TENDER NOTICE

Subject: Invitation of Sealed Bids from Organisations/Institutions/Agencies for preparation of the publication of the Ministry’s Bi-monthly magazine “Akshay Urja” in Electronic form.

The Ministry of New and Renewable Energy (MNRE) is inviting sealed bids from the reputed Organisations/Institutions/Agencies located within Delhi and NCR, for publication of the Ministry’s bimonthly magazine “Akshay Urja” both in English and Hindi separately in E-book format on rate contract basis for one year and extendable for another two terms (one term is for one year) subject to terms & conditions. The details of specifications of the magazine as well as Scope of Work, Terms of References, etc. for preparation of the publication in E-book format are as follows:

I Scope of work, jobs expected for preparation of the E-Magazine

The major scope of work includes:

Part-A

1. Development/Collection/Procurement of publication material related to renewable energy through/from various sources.

2. Preparation, editing and proof reading of publication material in English as well as in Hindi, including Hindi translation & comparison, etc.

3. Designing and layout of the Magazine including typesetting, scanning & fixing of photographs, graphics, figures etc.

4. Interviews of eminent personalities.

5. The Ministry will allow publishing of maximum six (6) commercial advertisements related to Renewable Energy only on cost sharing basis i.e. @ 70% for MNRE & 30% for the Organisation/Institution/Agency. Procurement/handling of advertisement, etc. will be done by the Organisation/Institution/Agency. However, the revenue of each advertisement will be decided by the Ministry. The revenue received against the Advertisements will be adjusted against the bill raised by the Organisation/Institution/Agency for each issue. In addition to this, one advertisement on renewable energy for the Ministry for each issue is to be prepared by the Organisation/Institution/Agency. Subject of the Ministry’s advertisement is to be decided in consultation with the Ministry.

6. Dispatch of the magazine also to be done electronically through e-mailer to various destinations as per e-mail address to be prepared in consultation with Ministry.
7. Coverage of various events related to Renewable Energy in and around Delhi and NCR area for the magazine “Akshay Urja”.

8. Any other related jobs necessary for the magazine “Akshay Urja”.

Part-B

1. Minimum total remuneration for Authors of the published article(s)/contribution in the Magazine will be Rs. 25,000/- (Rupees Twenty Five Thousand only) per issue. The maximum remuneration for each Author will be Rs. 2,500/- for each issue.

2. Minimum remuneration for engagement of Guest Editor(s) in addition to the In-House Editors of the Magazine both for English and Hindi will be limited to Rs. 12,500/- for each language i.e. Hindi & English per issue.

3. Remuneration to the Authors of the published article(s)/contribution in the Magazine is to be paid by the Organisation/Institution/Agency and this will be reimbursed against the bill raised for each issue.

4. Selection of articles of the authors and the Guest Editor to be decided in consultation with the Ministry.

II Specifications of the magazine:

i. Akshay Urja e-magazine should be designed with RWD (Responsive Web Design) mainly using with fluid grid, flexible images, percentage based grids, Media queries with CSS3 styles.

ii. The different technologies (i) HTML5, (ii) jQuery, (iii) Turn.js, (iv) React.js and (v) Node.js, can be used to create the e-magazine to support the latest versions of various platforms

iii. The E magazine should be optimised for the following various screen resolutions:
   - Desktop and Laptops - from 1024 x 600 Pixel to 1920 x 1200 Pixel
   - Tablets and phablets - from 600 x 800 Pixel to 800 x 1280 Pixel
   - Mobile of various categories having software ‘android’ and ‘iOS’

iv. E-Magazine should be responsive on NIC server as well. It should have a provision of sending it to different mail boxes even if the HTML isn’t allowed there.

III Terms and Conditions

1. The total cost (both English & Hindi separately) excluding remuneration for Authors, Guest Editor for each issue, offered should be inclusive of all jobs of Part-A & as per specifications as mentioned above The cost of remunerations as mentioned in Part-B will be reimbursed by the Ministry.

2. The job will require a high quality editorial skill, hence it should be ensured that the Magazine is free from any mistakes and a well-qualified & experienced person for the work should be engaged.
3. The total number of pages may vary at the final stage of each issue.

