

Ministry of Earth Sciences (Govt of India)
Headland Sada, Goa – 403 804

TENDER DOCUMENT FOR SHIPPING AGENCY SERVICES

Tender No. NCPOR/AL-11017/1/2024

1. Introduction

Sealed bids are invited for hiring the Shipping Agency Services in Cape Town under the "Two Bid System" (Cover-I: Technical Bid and Cover-II: Financial/Price Bid) from the eligible Shipping Agency of Cape Town. The period of contract shall be for three (03) years with an option for extension with mutual consent at the same rate, terms, and conditions for 01+01 subsequent years or further based on satisfactory performance as evaluated by NCPOR.

The details of the tender are given below:

(i)	Tender No.	NCPOR/ AL-11017/1/2024	
(ii)	Description	Shipping Agency at Cape Town, Republic of South Africa	
(iii)	Period	Three years tentatively starting from 15 March 2025 with an option for extension with mutual consent at the same rate, terms, and conditions for 01+01 subsequent years or further based on satisfactory performance as evaluated by NCPOR.	
(iv)	Area of operation	Mostly Cape Town but occasionally at other ports of the Republic of South Africa.	
(v)	Last date for submitting tender	Friday, 14 Feb 2025 (by email or by post at the correspondence address given below)	
(vi)	Date and time of opening of Bids	Technical Bid (Cover-I)	Monday, 17 Feb 2025
(vii)		Financial/Price Bid (Cover-II) (for Technically qualified Bidders only)	Within three weeks from the date of opening of Technical Bids, date shall be confirmed later.
(viii)	Bid Bond/ Earnest Money Deposit (EMD)	ZAR 50,000.00 in form of Bank Guarantee or Demand Draft or online transfer. The Bank details for online transfer are given in Section 3 below.	
(ix)	Bid validity	90 days from the last date of submission of Bid.	
(x)	Bid Bond validity	90 days from the last date of submission of Bid.	

(xi)	Performance Bank Guarantee (PBG)/ Security Deposit	An amount of ZAR 100,000.00 in the form of Bank Guarantee or DD drawn on the name of NCPOR payable at Goa or online transfer in the NCPOR account, as security deposit within 10 days of award of order from NCPOR.
(xii)	Email	logistics@ncpor.res.in
(xiii)	Correspondence Address	The Director National Centre for Polar & Ocean Research (NCPOR) Ministry of Earth Sciences, Govt. of India Headland Sada, Vasco-da-Gama, Goa – 403 804. (India).

- 1.1. The Tender in the prescribed form is to be submitted either in electronic form to email **logistics@ncpor.res.in**

Or

by post in original to:

**The Director
National Centre for Polar & Ocean Research (NCPOR)
Ministry of Earth Sciences, Govt. of India
Headland Sada, Vasco-da-Gama,
Goa – 403 804. (India).**

- 1.2. The Technical Bid (Cover-I) and Financial Bid (Cover-II) should be separately sealed. **If the Bid is submitted over email, the Financial Bid must be password protected.** The password shall be asked from the technically qualified Bidders only for opening the Financial Bid.
- 1.3. Tender document can be downloaded from NCPOR website www.ncpor.res.in or from the Central Public Procurement (CPP) Portal (<https://eprocure.gov.in/eprocure/app>).
- 1.4. The Bank Guarantee or Demand Drafts towards the Bid Bond to be drawn on NCPOR, payable at Goa and be submitted as enclosure to the Technical Bid. The original must reach NCPOR before opening of the Financial Bid. If the Bid is submitted over email, the transaction receipt will be attached with the Technical Bid (Cover-I).
- 1.5. The offer shall be valid for a minimum period of 90 days from the date of opening of Bid.
- 1.6. The offers received in accordance with the instructions detailed in this document shall only be considered. The corrections and remarks shall be either type-written or hand-written in ink and duly authenticated with signature.

