimation will be given. Thereafter the applications so received will be scrutinised (including inspection of the site/ premises of the applicant) by the Committee appointed by the Bank for the purpose and printers/ suppliers/ dealers shortlisted on the panel will be suitably advised to that effect in due course. No further correspondence will be entertained with the applicants whose applications are rejected.

The Bank reserve the right to refuse any party or reject any or all the applications received without assigning any reason/s thereof.

(Matter to be placed on Bank's website as schedule to "Terms of Referene")

**SCHEDULE (A)**

**GENERAL ITEMS LIST**

**Item Detail**

1. Credit Voucher
2. Debit Voucher
3. SB Pay in Slips
4. CA Pay in Slips
5. Security Register
6. SB Withdrawan Slips
8. SB Computer Pass Book
- 9.. RD Pass Book
10. RD Pay in Slip
11. DD Application Form
12. Currency Lable Pad (Re-issuable)
13. A/c.Opening Forms
14. Bills Collection/IBC Register
15. IBC Intimation Pad
16. Bills Pay in slip
17. Bills Schedule
18. BR-18
19. Cash Scroll Book
20. Currency Chest Transfer Pad
21. Double Lock Register
22. Single Lock Register
23. Key Register
24. Cheque Book Issue Register
25. Currency Label Pad (Non issuable)
26. Party call cards
27. Bank's Manual of Instructions (Four Volumes)
28. Foreign Exchange Manual
29. Specimen Signature Albums
30. Bank's Reference Book
31. Complaint Register
32. Stationery Indent
33. Nomination forms for bank deposits
34. Cancellation form of nomination
35. Death Claim Application Form
34. Various Audit Reports for Inspection & Internal Audit Departments
35. Clearing Schedule
36. Book let on KYC guidelines
37. Cheque Return Memo
38. Account Opening Forms (In English & Hindi)
39. Specimen Signature Card (In English & Hindi)
40. Account Opening Forms (In Gujarati & Hindi)
41. Specimen Signature Card (In Gujarati & Hindi)
42. Customer Profile Form (In English & Hindi)
43. Customer Profile Form (In Gujarati & Hindi)

- 44 MICR Clearing Schedule
- 45 Clearing Listing Block
- 46 Clg Schedule for MICR Returns & High Value Clg Return
- 47 Cheque Return Memo
- 48 Pay in slip for ATM
- 49 Addition of names in account
- 50 Credit Note
- 51 Debit Note
- 52 Cheque Return Advice
- 53 Cheque Return Advice
- 54 Funds Book
- 55 Minor Savings Scheme Pass Book
- 56 Savings Bank Loose Withdrawal Slip
- 57 Token Issue Register
- 58 KYC Guidelines for the staff
- 59 Updation of existing customer A/c form
- 60 Guidelines for Bank Staff - for existing accounts only
- 61 Register for Letters of Credit
- 62 Letter of Credit Application (Foreign/Inland)
- 63 Account opening form for NRE/FCNR
- 64 Advances Sanction Register
- 65 Application for credit facilities
- 66 Application for personalloan scheme
- 67 Dena Niwas Application - Book let & Documents
- 68 Dena Vidhya Laxmi Scheme - Booklet & Documents
- 69 Dena Mortgage Loan / Overdraft Scheme
- 70 Stock Inspection Register
- 71 Stock Statement to be obtained from borrowers
- 72 Credit Refusal Register
- 73 Due Date Dairy for advances proposasls
- 74 Due Date Dairy for Insurance
- 75 Documenttion cum LAD register
- 76 Annexure C to the advances proposal
- 77 Pension related registers and forms
- 78 Income tax receipt scroll
- 79 PPF related ledger, account opening, pass book, etc.:
- 80 Letter of Acknowledgement of Debt
- 81 Letter of authority to operate the account
- 82 Indemnity bond
- 83 Demand Pronisorry note
- 84 Letter of Continuity
- 85 General Power of attorney
- 86 Deed of Hypothecation of motor vehicles
- 87 Deed of Hypothecation of Moveables
- 88 Deed of Agreement for Letter of Credit
- 89 Deed of Agreement for Inland /Foreign Bills
- 90 Term Loan Agreement
- 91 Memorandum of Entry - Partnershilp / Individuals

