

**MILITARY ENGINEER SERVICES**  
**NOTICE INVITING TENDER (NIT)**

1. A tender is invited for the work as mentioned in Appendix 'A' to this NOTICE INVITING TENDER (NIT)

2. The work is estimated to cost as indicated in aforesaid Appendix 'A'. This estimate, however, is not a guarantee and is merely given as a rough guide and if the work cost more or less, a tenderer/bidder will have no claim on that account. The tender shall be based on as mentioned in aforesaid Appendix 'A'.

3. The work is to be completed within the period as indicated in aforesaid Appendix 'A' in accordance with the phasing, if any, indicated in the tender from the date of handing over site, which will be on or about two weeks after the date of Acceptance of tender.

4. Normally contractors whose names are on the MES approved list for the area in which the work lies, and within whose financial category the estimated amount would fall, may tender/bid but in the case of term contracts, contractors of categories SS to E may tender/bid. In case, where the tender amount is in excess of the financial limit of the contractor and the accepting officer decides to accept the tender/bid, in which event the tenderer/bidder would be required to lodge additional security deposit as notified by the Accepting officer in term of conditions of contract. Contractors whose names are on the MES approved list of any MES Formation and who have deposited standing security and have executed standing security bond may also tender/bid without depositing Earnest money along with the tender/bid and if the tender/bid submitted by such a tenderer/bidder is accepted, the contractor will be required to lodge with the Controller of Defence Accounts concerned the amount of 'Individual security deposit' within thirty days of the receipt by him of notification of acceptance of his tender/bid, failing which this sum will be recovered from 1<sup>st</sup> RAR payment or from the first final bill. In the case of term/running contracts, remaining sum shall be recovered from subsequent bill(s) of the contractor. Not more than one tender/bid shall be submitted/ uploaded by one contractor or one firm of contractors. Under no circumstances will a father and his son (s) or other close relations who have business dealing with one another be allowed to tender/bid for the same contract as separate competitors. A breach of this condition will render the tenders/bids of both the parties liable for rejection.

5. The Office of **HQ Commander Works Engineer No.2, Birchgunj, Junglighat Post, Port Blair - 744 103** will be the Accepting Officer here in after referred to as such for purpose of the contract.

6. **Stage I contains Cover-1 and cover-2** shall be uploaded by the tenderer/bidder on or before the date & time mentioned in NIT. A scanned copy of DD with enlistment details/documents shall be uploaded as packet 1/cover-1 ('T' bid). DD is refundable in case T bid is not accepted resulting in non-opening of 'Q' bid. The applicant contractor shall bear the cost of bank charges for procuring and encashing or extension of validity of the DD and shall not have claim from Government whatsoever on this account. **Cover II of only those bidders will be opened who qualify after bid evaluation of cover I ('T' bid).**

6.1. Tender form and conditions of contracts and other necessary documents shall be available on [www.defproc.gov.in](http://www.defproc.gov.in) site for download and shall form part of contract agreement in case the tender/bid is accepted.

6.2. In case of contractor who has not executed the standing security Bond, the Cover-I shall be accompanied with by Earnest Money of amount as mentioned in Appendix 'A' in the form of deposit at call receipt in favour of concerned GE (see Appendix 'A') by a scheduled Bank or in receipted treasury Challan the amount being credited to the revenue deposit of the concerned GE (see Appendix 'A').

6.3. A contractor who is not enlisted for the area in which the work lies but whose name is in the MES approved list of any MES formation and who has deposited standing security and executed standing Security Bond may bid without depositing earnest money along with the tender; but if the Accepting officer accepts the tender/bid, the contractor will be required to lodge with the Controller of Defence Accounts concerned the amount of 'Individual security deposit' within thirty days of the receipt by him of notification of acceptance of his tender/bid, failing which this sum will be recovered from 1<sup>st</sup> RAR payment or from the first final bill. In the case of term/running contracts, remaining sum shall be recovered from subsequent bill(s) of the contractor.

6.4. A contractor who has executed standing security Bond but not corresponding to the appropriate class as mentioned above, shall lodge with the Accepting Officer, Additional Security Deposit as notified by the Accepting Officer within thirty days of the receipt of his notification of acceptance of his tender/bid, failing which this sum will be recovered from the first RAR payment or from the first final bill.