4. Quality of Cover design and inside Text pages design for each issue should be extremely professional and of International standard. At least 3 sample designs both for cover and text pages have to be presented to MNRE for selection of one best design and got approved before finalizing the same.

5. The final matter (DTP and Layout) including the photographs, charts, graphs, etc. used should be made available to MNRE along with CD/Pendrive (Word file, PDF file & Open file having high resolution also). The changes/modifications are to be carried out as per the requirement of the Ministry.

6. Final draft in colour should be submitted to MNRE for approval before uploading. Special efforts should be taken for ensuring good quality of designs, layout & presentation. The close liaison is to be maintained with the Ministry to ensure timely completion of the job.

7. This invitation letter (downloaded from the Ministry’s website) should be duly signed by the Bidder in each page with stamp and attached along with their offers to indicate the confirmation of their agreeing to the terms and conditions specified here in the letter.

8. The Organisation/Institution/Agency will agree to work in close co-ordination with the Ministry in finalization of each issue of the Magazine. The content of the Magazine will be finalized by the Ministry only.

9. The Ministry will constitute an Editorial Board and the draft of the Magazine will be finalized with due approval of the Editorial Board.

10. This Magazine is the publication of the Ministry of New and Renewable Energy, Government of India. Hence, the selected Organisation/Institution/Agency will not be allowed to claim any right on the publication in any form including putting their Logo.

11. Documents (here the magazine “Akshay Urja”) prepared by the Organisation/Institution/Agency will be the Property of the ‘Ministry’. All plans, drawings, specifications, designs, reports, other documents and software prepared by the Organisation/Institution/Agency for the ‘Ministry’ under this Contract shall become and remain the property of the “Ministry” and the Organisation/Institution/Agency shall upon termination or expiration of this Contract, deliver all such documents to the ‘Ministry’ together with a detailed inventory thereof. The Organisation/Institution/Agency may retain a copy of such documents, but shall not use anywhere, without obtaining permission in writing from the Ministry. The Ministry reserves right to grant or deny any such request.

12. The entire Magazine will be uploaded on the website of this Ministry. The magazine will also to be provided in 30 pen drives.

13. The details of the team/persons (CV) to be engaged along with their specialization for preparation of the Magazine should also be given. In addition to this, a Senior Person of the Team will interact with the Ministry on regular basis, at least once in a week for discussion/interaction and it should be maintained during the entire contract period. If any change is required it should be intimated to the Ministry in advance for prior approval.
14. **One skilled person** having good communication skill, knowledge and well versed with the MS-Office including typing should be placed in the Ministry’s office for the various type of works related to the Magazine. The remuneration for placement of one skilled person in the Ministry will be as per the prevalent rates of Government of NCT, Delhi paid to the skilled person per month (modified from time to time). The placement of the person will be **one month more beyond the contract period** to facilitate completion of the pending work of the magazine after the final **issue of the contract**. The remuneration of the person will be reimbursed which is to be raised along with the bill for each issue of the magazine.

15. A brief note indicating therein experience of working in the field of Renewable Energy/Energy Sector, the part of publications brought out on Renewable Energy/Energy Sector and total availability of manpower in the Organisation/Institution/Agency for renewable energy should also be given with the Technical bid.

16. The Technical bid and financial bid should be given separately clearly mentioning ‘Technical Bid for preparation of Askhay Urja Magazine’ and ‘Financial Bid for preparation of Akshay Urja Magazine’ on the top of the sealed envelope without which your bid is liable to be rejected. The Technical bid should be furnished in the format, as per the **Annexure-I** duly filled up and signed with stamp. The details of Financial Bid are to be given as per the format at **Annexure-II** duly signed with stamp.