2. Qualifying Criteria:

- 2.1. The Bidder must have fully functional office in Cape Town, South Africa and registered with Govt. /Port Authority for carrying out the Shipping Agency Services. Copy of proof should be enclosed along with the Technical Bid.
- 2.2. The Bidder should have experience of ten (10) years as on 31 December 2024 as a Shipping Agent. (Proof of experience with the Port Registrations should be enclosed along with the Technical Bid).
- 2.3. The Bidder should have experience of handling Antarctic cargo/research vessel of minimum TWO (02) port calls per year during last FIVE (05) years as on 31 December 2024 (Port calls related documents such as Port clearance sign-on/sign-off and loading/offloading permissions etc. having name of research vessel/s handled to be provided as proof along with Technical Bid).
- 2.4. The Bidder should have FIVE (05) years of experience of handling freight for the Antarctic operating flights from Cape Town. Proof should be enclosed along with Technical Bid.
- 2.5. The Bidder should have experience of 5 years for shipping and handling perishable temperature-controlled cargo. (Proof of handing temperature-controlled cargo to be attached along with Technical Bid.)
- 2.6. The Bidder should have average yearly turn-over of minimum (five million rand) during the last three financial years of 2021-2022, 2022-23 and 2023-24. Copies of three years (2021-22, 2022-23 and 2023-24) audited balance sheet and profit & loss accounts to be enclosed with Technical Bid).
- 2.7. The Bidder should possess in-house services for clearing, forwarding, ships agency with minimum staff of 30 employees.
- 2.8. The Bidder should be ISO 9001:2015 compliant.

3. Instructions to Bidders

- 3.1. The Bid shall be typed or written in indelible ink and shall be signed by a duly authorized person or persons. All pages of the offer or quotes where entries have been made shall be initialed by the authorized person(s).
- 3.2. The Bid shall contain no alterations or additions, except those to comply with instructions issued by NCPOR, or as necessary to correct errors made by the Bidders in which case such corrections shall be initialed by the authorized person or persons.
- 3.3. The Bidder should enclose EMD and all other relevant documents along with the Bid. All required documents, including ONLINE transfer receipt of EMD (if applicable) and the details of the Bidder should also be provided as per the formats given in Annexure – IA and IB.
- 3.4. Following MUST BE mentioned on the Bid Cover:
Bid for “**Appointment of Shipping Agent at Cape Town for NCPOR**”
Bid Reference No.
Bid closing Date /Time: _____
Name and address of the Bidder: _____
- 3.5. The Bid complete in all respect with cover letter as at Annexure – II should be received over email or submitted in original by post or personally on or before last date and time 14 February 2025 at 17:30 hrs. Delay in receipt of tender by post or courier is the sole responsibility of the Bidder.
- 3.6. In the event of the specified date for Bid Opening being declared a holiday by the NCPOR, the Bids will be opened at the same time and location on the next working day.
- 3.7. Information relating to the examination, clarification, evaluation and comparison of the applications and recommendations for the award of a contract shall not be disclosed to any Bidder or any other persons not officially concerned with such process until the award to the successful Bid has been announced.
- 3.8. To assist in the examination and comparison of quotes, NCPOR may, at its discretion, ask any Bidder for clarification of his quotes, including breakdown of unit rates. The request for clarification and the response shall be in writing, but no change in the price or substance of the quotes shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the NCPOR in the evaluation of the quotes.
- 3.9. Any effort by the Bidder to influence the NCPOR’s Bid evaluation, Bid comparison or Contract award decisions, may result in the rejection of the Bid.
- 3.10. A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the tender documents, without deviation or reservation. A deviation or reservation is one (a) which affects in any substantial way the scope, quality or performance of the Services; (b) which limits in any substantial way, the NCPOR's rights

or the Agency's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other Bidders presenting responsive Bids.

- 3.11. If a Bid is not substantially responsive, it will be rejected by NCPOR and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.
- 3.12. The Bidder should quote their charges in a typed and tabular format as per Price Format given in Annexure III.
- 3.13. Bid Bond/ Earnest Money Deposit (EMD): An amount of ZAR 50,000.00 in the form of EMD or Demand Draft (DD) drawn on NCPOR payable at Goa or online transfer in NCPOR account given below:

Name of the Beneficiary	NATIONAL CENTRE FOR POLAR AND OCEAN RESEARCH
Name & Address	State Bank of India, Commercial Branch Shree Vidyadiraj Bhavan, Francisco Luis Gomes Road, Vasco-Da-Gama Goa – 403 802, India
Bank Account Number	10153336180
Bank Account Type	Saving Account
Bank Branch Code	04116
IFS Code	SBIN0004116
MICR No	403002047
SWIFT CODE	SBININBB229
PAN No	AACFN4991P
TAN No	BLRN01981A