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In the case of term/running contracts, remaining sum shall be recovered from subsequent bill (s) of the contractor. However, in case where any payment is made to the contractor within thirty days of the receipt by him of notification of acceptance of tender/bid, the amount of additional security deposit shall be recovered from such payment.

6.5 The GE will return the Earnest Money wherever applicable to all unsuccessful tenderers/bidders by endorsing an authority on the deposit-at-call receipt for its refund, on production by the tenderer, bidder a certificate of the Accepting Officer that a bonafide tender/bid was received and all documents were returned.

6.6 The GE will either return the Earnest Money to the successful tenderer/bidder by endorsing an authority on the deposit-at-call Receipt for its refund on receipt of an appropriate amount of Security Deposit or will retain the same in part or full on account of security deposit if such a transaction is feasible.

6.7 Copies of the drawings and other document pertaining to the work signed for the purpose of identification by the Accepting Officer or his accredited representative, sample of materials and stores to be supplied by the contractor will also be available for inspection by the tenderer/bidder at the office of Accepting officer and concerned GE during working hours.

7. The tenderers/bidders are advised to visit the site of work by making prior appointment with GE project Manager who is also the Executing Agency of the work (see appendix 'A'). The tenderers/bidders are deemed to have full knowledge of all relevant documents, sample, site etc., whether they have inspected them or not.

8. Any tender/bid which proposed any alteration to any of the conditions laid down or which proposed any other condition or prescription whatsoever, is liable to be rejected.

9 The uploading of bid implies that bidder has read this notice and the Conditions of contract and has made himself aware of the scope and specification of work to be done and of the conditions and rates at which stores, tools and plants etc will be issued to him and local conditions and other factors having bearing on the execution of the work.

10 Tenderers/bidders must be in possession of a copy of the MES standard Schedule of Rates (see appendix 'A') including amendments and errata thereto.

11. Invitation for e- tender does not constitute any guarantee for validation of 'T' bid and subsequent opening of finance bid of any applicant/bidder, even of enlisted contractors of appropriate class, merely by virtue of enclosing DD. Accepting Officer reserves the right to reject the 'T' bid and not open the finance bid of any applicant/bidder. 'T' bid validation shall be decided by the Accepting Officer based on, inter alia, capability of the firm as per criteria given in Appx 'A' to this NIT. The applicant contractor/bidder will be informed regarding non validation of his 'T' bid assigning reasons thereof through the [www.defproc.gov.in](http://www.defproc.gov.in) website. The applicant contractor/bidder if he so desires may appeal to the next higher Engineer authority viz HQ Chief Engineer (A & N) Zone, on email id [asstdircontceengrpl-e8ceanz@nic.in](mailto:asstdircontceengrpl-e8ceanz@nic.in) with copy to the Accepting Officer on email [n2ptblr3-mes@gov.in](mailto:n2ptblr3-mes@gov.in) before the schedule date of opening of Finance Bid. The decision of the Next Higher Engineer Authority (NHEA) shall be final and binding. The contractor/bidder shall not be entitled for any compensation whatsoever for rejection of his bid.

12. The Accepting Officer reserves the right to accept a tender submitted by a Public Undertaking, giving a price preference over other Tender(s)/bids which may be lower, as are admissible under the Government Policy. No claim for any compensation or otherwise shall be admissible from such tenderer/bidder whose tender/bid is rejected.

13. Accepting Officer does not bind himself to accept the lowest or any tender/bid or to give any reason for not doing so.