-:3:-

- 92 Memorandum of Entry - Corporates
- 93 Declaration for creation of Mortgage
- 94 Letter of Undertaking from borrowers
- 95 Power of Attorney for Supply Bills and Book Debts
- 96 Letter of Guarantee
- 97 Letter of Counter Guarantee
- 98 Letter of Set Off from Borrower
- 99 Letter of Set off from Guarantor
- 100 Linkage Letter
- 101 Memorandum of Entry for extension of Mortgage (Individual/Firm./Corporate)
- 102 Deed of mortgage for agricultural loans
- 103 Unattested Memorandum for modification of Hyp. Agreement
- 104 Agreement for Working capital demand loan
- 105 Agreement of hypothecation for agricultural/crop loan
- 106 Authority to Pledge shares
- 107 Joint Family Declaration
- 108 ASL-1 for agricultural advances
- 109 ASL-2 sanction letter for agricultural loan
- 110 ALD-4 for agrl advances
- 111 ALD-2 Letter of Gurantee
- 112 ALD-1 Hypthecation Agreement for Agri loan
- 113 Loan Proposal form and B.M's report
- 114 Retail Trade Proposal
- 115 Agreement for hyp for consumer loan
- 116 Gujart Ekrararnama Talati cum Mantri (Boja nondhani)
- 117 Application forms for credit facilities upto Rs.10 lakhs
- 118 Application forms for credit facilities beyond Rs.10 lakhs to 50 lakhs
- 119 Application form for credit facilities over 50 lakhs upto 2 crore
- 120 Application form for credit facilities over Rs. 2 Crores
- 121 Application forms in Sl No.117 to 120 in Hindi/Gujrari
- 122 Application for loans under Dena Suvidha / Dena Senior Citizen Scheme
- 123 Agreement for cleanloan
- 124 Education Loan Application and Loan Agreement
- 125 Dena Laghu Udhyami Credit Cards
- 126 Dena Kisan Credit Card
- 127 DKCC Pass Book
- 128 Dena Kisan Gold Credit Cards
- 129 Dena Kisan Gold Credit Card Pass Book
- 130 Dena Rent Application Form and Documents
- 131 Dena Swarojgar Credit cards
- 132 Scheme for extending finance to farmers
- 133 Scheme for extending finance to traders /processors
- 134 EPF nomination forms
- 135 Festival Advance Register
- 136 Increment pad for officers
- 137 Increment pad for clerks & sub staff
- 138 Increment register
- 139 LFC claim form

- 140 Form of LFC for outward journey
- 141 Form of LFC for inward journey
- 142 Leave Application form (PL)
- 143 Leave Register
- 144 Medical Aid Claim Form
- 145 Medical Aid Register
- 146 Monthly statement for PF
- 147 Muster Roll
- 148 PF Loan Application
- 149 Salary journal'
- 150 Salary Statement
- 151 Transfer particulars
- 152 Voluntary contribution to PF
- 153 Motor log book
- 154 Nomination form for gratuity
- 155 Assets and Liabilities Statement for Officers
- 156 Appliation for casual / sick leave
- 157 Application form for ATM
- 158 Pay in slip for ATM
- 159 Envelopes for ATM
- 160 Proforma of declaration by officers for conveyance expenses
- 161 Medical aid hospitalisation claim form
- 162 BR-RO-D-1 Daily Position
- 163 BR-RO-M-1 to M-9 Statements to be submitted to RO/HO
- 164 Control Returns Statements M-1 to M-9 for advances
- 165 Statement of advances by RM within his discretionery power
- 166 Statement of revenue expenditure
- 167 D.O. Book
- 168 Furniture Ledger
- 169 Inward Register
- 170 Outward Register
- 171 Application and documents for Safe Deposit Locker facility
- 172 SDV Rent Attendance Register
- 172 SDV Signature Cards
- 173 SDV Inland Letters
- 174 Nomination forms to be given by hirers
- 175 Indent Block for numbered items (MICR cheques, DD, etc.)
- 176 Income Tax Declaration Form/ Work sheet
- 177 Books and Forms prescribed by Government Business Cell
- 178 Memorandum Ledger for Technically Writteen off accounts'
- 179 Term deposit pay in slip
- 180 Application for loan against term deposit receipts
- 181 Interest Accrued certificate
- 182 Interest Paid certificate
- 183 Interest payable register
- 184 Debit Card cum ATM Card Register
- 185 Monthly/Quarterly/half yearly/Annual closing book lets