- 3.14. Security Deposit/ Performance Bank Guarantee (PBG): The successful Bidder shall deposit with NCPOR an amount of ZAR 100,000.00 in the form of Bank Guarantee or DD drawn on the name of NCPOR payable at Goa or online transfer in the NCPOR account, as security deposit within 10 days of award of service-order. The EMD of the successful Bidder shall be adjusted against the security deposit and in that case the balance amount of Security Deposit to be deposited. The security deposit shall be returned to the Bidder without interest on satisfactory completion of contract. 100% of the Security Deposit will be forfeited in case of unsatisfactory services during the tenure of the contract.
- 3.15. The compliance statement at Annexure-IA to be duly signed and required support documents to be enclosed.
- 3.16. **Arbitration:** All matters relating to disputes and differences of opinion shall be settled mutually as far as possible. Any disputes arising under this Contract shall be settled in India in accordance with the provisions of Arbitration and Conciliation Act 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings. All questions and disputes relating to the Agency services and as to the quality of workmanship or materials used on

the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, instructions, orders or these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the contract or after the cancellation, termination, completion or abandonment thereof shall be referred to a sole arbitrator for adjudication through arbitration. An officer not below the rank of Director, preferably drawn from the panel of Arbitrators drawn by the Government, if any, may be appointed to act as arbitrator by an appointing authority. NCPOR shall be the appointing authority.

4. General Terms, Conditions & Scope of work

- 4.1. Agent shall arrange Port Entry passes as per requirement of NCPOR.
- 4.2. Agent should do custom clearance for import and export of equipment and other items at all major air/sea-ports and cities in South Africa by themselves or through tie-ups.
- 4.3. Agent should arrange warehousing facilities for either containerized or break-bulk cargo at places in South Africa as required.
- 4.4. Agent should arrange cold storage warehousing facilities at places in South Africa as required
- 4.5. Agent should provide logistic assistance (lodging/boarding/transportation etc.) to the expedition members/scientists and other officials in and as they transit through South African ports of entry/exit.
- 4.6. Attending to the Ship calls- Attending port-call to departmental vessels or any vessel chartered by NCPOR, handling, getting customs and immigration clearances by the agents or tie-ups all South African ports which at all South African ports which shall include all necessary arrangements from nomination of vessel to respective port authority, arranging of pilot on arrival, arrangement of suitable berth, arrangements for necessary surveys, labour gangs, shore cranes etc. and any other arrangement as and when required.
- 4.7. Cargo handling & warehousing: Clearing of air / ship cargo arising out of foreign purchases of Vehicles / Equipment/ machinery/ spares / polar clothing / food / provisions, etc. procured for the Indian Antarctic Programme.
- 4.8. Clearing of air / ship cargo being back loaded from Antarctica/Arctic (Vehicles / Equipment/ machinery/ spares / polar clothing / Ice cores / samples / scrap / garbage/ chemicals / dangerous goods etc.) either containerized or as break-bulk arriving at Port of Cape Town or any other South African port either on our own/ chartered vessel or through shipping lines.
- 4.9. Making adequate/necessary arrangement for disposal of garbage/ scrap / waste back loaded from Indian Antarctic Stations.
- 4.10. Forwarding of air / ship cargo being sent to Antarctica (Vehicles / Equipment/ machinery/ spares / polar clothing / Ice cores samples / Chemicals / dangerous goods etc.) either containerized or as break bulk from any South African port either on NCPOR's or chartered vessel or through shipping lines.
- 4.11. Liaisoning with shipping lines for export of expedition cargo from any South African port to other destined port in any part of the world.
- 4.12. Making warehousing arrangement for cargo for transit/ transshipment whenever and wherever necessary as the case maybe.