17. **“Quality Cum Cost Based Selection (QCBS)”** approach shall be adopted for selection of the Organisation/Institution/Agency whereby Technical and Financial weightage will be 70% and 30% respectively. Organisation/Institution/Agency will make a presentation to the Evaluation Committee of the Ministry about bringing out the ‘Akshay Urja’ e-magazine for the Ministry. The Technical evaluation shall be done on the basis of the following parameters:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Parameters/Criteria</th>
<th>Marks</th>
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<tbody>
<tr>
<td>i</td>
<td>Experience on the successfully completed assignments of similar nature and challenges, recognition and awards from Government of India.</td>
<td>25</td>
</tr>
<tr>
<td>ii</td>
<td>Strategy for the assignment, plan, concept, creativity with timelines, details of methodologies proposed to be followed by agencies.</td>
<td>30</td>
</tr>
<tr>
<td>iii</td>
<td>Qualification and experience of key staff with detail of available infrastructure and resources</td>
<td>35</td>
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<tr>
<td>iv</td>
<td>Presentation to the Committee</td>
<td>10</td>
</tr>
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</table>

Agencies will be shortlisted by an Evaluation Committee of the Ministry. Agencies shall be required to make a PPT/presentation to the Ministry’s Evaluation Committee and will assigned marks based on the allotted maximum mark on each area as given in the table above.
The financial bids will be opened only of those agencies whose technical bids would be complete in all respects as per tender document and who score a minimum of 75 Marks out of 100 marks in the technical evaluation. The Financial bids will carry a total of 30 Marks. The final selection would be made on the basis of “Quality Cost Based Selection (QCBS)” approach. As an example given below:

It has been decided to have minimum qualifying marks for technical qualifications as 75 (Seventy five) and the weightage of the technical bids and financial bids has been kept as 70: 30 (Seventy: Thirty). In response to the RfP, if three proposals, A, B & C are being received and if the technical evaluation committee awarded the following marks as under:

A: 75 Marks  
B: 80 Marks  
C: 90 Marks

The minimum qualifying marks were 75 (Seventy five) thus, all the three proposals would be found technically suitable. Using the formula T/Thigh (where T is total Technical Score awarded to the Bid and Thigh is the technical Score achieved by the Bid that has scored best among all responsive bids), the following technical points awarded by the evaluation committee:

A: 75/90 = 83 points  
B: 80/90 = 89 points  
C: 90/90 = 100 points

The financial proposals of each qualified bidder will be opened after notifying the date and time of bid opening to the successful participants. The evaluation committee examined the financial proposals and supposes the quoted prices are as under:

A: Rs.120.  
B: Rs.100.  
C: Rs.110.

Using the formula Clow/C (Where C is evaluated Bid Price and Clow is the lowest of all evaluated Bid Prices among responsive Bids), the committee will give them the following points for financial proposals:

A: 100/120 = 83 points  
B: 100/100 = 100 points  
C: 100/110 = 91 points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A: 83x0.30 + 83x0.70 = 83 points.  
Proposal B: 100x0.30 + 89x0.70 = 92.3 points  
Proposal C: 91x0.30 + 100x0.70 = 97.3 points.
The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 83 points: H-3
Proposal B: 92.3 points: H-2
Proposal C: 97.3 points: H-1

Proposal C at the evaluated cost of Rs.110 (Rupees One hundred and ten) will, therefore, be declared as winner being H-1 and will recommend for negotiations/approval, to the competent authority.

18. A pre-bid meeting will be organized for the interested Organizations /Institutions/Agencies willing to submit their Bids. The schedule for pre-bid meeting, submission of Sealed Bids (both Financial & Technical) and Opening of Bids are given below:

<table>
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<tr>
<th></th>
<th>Pre-bid Meeting for the interested Organisations /Institutions/Agencies willing to submit their bid will be held in the Ministry, Block No. 14, C.G.O. Complex, Lodhi Road, New Delhi:-3</th>
<th>At 11:30 AM on 26.11.2019 in the Committee Room No. 002 of the Ministry</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Date and Time of submission of Sealed Bid addressed to Under Secretary (I&amp;PA), Block No. 14, CGO Complex, Lodhi Road, New Delhi-3</td>
<td>On or before 14:30 Hrs, 24.12.2019</td>
</tr>
<tr>
<td>2</td>
<td>Date and Time of opening of the Technical Bids in the Ministry, Block No. 14, C.G.O.Complex, Lodhi Road, New Delhi:-110003</td>
<td>At 15:00 hrs on 24.12.2019 in the Committee Room No. 002 of the Ministry</td>
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19. Bids received after the due date and time will not be accepted. Kindly note that MNRE would not be responsible for any postal or courier delay in receiving the Tenders. The Bids will be opened in presence of the bidders who are interested to be present in the opening procedure.