14. This Notice Tender (NIT) including Appendix 'A' shall form part of the contract.

**Signature of Contractor**

DCWE( Contracts)  
**For Accepting Officer**

**APPENDIX `A' TO NOTICE INVITING TENDER (NIT)**

1.	Name of Work	<b>OUTSOURCING SERVICES FOR CONSERVANCY AND HOUSEKEEPING SERVICES FOR MES OFFICES AND INSTALLATIONS AT BIRCHGUNJ</b>
2.	Estimated Cost	<b>Rs. 5.00 Lakhs (At Par Market)</b>
3.	Period of completion	<b>11 (Eleven) Months</b>
4.	Cost of tender documents	<b>Rs 300.00</b> in the shape of DD/Bankers cheque from any schedule Bank in favour of <b>GE BRICHGUNJ, Port Blair</b> and payable at <b>Port Blair</b>
5.	Website/portal address	<a href="http://www.defproc.gov.in">www.defproc.gov.in</a> and <a href="http://www.mes.gov.in">www.mes.gov.in</a>
6.	Type of contract	The tender shall be based on specifications and GCC (IAFW-2249) and IAFW-1779A (revised 1955) with Schedule 'A'/BOQ (list of items of work) to be quoted by the tenderer
7.	Information & Details:	
	(a) Date of publishing Bid	<b>26 Nov 2018</b> at <b>0900</b> hrs or as mentioned on web site.
	(b) Last date for submission of clarification if any	<b>05 Dec 2018</b> at <b>1600</b> hrs or as mentioned on web site.
	(c) Bid submission start date	<b>10 Dec 2018</b> at <b>0900</b> hrs or as mentioned on web site
	(d) Last date of Bid submission	<b>17 Dec 2018</b> at <b>1800</b> hrs or as mentioned on web site.
	(e) Date/Time of Bid opening Cover - I	<b>24 Dec 2018</b> at <b>1030</b> hrs or as mentioned on web site.
	(f) Last date for receipt of hard copies of DD/EMD/ Other documents	Five working days after last date of submission of bid i.e. <b>22 Dec 2018</b> at <b>1600</b> hrs or as mentioned on web site.
8.	<b>Eligibility Criteria</b>	
	(A) For MES enlisted contractors	All contractors enlisted with MES in <b>Class 'E'</b> and above and <b>any category</b> shall be considered qualified provided they do not carry adverse remarks in WLR of competent engineer authority. Bidder shall upload the copy of Provident Fund Code Number in addition to other documents required to be uploaded. The bidder who is not having this number shall be disqualified in 'T' bid evaluation.
	(B) For other contractors	(i) The firms not enlisted with MES shall meet the enlistment criteria of <b>'E' Class MES contractors &amp; any category</b> i.e. with regard to having satisfactorily completed requisite value works, Annual turnover, Solvency, working capital, immovable property/fixed assets, T&P, Engineering establishment, no recovery outstanding in any Govt Department, Police verification/Passport etc. Enlistment criteria may be seen in Para 1.4 of Section 1 of Part 1 of MES Manual on Contracts -2007 (Reprint 2012) as available in all MES formations as per details given in Annex-I (attached).  (ii) These firms shall also submit copy of Police certification from police authority of the area where the registered office of the firm is located/notarized copy of valid passport of proprietor/each partner/each Director.  (iii) They should not carry adverse remarks in WLR/or any other similar report of any authority.
	(C) For All Contractors	Contractor shall not be allowed to execute the work by subletting or through power of attorney holder on his behalf to a third party/another firm except sons/daughters of proprietor/partner/Director and firm's own employees, Director, Project Manager. This shall be subject to certain conditions which will be prescribed in the NOT forming part of the tender documents.

**APPENDIX 'A' TO NOTICE INVITING TENDER**

9.	Tender issuing and Accepting Officer	<b>HQ Commander Works Engineer No.2, Birchgunj, Junglighat Post, Port Blair - 744 103</b>
10.	Executing agency	<b>GE BRICHGUNJ, Port Blair</b>
11.	Earnest Money	<b>Rs. 10,000.00 (Rupees Ten Thousand only)</b> in favour of <b>GE Brichgunj, Port Blair</b> and payable at <b>Port Blair</b> in the form of FDR from any Nationalized / Scheduled Bank or Treasury challan from Government Treasury. MES enlisted contractor are exempted from submission of EMD (Copy to be uploaded online and original to fwd offline to receive before due date of opening of cover No 1). BGB not acceptable.