- 4.13. Shifting of cargo (containerized / break bulk) between NCPOR and any port of export / Import in South Africa.
- 4.14. Making arrangements for examinations by customs for the Expedition cargo (containerized / break bulk).
- 4.15. Making necessary arrangement for stuffing of containers, loading and unloading through adequate cranes and for adequate Lorries/ trailers/ trucks facilitating movement.
- 4.16. Passengers in transit: Provide logistic assistance to the Indian Antarctic expedition members/ NCPOR scientists (total strength 100+/-20) as they transit through South African ports of entry/exit in batches on their way to Antarctica via South Africa/ Australia/ Argentina/ Chile etc. Members traveling to and returning from Antarctica (50 approximately) by ship needs to sign on and sign off the expedition vessel. Members traveling by air need logistic assistance and liaisoning with airport authorities for scientific cargo (equipment/samples/ specimen). This also may call for liaisoning with National/ International Airlines for baggage allowance and payment of excess baggage wherever necessary.
- 4.17. Arrangement for boarding /lodging and local transportation for expedition members as and when required at any port city/town in South Africa.
- 4.18. The Agents should arrange a professional agency/cold chain for transporting ice core and other perishable samples as per the requirements of NCPOR. The identification of such professional agency cost of their services and other terms to be finalized in consultation with NCPOR.
- 4.19. The Agents shall be required to coordinate with participating scientists/institutions for handling of equipment/cargo and transfer to Antarctic via chartered flights for the Indian Programme.

5. Payment Clause:

- 5.1. Payments will be made against the submission of bill in duplicate with all the supporting documents/vouchers in original within 30 days from invoice date if found in order.
- 5.2. Bills / Invoices in respect of Port dues/ charges or charges being remitted to any govt. agency, public sector undertaking or Government controlled agencies/departments, any national or international regulatory authority which has fixed rates of services from time to time will be paid as per actual, subject to claim being supported by appropriate documentary evidence.
- 5.3. Any advance required by the agent, from NCPOR for meeting the expenditure, shall be made by NCPOR against a Bank Guarantee of equal amount. Amount of advance taken should be settled by the agent within one month of advance payment.
- 5.4. All other expenditure like ferry, wharfage & port dues, Customs dues etc. shall be paid as per actual (not higher than the local approved rates by government bodies/ associations / Ports, etc.). All claims for payments made by the agent should be accompanied by original vouchers/bills. The bills or service documents should be endorsed by the authorized representative of NCPOR/Chief Scientist/Leader.
- 5.5. The Agent will claim no sundry expenses.
- 5.6. Penalty clause: In every service, if any lapse is found, 5% of the total billed amount, payable to the Agent, would be deducted as a penalty.
- 5.7. The successful Bidder should provide the required information as at Annexure IV (PFMS FORMAT)/ Bank details in the required format for release of payments.

Compliance Statement:

S. No.	Particulars	Documents to be enclosed	Compliance
1.	The Bidder must have own functional office in Cape Town and registered with Govt./ Port Authority for carrying out the shipping agency services	Copy of registration certificate for carrying out shipping agency services from Govt./ Port Authority	Yes/No (If yes, must be attached as Appendix-I)
2.	The Bidder should have minimum of TEN (10) years' experience as a Shipping Agent as on 31 Dec 2024	Copy of documents in proof of experience	Yes/No (If yes, must be attached as Appendix-II)
3.	The Bidder should have experience of handling Antarctic cargo/research vessel with a minimum of TWO (02) port calls per year during last FIVE (05) years	Port call related documents having name of research vessel/s handled	Yes/No (If yes, must be attached as Appendix-III)
4.	The Bidder must have average yearly turn-over of minimum FIVE (05) Million ZAR during the three financial years of 2021-22, 2022-23 and 2023-24	Copy of three years (2021-22, 2022-23 and 2023-24) audited balance sheet and profit & loss accounts	Yes/No (If yes, must be attached as Appendix-IV)

Authorized Signatory

Name:

Company seal/ stamp.....

Date.....

Place.....

Details of Bidder to be provided:

1.a	Name of Bidder/firm:	
1.b	Place of registration.	
1.c	Type of firm: (e.g. Partnership, Sole Proprietorship etc.)	
1.d	Number of years of operations	
1.e	Total Number of employees	
1.f	Address of registered head office and its branch office(s), if any:	
1.g	Telephone Number:	
1.h	Mobile Number:	
1.i	E-Mail Address:	
1.j	Fax Number:	
3.	Brief description of the Firm/ Company including details of its main lines of business	Separate annexure in detail may be provided.
4.	Details of individual(s) who will serve as the point of contact/communication (and Authorized signatory):	
4.a	Name:	
4.b	Designation:	
4.c	Address:	
4.d	Telephone Number:	
4.e	Mobile Number:	
4.f	E-Mail Address:	
4.g	Fax Number:	

Authorized Signatory

Name:

Company seal/ stamp.....

Date.....

Place.....