20. In case of any ambiguity found in the Tender Notice at any stage, the decision of MNRE shall be final and binding on the bidders.

21. The estimated cost of the work is Rs.5.00 lakh excluding Taxes.

IV Eligibility and Essential Requirements/Attachments to be made by the Organisation/Institution/Agency along with their bids:-

i. It should be a registered Organization/Institution/Agency

ii. Technical Bid should be submitted along with earnest money of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of DD payable to DDO, Ministry of New and Renewable Energy, New Delhi.

iii. Minimum Annual Turnover of the Organization/Institution/Agency should be Rs 3.00 Crore.
iv. The Organization/Institution/Agency should have arrangements of in-house design facility with good team of regular employed professionals including Copywriter, Editor, Translator (Hindi) required for preparation of the Magazine.

v. **The Organization/Institution/Agency should have done/been doing similar publications of newsletter/magazines for Ministries/Government Deptts/established Government Institutions and other reputed organizations for at least three years.**

vi. The downloaded Tender Notice should be duly signed on each page as a token of acceptance of the terms and conditions including Annexure-II.

vii. The Organization/Institution/Agency shall provide sufficient proof of Experience in the field of Renewable Energy/Energy Sector/Scientific Publication for the last five years (2014-15 to 2018-19) (Copies of the publication including complete work orders – self-attested by you – executed for similar type of work to be attached).

viii. The Organization/Institution/Agency shall submit Annual Turnover for the last five years (2014-15 to 2018-19) certified by the CA with stamp.

ix. The Organization/Institution/Agency shall provide the list of Clientele for whom the Organization/Institution/Agency have worked in the field of publication of Renewable Energy/Energy Sector

x. The Organization/Institution/Agency shall provide copy of Valid Registration Certificate (self-attested), Income Tax Return for the last five years, PAN number. Bank details with account number and IFSC Code as per the enclosed mandate form duly verified by the concerned bank with its stamp and signature of the authorized person.

xi. Supporting documents/work orders (Photocopies) duly signed with stamp should be submitted along with Technical Bid against their claim.

xii. Facilities available with the Organization/Institution/Agency should be mentioned

*Please note that the above documents are essentially required for evaluation of technical bids and without these documents bids are liable to be rejected.*

**V Time Limit**

i. Draft material completed in all respect for each issue should be submitted by 1st day of the previous month of publication (example, for September-October, 2019 issue, the draft should be submitted by 1st August, 2019).

ii. The time limit for completion of the said job ready for uploading on the website would be within **05 days after approval of the final draft** of the magazine.

**VI Payment Terms**

No advance payment will be made. Payment will be released for each issue only after completion of the total job including uploading on the website and to the satisfaction of the Ministry.
VII Duration/Validity of the Contract

The validity of the Work Order will be for a period of one year (for 6 issues of the magazine) from the date of awarding of the work order which may be extended for a period of another maximum two years in two terms (one term is for one year) depending on the performance of the work i.e. quality of the magazine, timely completion and delivery of the job as per the requirement of the Ministry and maintenance of other terms & conditions of the work order and tender notice.

VIII Penalty Clause

In case of non-adherence of the terms & conditions of the contract for reasons other than beyond the Organization/Institution/Agency's control, the Ministry shall be entitled either to (a) cancel the order or (b) recover the liquidated damages by way of imposing penalty up to the amount of 10% of the contract price and the decision of the Ministry shall be final and binding on the Agency.

IX Force Majeure

The MNRE and Agency shall ensure due compliance with the terms of this tender/Work order. However no party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of the tender/Work order to the extent that such a failure is due to force Majeure events which include fire, riot, strike, and lockout, forces of nature, accident, and any act of God. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such an event and give written notice within 72 hrs. of occurrence to the other party to this effect. The services covered under this tender/Work order shall be started as soon as the condition of force majeure ceases to exist against the particular party to this tender/Work order.