**NOTES:**

- (a) The contractor enlisted upto two\* class below the eligible class may also apply/bid. "Application from two class below eligible class applicants may be considered in the event of inadequate response from the applicants of eligible class and one class below eligible class."
- (b) (i) Applications/bids not accompanied by scanned copies of requisite DD/Bankers Cheque towards cost of tender and earnest money (as applicable) shall not be considered for validation of 'T' bid and their finance bids will not be opened.
- (ii) Tenderers/bidders to note that they should ensure that their original DDs and earnest money (as applicable) are received within 05 days of bid submission end date.
- (iii) In case of applications bids from enlisted contractors of MES, where scanned copies of requisite DD/Bankers Cheque towards cost of tender has been uploaded but physical copies are not received by the stipulated date, finance bids will be opened. However non-submission of physical copies of cost of tender shall be considered as willful negligence of the bidder with ulterior motives and such bidder shall be banned from bidding for a period of six months commencing from the date of opening of finance bid.
- (iv) In case of applications/bids from unenlisted contractors, where scanned copies of requisite DD/Bankers cheque towards cost of tender has been uploaded but physical copies are not received by the stipulated date, finance bids will not be opened. Name of such contractors alongwith complete address shall be circulated for not opening of their bids for a period of six months commencing from the date of opening of finance bid.
- (v) In case of applications/bids (enlisted contractor wherever applicable as well as unenlisted contractor) where scanned copies of requisite Earnest money (as applicable) were uploaded but the same are not received in physical form within stipulated time, such bids shall not qualify for opening of finance bid.
- (c) Contractors enlisted with MES will upload following documents for checking eligibility:-
- (i) Application for bid in firm's letter head duly signed by the appropriate person
- (ii) Valid Enlistment letter (Full document containing signatures, photos etc.,)
- (iii) Scanned copy of DD of cost of tender
- (iv) EPF code Number (Copy of letter)
- (v) Goods and Service Tax Registration
- (d) Contractors not enlisted with MES will be required to upload necessary documents to prove their eligibility for enlistment in eligible class & category of work, including Affidavit for no recovery outstanding. List of documents required for enlistment in MES has been given in Para 1.5 section 1 of Part I of MES Manual on Contracts 2007 (reprint 2012). Following documents shall also be uploaded amongst others:
- (i) Details of three highest valued similar nature of works executed during last five years, financial year-wise in tabular form giving name of work, Accepting Officer's details, viz, Address, Telephone, Fax No, E-mail ID etc, date of acceptance of tender, commencement, completion and actual date of completion. This shall be duly signed by proprietor / all partners / authorised Director of Pvt / Public Ltd, as applicable. It should indicate whether extension was granted or compensation was levied. Attested copy of acceptance letter and completion certificate shall be enclosed of each work. In case performance report has been given by the client the same shall also be submitted duly attested.

**APPENDIX 'A' TO NOTICE INVITING TENDER**

- (ii) Solvency certificate and working Capital Certificate issued by scheduled bank.
- (iii) Annual turnover certificate for last 2 years issued by Chartered Accountant along with relevant pages of audited balance sheets in support thereof.
- (iv) Affidavits for possession of movable & immovable properties by proprietor/partner owning the immovable property along with Valuation Certificate from Registered Valuer in support of movable & immovable properties. In case of Limited Company, the immovable property is required to be in the name of the company.
- (v) In addition, the un-enlisted contractors shall also furnish affidavit on non Judicial stamp paper in the form of hard copy declaring their turnover for last 2 (Two) years.
- (vi) Scanned copy of DD of cost of tender and earnest money.
- (vii) Copy of Provident Fund Code shall also be uploaded. The contractor who does not in possession of this number will be disqualified in 'T' bid evaluation and his financial bid will not be opened.
- (viii) Court of the place from where tender has been issued shall alone have Jurisdiction to decide any dispute out of or in respect of this tender. After acceptance of tender Condition-72 of Jurisdiction of Courts of IAFW-2249 shall be applicable.
- (ix) Scanned copy of Service Tax registration number/GST registration number allotted by the concerned department. In case the same is not uploaded along with other pre-qualification documents, such bidder's financial bid will not be opened by the department.
- (x) Any additional documents if considered necessary w.r.t. above documents or due to other reason shall also be submitted as and when called for.

(e) In case of rejection of technical / prequalification bid, contractor may appeal to next higher Engineer authority i.e HQ Chief Engineer (A & N) Zone, Port Blair on email id [asstdircontceengrpl-e8ceanz@nic.in](mailto:asstdircontceengrpl-e8ceanz@nic.in) with copy to the Accepting Officer on email [n2ptblr3-mes@gov.in](mailto:n2ptblr3-mes@gov.in) against rejection, whose decision shall be final and binding. However contractor/bidder shall not be entitled to any compensation whatsoever for rejection of technical / prequalification bid