(Matter to be placed in our Bank's Website as schedule to "Terms of Reference")

SCHEDULE (B)

**TABLE TOP STATIONERY**

1. TP011 SCRIBBLING PADS WHITE RULED 1/4 SIZE
2. TP012 SCRIBBLING PADS WHITE PLAIN 1/4 SIZE
3. TP013 SCRIBBLING PADS WHITE RULED 1/6 SIZE
4. TP014 SCRIBBLING PADS WHITE PLAIN 1/6 SIZE
5. TP015 SCRIBBLING PADS WHITE RULED 1/8 SIZE
6. TP016 SCRIBBLING PADS WHITE PADS 1/8 SIZE
7. TP018 TYPE CARBON KORES
8. TP019 TYPE CARBON KORES SILVER BACK
9. TP021 BOX FILES WITH INDEX COMMAND
10. TP024 GUM BOTTLE CAMEL 700 ML
11. TP025 GEMS CLIPS BIG SIZE DIPEX
12. TP026 TYPE ERASER (POLYCAN)
13. TP027 STAPPLE MACHINE MAX-10 (JAPAN)
14. TP028 PUNCHING MACHINE SMALL KANGAROO
15. TP029 PUNCHING MACHINE BIG KANGARU
16. TP030 CELLO TAPE TIXO 1X72 YARDS
17. TP032 INK CAMEL BIG SIZE 700 A.G.
18. TP033 STAMP PAD SMALL SIZE
19. TP034 STAMP PAD BIG SIZE
20. TP036 PAPER WEIGHT METAL NICKLE PLATED
21. TP038 PIN ASSORTED 400 GMS
22. TP039 PIN STEPLINE 24/6 (10 PKTS)
23. TP040 PIN STEPLING B-8 (5000 PINS IN BOX)
24. TP041 PIN STEPLINE JAPAN MAKE NO.10/20
25. TP043 CLOTH DUSTER BIG SIZE
26. TP045 ERASER
27. TP047 RUBBER BANDS ASSORTED ALL SIZES
28. TP048 FILES EXTRA STRONG
29. TP049 ADDING MACHINE ROLLS 1 PLY 70 MM
30. TP051 ADDING MACHINE ROLLS
31. TP051 ADDING MACHINE ROLLS
32. TP052 PENCIL NATRAJ
33. TP053 PENCIL CARBON SAPPHIRE
34. TP054 FILES WITH LACES
35. TP056 BALL PENS REFILLS SHART