X Disputes Resolution & Arbitration

i. Disputes under the agreement shall be settled by mutual discussion.

ii. However, in the event amicable resolution or settlement is not reached between the parties, the differences of disputes shall be referred to and settled by the Sole Arbitrator to be appointed by Secretary, MNRE.

iii. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

iv. The venue of the arbitration shall be New Delhi, India.

v. The fee & other charges of Arbitrator shall be shared equally between the parties.

vi. The Arbitrator will give the speaking & reasoned award. The party will not be entitled to any Pendentile lite interest during arbitration proceedings.
XI  **Jurisdiction of Courts etc.**

The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

(D.K. Pandey)
Under Secretary to the Govt. of India
(Technical Bid)


Name of the agency/organization with address:

<table>
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<tr>
<th>Sl. No.</th>
<th>Items</th>
<th>Details to be provided by the Bidder</th>
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</table>
| 1.      | Collection/procurement of publication material through various sources| • Technical approach & Network  
• Methodology proposed  
• Work plan |
| 2.      | Preparation and editing of publication material in English as well as in Hindi, including Hindi translation & comparison | • Technical approach  
• Methodology proposed  
• Work plan |
| 3.      | Designing and layout of the cover pages and text pages of the Magazine including typesetting, fixing & scanning of photographs, graphics, figures, etc. up to the stage of “ready for uploading” | • Technical approach  
• Methodology proposed  
• Work plan |
| 4.      | Interviews of Eminent Personalities                                  | • Technical approach  
• Methodology proposed  
• Work plan |
| 5.      | Details of e-publications brought out by the Agency/Organization     | Specific experience of the Organization/Institution/Agency relevant to the assignment/job  
A. Name & number of e-Publications brought out for the last five years in the field of Renewable Energy/Energy Sector/Scientific Sector:-  
   i. Ministry/Government. Departments  
   ii. Public Sector Undertaking  
   iii. Other Reputed Organization  
B. Name & number of other e-Publications (Magazines) brought out for the last five years. Specify the name of the organization(s)  
(Please enclose copy of Order letters) |
| 6.      | Infrastructure of the Agency/Organization                           | I. Details of availability of equipments, facilities, etc within the premises (computers, scanners, softwar, standby power facility, etc.).  
II. Total regular employed manpower of the Organization/Institution/Agency. |
• Turnover of the Organization/Institution/Agency for the last five years (2014-15 to 2018-19)
• Valid Sales Tax Certificate (attach photo copy).
• Income Tax Return for the last five years (attach photo copy)
• PAN number (attach photo copy).
• Bank details:- Name of the Bank with address, Account number, Bank Code number and IFSC Code of the Bank as per mandate form authenticated by the concerned Bank
• Copy of registration certificate.
• Empanelled with the organization (provide the name of the organization with copy of the Order letter of the concerned organization).

8. Any other point considered necessary for submission by the Organization/Institution/Agency

Please note the following:-

Technical Approach, Network, Methodology and Work Plan are key components of the Technical Proposal. It is suggested to present Technical Proposal as per following:

a) Technical Approach, Network and Methodology:- In this segment explain the understanding of the objectives of the Assignment/job, approach to the Assignment/job, methodology for carrying out the activities and obtaining the expected output and the degree of detail of such output. It should highlight the problems being addressed and their importance, and explain the technical approach would be adopted to address them. It should also explain the proposed methodologies to be adopted highlighting the compatibility of those methodologies with the proposed approach.

b) Work Plan:- The Organization/Institution/Agency should propose and justify the main activities of the Assignment/job, their content and duration, phasing and interrelations, milestones (including interim approvals by the Ministry) and delivery dates of the e-magazine. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. The Organization/Institution/Agency should intimate its manpower to be engaged along with the key expert responsible and proposed technical and support staff.
I confirm that all the points, terms & conditions, etc. mentioned in the Tender Notice placed in the Ministry’s website vide letter No. 14/5/2019/I&PA dated 22.11.2019 have been taken into consideration while submitting this sealed bid.