Signature of contractor

80115/ 01 /E8

DCWE (Contracts)  
For Accepting Officer  
21 Nov 2018

**HQ Commander Works Engineer No.2,  
Birchgunj, Junglighat Post,  
Port Blair - 744 103**

**Distribution:**

- |   |  |
|---|--|
| (a) HQ CE Eastern Command, Kolkata      | (q) GE (P) North, Port Blair   |
| (b) HQ CE Western Command, Chandimandir | (r) GE South, Diglipur   |
| (c) HQ CE Central Command, Lucknow      | (s) GE (I) 866 EWS, C/o 99 APO   |
| (d) HQ CE Northern Command, c/o 56 APO  | (t) GE (P) Central, Port Blair   |
| (e) HQ CE South Western Command, Jaipur | (u) GE Birchgunj, Port Blair   |
| (f) ADG (OF& DRDO) Secunderabad         | (v) GE Minniebay, Port Blair   |
| (g) CE A&N Zone                         | (w) GE Haddo, Port Blair   |
| (h) CE Chennai Zone                     | (x) MES Builders Association of India,<br>Andaman & Nicobar Branch,<br>c/o Kakolil Trade Agencies,<br>Kripananda Colony,<br>School Lines, Port Blair |
| (i) CE Pune Zone                        |  |
| (j) CE Bhopal Zone                      |  |
| (k) CE (AF) Bangalore                   |  |
| (l) CE (Navy) Kochi                     | (y) MES Builders Association of India (Regd)<br>807-08, Sahyog 58, Nehru Place,<br>New Delhi – 110 019   |
| (m) CE (AF) Ahmedabad                   |  |
| (n) CE (AF) Nagpur                      | (z) MES Builders Association of India<br>Plot No : Chandragiri Colony,<br>Trimulgherry, Secunderabad – 500 015                                       |
| (o) CE (Fy) Secunderabad                |  |
| (p) CWE Port Blair                      |  |

**Annexure 'I'**(Ref Para 6 of HQ CWE No 2, Port Blair,  
letter No 80115/01/E8 dated 21 Nov 2018)**1. ELIGIBILITY CRITERIA REQUIRED FOR UN-ENLISTED CONTRACTORS TO MEET THE MES CLASS 'E'**

Class	Past experience of completed works in last 5 years	Financial soundness	Engineering establishment	Limit of minimum reserve/ total of movable or immovable property or fixed assets (in case of companies) (80% of minimum reserves/ assets shall be in shape of immovable property (Rs in lakh)
1	2	3	4	5
'E'	(a) Three works costing not less than Rs 7.50 lakhs each  or  Two works costing not less than Rs. 10.00 lakhs  Or  One work costing not less than 20.00 lakhs  or  (b) Average annual turn over for last two consecutive years shall not be less than Rs 25.00 lakhs	(a) Solvent Upto Rs 10.00 lakhs  or  Financially sound for engagement upto Rs 25.00 lakhs  (b) Working capital not less than Rs 5.00 lakhs	(a) One graduate Engineer from government recognised institution  and  (b) One diploma Engineer from government recognised institution with minimum experience of 2 years	8.00

**ADDITIONAL DOCUMENTS REQD FROM UN-ENLISTED FIRMS**

1. The following documents to be submitted by the Un-enlisted Contractors while participating in the tender:-

- (a) Applications for enrolment as Contractor on IAFW-2190 (Revised: 2009) (Photographs affixed on Application shall be got attested by any Government Gazetted Officer)
- (b) Registration of firm with the Registrar of Firms/Company.
- (c) List of works executed during last 05 years.
- (d) Annual turnover certificate from CA in support of annual turnover during last 3 Years.
- (e) Balance sheet of last 03 years in case of limited companies.

Contd

Annexure 'I' (Contd.,)

(f) Affidavit for immovable properties indicating present market value and containing following endorsements:-

(i) That the immovable property is free from mortgages, hypothecation or any other disputes and encumbrances and clearly belongs to the Contractor.

Or

That the immovable property is free from any disputes and encumbrances and clearly belongs to the Contractor. The immovable property has been mortgaged/hypothecated for Rs. \_\_\_\_ Lakhs. Market value of immovable property as per valuation report No. \_\_\_\_\_ given by Registered valuer \_\_\_\_\_ is Rs. \_\_\_\_\_. Therefore balance market value of property ie Rs. \_\_\_\_\_ (Market value minus mortgaged value) is free from any mortgage/hypothecation.