Submission of Bid for Appointment of Shipping Agent

Dated:

To,
The Director
National Centre for Polar and Ocean Research (NCPOR),
Ministry of Earth Sciences (Government of India),
Headland-Sada, Vasco-da-Gama
GOA - 403804, India

Ref: Tender No. NCPOR/AL-11017/1/2024

Sub: Submission of Bid for Appointment of Shipping Agent

Dear Sir,

With reference to your tender document No. NCPOR/AL-11017/1/2024, I/We, having examined the document and understood its contents, hereby submit my/our application for qualification for the aforesaid project.

- (i) The offer is unconditional.
- (ii) All information provided in the application and in the Annexures is true and correct and all documents accompanying the application are true copies of their respective originals.
- (iii) This statement is made for the express purpose of qualifying as a Bidder for providing the services as Shipping Agent for NCPOR.
- (iv) I/We shall make available to NCPOR any additional information it may find necessary or require to supplement or authenticate the qualification statement.
- (v) I/We acknowledge the right of NCPOR to reject our application without assigning any reason or otherwise and hereby waive, to the fullest extent permitted by applicable law, our right to challenge the same on any account whatsoever.

I/ We declare that:

- (vi) I/We have examined and have no reservations to the tender document, including any addendum issued by NCPOR.
- (vii) I/We do not have any conflict of interest that affects the qualification process of the tender document; and

- (viii) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, in respect of any tender or any agreement entered into with any other public sector enterprise or any government, Central or State; and
- (ix) I/We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practices, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- (x) I/We understand that you may cancel the application at any time without assigning any reasons thereof.
- (xi) I/We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
- (xii) I/We undertake that in case due to any change in facts or circumstances during the Bidding process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate NCPOR of the same immediately.
- (xiii) I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by NCPOR in connection with the selection of shipping agent, or in connection with the selection/ Bidding Process itself, in respect of the above mentioned service contract and the terms and implementation thereof.
- (xiv) I/We hereby confirm that we possess functional communication facilities such as telephones with STD/ISD, Fax, E-mail, and Mobile phones for the agent's staff for efficient and timely services.

In witness thereof, I/We submit this offer under and in accordance with the terms of the tender documents.

Yours faithfully,

Date:

(Authorized Signatory with Seal/Stamp)

Place:

(Name and Seal of Bidder)

*Annexure-III***Price Bid Format**

1. Bidders should quote as per the price Bid format given below. Any conditional price Bid or change in the format will be rejected.
2. The L1 (Lowest price quote) will be arrived from the total quoted amount (“quote per unit X quantity”) taking into consideration price Bid format.
3. Bidders must quote for all the items listed under Price Bid format. Any price Bid with no price quote for any item will be rejected and will not be considered for price evaluation.
4. The estimated quantity of services listed below are approximate as per NCPOR’s experience and future plans and there is no guarantee for minimum quantity and no limit for maximum quantity that may be availed from the Shipping Agents to be appointed through this tender.

	<u>Nature of Services offered by an Agency</u>	Quote Price
		In ZAR
A	<u>Port Fees</u>	
1	First day in Port	
2	Per day thereafter	
3	Facility fee	
4	Finance fee	
B	<u>Off Port Limits (OPL) Call or Bay Call</u>	
1	Vessel handled OPL or in Bay	
2	Daily Recoverable Expenses	
2a	Minimum charge up to two (2) days in Port	
2b	From 3 days up to 14 days	
2c	Per day thereafter 14 days	
C	<u>Additional Tariff Items</u>	
1	Dry dock booking and Attendance Fee	
2	Crew sign on/off (per crew)	
3	Crew hospitalised or ashore (per crew)	
4	Stowaways and/or deserters	
5	Deceased Crew	