-:2:-

36. TP057 SKETCH PENS (LUXURA)
37. TP058 RULLED REGISTER L/PAPER 1 QUIRES
38. TP059 RULLED REGISTER L/PAPER 2 QUIRES
39. TP060 GUM CAMEL 300 ML
40. TP061 PENCIL CARBON FULL SIZE
41. TP062 STAINLESS STEEL FOOT RULER 12 INCH
42. TP063 SUPERIOR QUALITY GUM BRUSH
43. TP064 GUM CAMEL 150 ML
44. TP067 PENCIL SHARPNER METAL
45. TP068 PINS ASSORTED 26 MM
46. TP069 PAPER CUTTER METAL
47. TP070 BLACK LEAD PENCIL SUPEREME
48. TP071 EX.BOOK FULL INDEN 400 PAGES
49. TP072 GEM CLIPS TRIANGULAR 26MM
50. TP074 PEON'S BOOK LARGE SIZE 200 PAGES
51. TP075 TYPE ERASER SANDOZ
52. TP076 MAGNETIC PIN CUSHION
53. TP078 FOUR FULL FLAP FILES SUPERIOR
54. TP079 STEPLING MACHINE W 10
55. TP082 GEM CLIPS OF STREAM LINE 35 MM
56. TP083 PLASTIC COTTED FILES SUPERIOR
57. TP084 SPONGE CUP WITH LID PLASTICS
58. TP089 PENCIL CARBON ELECTRIC F SIZE
59. TP091 FOOT FULLER WOODEN 12 INCH
60. TP093 PAPER CLAMP NO.1
61. TP094 PAPER CLAMP NO.2
62. TP095 CANCEL STICK
63. TP096 PUNCHING MACHINE WOODEN BASE
64. TP097 STAMP PAD IN 60 ML
65. TP098 PLASTIC VISIBLE FOLDER
66. TP099 HIGHLIGHTER-COLO MARKET
67. TP105 EX-BOOK DELUX 200 PAGES
68. TP106 EX-BOOK DELUX 100 PAGES
69. TP107 SUTHALI
70. TP108 PLASTIC SUTHALI
71. TP111 OFFICE FILES PRESIDENTS
72. TP112 STAPLE REMOVER
73. TP116 SAFTY CHEQUE STICKERS



**ANNEXURE III**

**(Last date & time for receipt of Application: 25.03.2008 on or before 4 PM)**

**APPLICATION**

(To be completed and to be submitted in duplicate on the Company/Firm's Printed Letter Head only)

**Sub: Tender No. 106/2008/PSD**

Ref. No.

Date :

To,  
The Chief Manager,  
Dena Bank,  
Printing & Stationery Department,  
Dena Bank Building "B", First Floor,  
Opp. Pfizer,  
Jogeshwari (West), Mumbai 400 102

Dear Sir,

**Re: Registration/ Renewal for empanelment with your Bank**

We introduce ourselves as / Manufacturers / Authorised Dealers/ Suppliers / of -

\*[ strike out whichever is not applicable ]

Books and Forms (Printers)	Security papers viz. MICR/ Non-MICR papers with / without Bank's dandi rool	Papers other than security papers	Plastic items
-------------------------------	--	--------------------------------------	------------------

Printers & Suppliers of Continuous stationery	Printers & Suppliers of Letter Heads, Envelopes.
---	--

Mfrs. & suppliers of packaging materials such as corrugated/ card board boxes, cartons, etc.
--

as per details made available to us in your Bank's website, and pleased to give brief profile of our Firm/ Company. We request you to Register/ Renew our name for empanelment with your Bank. We eagerly look forward to serving your esteemed institution.

1	Name of the Firm / Company	
2	Constitution	
3	Date of incorporation in the case of a Limited Company, Date of Registration of Firm in the case of Partnership Firm	
4	Registered Address with telephone, Fax numbers/ mobile/ e-mail address.:	
5	Factory Address with telephone, fax number/s, e-mail, mobile numbers	
6	Address of the Godown with telephone number/s, mobile numbers	
7	Mobile number of the authorised Officer/ Director/Partner/ Proprietor with name and designation.	