<table>
<thead>
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<th>(a) Signature</th>
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<tr>
<td>(b) Name and Designation of the person.</td>
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<tr>
<td>(c) Name of the Organisation/Institution/Agency</td>
<td>:</td>
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<tr>
<td>(d) Address of the Organization/Institution/Agency</td>
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<tr>
<td>(e) Telephone Nos., Fax No. and email address</td>
<td>:</td>
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<td>(f) Stamp of the Organisation/Institution/Agency</td>
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Name of the Organization/Institution/Agency:-

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<th>Sl. No.</th>
<th>Items</th>
<th>Cost</th>
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<tr>
<td>1.</td>
<td><strong>PART-A</strong>&lt;br&gt;1. Development/Collection/Procurement of publication material through/from various sources.&lt;br&gt;2. Preparation, editing and proof reading of publication material in English as well as in Hindi, including Hindi translation &amp; comparison, etc.&lt;br&gt;3. Designing and layout of the magazine <em>(52 Text pages plus 4 cover pages)</em> with Responsive Web Design and following the other mentioned specifications including typesetting, scanning &amp; fixing of photographs, graphics, figures, etc., “ready for uploading” on the Ministry’s web site.&lt;br&gt;4. Interviews of Eminent Personalities.&lt;br&gt;5. Procurement/handling of advertisement etc. to be published in the Magazine on cost sharing basis i.e. <em>70% for MNRE &amp; 30% for the Agency/Organization</em>. The revenue received against the Advertisements will be adjusted against the bill raised by the Agency/Organization for each issue.&lt;br&gt;6. Uploading of the “Akshay Urja” e-magazine on the the Ministry’s web site.&lt;br&gt;7. Dispatch of the magazine electronically through e-mailer to various destinations as per e-mail address to be prepared in consultation with Ministry.&lt;br&gt;8. E-magazine including the photographs of high resolution separately in <em>30 pen drives</em>.</td>
<td>Cost for the Items No. 1 to 10</td>
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<tr>
<td></td>
<td>2. Taxes if any (to be specified) as per Rules</td>
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<td>3. Any other cost considered necessary by the Organization/Institution/Agency</td>
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<td><strong>Total Cost (1 to 3)</strong></td>
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</table>
4. Photographic coverage of the NRSE systems & devices if required for publication of the magazine. | As per DAVP norms
---|---
5. **PART-B**

1. Remuneration to the various authors for published materials of article(s)/contribution. The cost of remunerations will be reimbursed by the Ministry on actual basis against the bill raised for each issue.  

   1. Limited to maximum of total amount of **Rs.25,000/-** (Rupees Twenty Five Thousand only) per issue. The remuneration for each Author will be maximum **Rs.2,500/-**

2. Remuneration for the Engagement of Guest Editor(s) in addition to the In-House Editors of the organization both for English and Hindi. Remuneration will be decided in consultation with the Ministry. The cost of remunerations will be reimbursed by the Ministry on actual basis against the bill raised for each issue.  

   2. Limited to maximum amount of **Rs.12,500/-** (Rupees Twelve Thousand and Five Hundred only) per issue for each language i.e. Hindi & English

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I confirm that all the points, terms & conditions, etc. mentioned in the Tender Notice placed in the Ministry’s website vide letter No14/5/2019/I&PA 22.11.2019 have been taken into consideration while submitting this Financial Bid in sealed cover.

| (a) Signature | : |
| (b) Name & Designation of the person. | |
| (c) Name of the Organisation/Institution/Agency | : |
| (d) Address of the Organization/Institution/Agency | : |
| (e) Telephone Nos.,/Fax No. and email address | : |
| (f) Stamp of the Organization/Institution/Agency | : |
MANDATE FORM
ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

DETAIL OF ACCOUNT HOLDER:-

<table>
<thead>
<tr>
<th>NAME OF ACCOUNT HOLDER</th>
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<tbody>
<tr>
<td>COMPLETE CONTACT ADDRESS</td>
<td></td>
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<tr>
<td>TELEPHONE NUMBER/FAX/EMAIL</td>
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BANK ACCOUNT DETAILS:-

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th></th>
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<tr>
<td>BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND E-MAIL</td>
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<tr>
<td>WHETHER THE BRANCH IS COMPUTERISED?</td>
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<tr>
<td>WHETHER THE BRANCH IS RTGS ENABLED?</td>
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<tr>
<td>IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE</td>
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<tr>
<td>IS THE BRANCH ALSO NEFT ENABLED?</td>
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<tr>
<td>TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)</td>
<td></td>
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<tr>
<td>COMPLETE BANK ACCOUNT NUMBER (LATEST)</td>
<td></td>
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<tr>
<td>MICR CODE OF BANK</td>
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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 authorized signatory of the bank

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 upgradation to “RTGS Enabled” branch, please submit the information again in the above proforma to the Department at earliest.