<u>Clearing and forwarding charges</u>		
D	<u>Airfreight Import and clearance</u>	
1	Documentation fee	
2	1 – 199 kgs	
3	200 – 399 kgs	
4	400 – 599 kgs	
5	600 – 799 kgs	
6	800 – 999 kgs	
7	Thereafter over 1000 kgs	
E	<u>Break bulk shipments {clearing and forwarding (C+F) fee}</u>	
1	Documentation fee	
1	C + F Fee :(Per set of documents)	
2	C + F Fee : 1 to 199 kgs	
3	C + F Fee : 200 to 399 kgs	
4	C + F Fee : 400 to 599 kgs	
5	C + F Fee : 600 to 799 kgs	
6	C + F Fee : 800 to 999 kgs	
7	C + F Fee : Over 1000 kgs	
4	Disbursement Fee	
F	<u>Containers {clearing and forwarding (C+F) fee}</u>	
1	Documentation	
2	C + F Fee (clearing & forwarding fee) for 20 feet container	
2	C + F Fee (clearing & forwarding fee) for 40 feet container	
3	C + F Fee (clearing & forwarding fee) for 20 reefer container	
4	C + F Fee (clearing & forwarding fee) for 40 reefer container	
5	C + F Fee (clearing & forwarding fee) for 20 tank container	
6	Disbursement Fee	
G	<u>Cargo supervision breakbulk (By Air)</u>	
1	Cargo Supervision (Per set of shipment)	
2	Cargo Supervision 1 to 199 kgs	
3	Cargo Supervision 200 to 399 kgs	
4	Cargo Supervision 400 to 599 kgs	
5	Cargo Supervision 600 to 799 kgs	
6	Cargo Supervision 800 to 999 kgs	
7	Cargo Supervision Over 1000 kgs	

H	<u>Cargo supervision (By Sea)</u>	
1	Cargo Supervision for 20 feet container	
2	Cargo Supervision for 40 feet container	
3	Cargo Supervision for 20 feet reefer container	
4	Cargo Supervision for 40 feet reefer container	
5	Cargo Supervision for 20 feet tank container	
I	<u>Cargo supervision breakbulk (By Sea)</u>	
1	Cargo Supervision (Per set of shipment)	
2	Cargo Supervision 1 to 199 kgs	
3	Cargo Supervision 200 to 399 kgs	
4	Cargo Supervision 400 to 599 kgs	
5	Cargo Supervision 600 to 799 kgs	
6	Cargo Supervision 800 to 999 kgs	
7	Cargo Supervision over 1000 kgs	
8	Cargo Supervision for specialised vehicles/equipment	
J	Fee on Third Party Services (Accommodation/ transportation/air lines ticketing/ medical support/ stevedores/ induction training/ repair and maintenance/ cold chain shipment/ container shipment etc.)	
1	Documentation fee	
2	Facility fee	
3	Finance fee	
4	Service fee	

ANNEXURE IV**PFMS FORMAT**

1	The PFMS Unique Code of the Vendor/Service Provider if already registered in PFMS System with any Govt. Department to be provided	
1A	If not registered, following details of Vendor/Service Provider to be provided:	
2	Particulars of Vendor/Service Provider requirement.	Vendor/Service Provider of invoiced information to be provided.
a	Name in full:	
b	Postal Address in full:	
c	City:	
d	Country:	
e	State:	
f	District:	
g	Pin Code:	
h	Mobile No.:	
i	Phone No.:	
j	Email:	
k	Whether has the valid small scale industry registration? : (If yes provide valid registration No. and date):	
l	If individual, provide AADHAR Number:	

m	PAN of the Invoiced company: Provided PAN should be of the name of invoiced Vendor/Service Provider only. Third party PAN viz PAN of Proprietor/Partner etc. is not acceptable. If the provided PAN is not matching with the invoiced name (wherever TDS as per Income Tax Act, 1961 to be deducted) then it will be treated as the invoiced company does not have the PAN under Section 206AA of Indian Income Tax Act, 1961 and the higher applicable TDS (as applicable) as per Income Tax Act 1961 will be deducted i.e. 20% or more. No further communication whatsoever will be entertained in this regard.	
n	Service Tax No.:	
o	TIN Number:	
p	TAN Number:	
3	Bank Information of the Invoiced Vendor/Service Provider:	
a	Valid Bank Account Number :	
b	Bank Account Type:	Savings/Current Account.
c	Name of the Invoiced Beneficiary Bank Account: Should be in the name of invoiced Vendor/Service Provider and the third party account viz in the name of Proprietor/Partner etc. are not acceptable.	
d	Bank name in full:	
e	Bank Branch:	
f	Bank full address with pin code:	

g	Bank Branch Contact Number: With STD/ISD Code	
h	IFSC Code of given Bank Branch:	
i	Bank Branch Code Number:	
3A	In case of Foreign payments:	
a	SWIFT CODE:	
b	IBAN Number:	
c	Routing Number:	
d	BIC:	
e	ABA Number:	
f	Corresponding Bank Name:	
g	Corresponding Bank SWIFT CODE:	