Dena Bank  
Printing & Stationery Dept.  
Jogeshwari (W),  
Mumbai

-:2:-

			<b><u>Valid upto</u></b>
8	Tax Registration :(Enclose certified Copy) (a) Permanent Account Number of Income Tax (b) Municipal/ Gumastha Licence No. And name of the Municipality (c) Professional Tax Regn No. (d) Service Tax Regn,. No. (e) Sales Tax/ CST/ VAT Regn No. (f) Registration under Shop & Est Act. (g) Any other Licence for carrying on the activity		
9	(a) Name and residential address of the Proprietor / Partners/ Directors.		
	(b) Are they related to any of the Firm already empanelled with the Bank? If so give details.		
10	Staff Strength :	Managerial : Skilled Semi skilled Unskilled Others Total	
11	(a) Area in Sq. Feet	Office : Godown : Press Factory Any other place of Storage with details. (Please mention registration and validity)	
	(b) Ownership (Please give name, address, etc. of the Owner/ Lessee, tenant. (*strike out whiever not applicable)	Owned Leased Rented	
12	List of Machineries Owned : Leased :	Makes and Sizes	
	Number of Offset Printing Machines with their makes and sizes.		
	Plate Making Section, if any		
	Other Equipments		
	DTP		
	Book Binding		

Dena Bank  
Printing & Stationery Dept.  
Jogeshwari (W),  
Mumbai

-:3:-

13	Capital & Reserve as on	31.12.2007 (Un/Audited)	31.03.2007 (Audited)	31.03.2006 (Audited)	31.03.2005 (Audited)
14	Value of Printing Press :	Original Value Rs. Present Book Value Rs.			
15	How old is the Printing Press				
16	Nature of Main Activities, i.e. Printing jobs undertaken: (Please give a list of TOP 20 suppliers)				
17	Annual Turnover Net Profit  Turnover from 01.04.2007 to 31.12.2007	31.03.2005	31.03.2006	31.03.2007	Rs.
18	Position in respect of Tax Assessment A) Income Tax B) Sales Tax C) Service Tax D) Local Municipal Tax E) Property Tax F) Other Tax if any NB: Enclose (a) Audited balance sheets for last three years (b) latest IT/ST clearance certificate and assesment order.				
19	Since when you are on the panel of DENA BANK Total business given to the Bank during last three calendar years	2005	2006	2007	
20	Reference of other Banks, PSUs, and place where the firm is empanelled. (enclose copies of works order or empanellment letter)				
21	Value of work executed for other Banks (Please specify nature of work and name of the Bank) during last three calendar years.	2005	2006	2007	
22	Name, Address, telephone numbers and mobile number of Key Person to be contacted: :				
23	Please find enclosed separate list of our Large 15 clients like banks, PSUs, insurance Companies, Govt bodies, etc.				
24	I / We further Declare that none of the Dena Bank's Directors including the Chairman and Managing Director or Executive Director is related to me/ us. I / We undertake to inform the Bank in future if any Director is related to me/ us.				

Dena Bank  
Printing & Stationery Dept.  
Jogeshwari (W),  
Mumbai

-:4:-

25	I / We agree to remit security deposit that the Bank may notify from time to time	
26	I/ We shall abide by all the rules and conditions regarding quality, quantity and time limit mentioned in the various contracts/ work order and agreements for the Job. The Bank shall have the absolute right to reject the work done if it does not meet the standards of quality, quantity and delivery schedule and levy of penalties as deemed fit by the Bank.	
27	Name/s of the Bankers and their Addresses with Account Number: Bank Name & Address : Nature of A/c (Current and/or CC/OD)	
28	Bank Borrowings, if any Classification of Asset accompanied by a certificate from the Banker concerned that it is a Standard Asset as of 31.03.2007 and 31.12.2007	
29	Other Business of the Firm / Partners/ Directors/ Family Members	
30	Any other Information	
31	List of enclosures	
32	Particulars of Demand Draft enclosed	PO/ DD NO.                      Date_____ drawn on _____(Bank's Name) and Payable at Mumbai for Rs.1000/-
33	We Specialise in and can undertake the following job/s if empanelled/ registered with the Bank: [Please refer to the Terms of Reference and specify in detail the nature of job]:-	

NB: Please mention clearly "not applicable" wherever it is not applicable.

Place :

Date :

Signature and Seal of the Firm/ Company

PS: Kindly furnish all the details within the time schedule/ on or before last date and also submit copies of latest financial statement, IT Returns / Assessment Orders, Licences and Registration Cerificates.

(2) Please recheck to ensure that all the columns are fully and correctly filled in. Incomplete and incorrect forms in any manner will be summarily rejected.