(ii) That the said immovable property has not been shown for seeking enlistment of a sister concern in MES.

(iii) That the said immovable property will not be sold, transferred, gifted or otherwise disposed off without prior intimation to the registering authority in MES. While giving such prior intimation, new affidavit for alternate immovable property of value at least equal to minimum requirement as per scales along with valuation report from registered valuer shall also be submitted, failing which the Registering authority may declare the contractor unenlisted or may take action as deemed fit till acquiring alternate immovable property by the Contractor.

(g) Valuation report from Registered (with any Government body) Valuer for immovable property clearly indicating ownership details. Alternatively the Contractor may submit certificate from the Deputy Commissioner/Collector/First Class Magistrate or assessment of wealth tax authorities

(h) Affidavit for movable property (Tools & Plants, Machinery, Transport etc) indicating value for movable property. If certain movable property is being considered towards requirements of minimum reserve, endorsements as required for immovable property shall also be given on affidavit for movable property and valuation report from Registered (with any Government body) Valuer for movable property clearly indicating ownership details shall also be submitted.

(j) Solvency certificate from the scheduled Bank as per specimen enclosed.

(k) Working capital certificate from the scheduled Bank as per specimen enclosed.

(l) Affidavit from Contractor for employment of Engineers.

(m) Affidavit from Engineers for employment with the Contractor.

(n) Experience and Degree/Diploma Certificates of Engineers

(o) Affidavit from Contractor that there is no Government dues/recovery outstanding against him.

(p) Affidavit from Contractor that he is not involved in any arbitration/litigation cases. If he is involved, he will give brief details of such cases on affidavit.

(q) Three photographs of Proprietor/Partners of your firm

(r) Affidavit that no near relative(s) of the contractor or their employees/agents is/are working as Gazetted/ Commissioned Officer in Military Engineer Services/ Corps of Engineers/ Ministry of Defence. If their near relative(s) is / are working in such capacity, please furnish details.

(s) Affidavit that no near relative(s) of the contractor is/are working as Junior Engineer in Military Engineer Services/ Corps of Engineers. If your near relative (s) is/are working in such capacity, please furnish the details.

Contd.,

Annexure 'I' (Contd.,)

- (t) Affidavit that 'No sister concern' in any other firm.
- (u) Copy of power of attorney given to any person by the Contractor.
- (v) Copy of last income tax return / PAN Card
- (w) Affidavit of proprietorship/Partnership, office address as well as residential address.
- (x) A separate sheet containing specimen signatures (Singed in Black ink) and affixed with photographs of Proprietor/Partners.
- (y) Scanned copy of Service Tax registration number/GST registration number allotted by the concerned department. In case the same is not uploaded along with other pre-qualification documents, such bidder's financial bid will not be opened by the department.
- (z) Any additional documents if considered necessary w.r.t. above documents or due to Other reason shall also be submitted as and when called for.

Yours faithfully,

(S. Sankaranarayanan)  
EE  
DCWE (Contarcts)  
for Commander Works Engineer

Enclosures : (As above)

**Note :**

- (i) All the documents submitted by the Contractor shall be signed by him.
- (ii) Photo copies of documents shall be attested by the Gazetted Officers/Notary Public.
- (iii) All the affidavits shall be given on non-judicial stamp paper of value Rs.100/- duly signed by the Contractor and attested by the Magistrate/Notary Public
- (iv) Submit affidavit on stamp paper of value of Rs.100/- for immovable property.
- (v) Submit affidavit on stamp paper of value minimum Rs. 100/- regarding proprietorship and office address.
- (vi) All relevant documents / details as said in 1 & 2 above are to be uploaded and hard copies to be submitted within the stipulated time mention in website & Appendix 'A' to Notice of tender.

Bank Address and Code No

FORM OF SOLVENCY CERTIFICATE FROM  
NATIONALISED/SCHEDULED BANK

This is certified that to the best of our knowledge and information M/s Shri/Smt \_\_\_\_\_ having address \_\_\_\_\_, a customer of our bank are/is respectable and can be considered solvent upto Rs \_\_\_\_\_ (Rupees \_\_\_\_\_)/ Financially sound for any engagement upto Rs \_\_\_\_\_(Rupees \_\_\_\_\_). This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature)

Name, Designation and Personal Code No of Signatory

**Note:** In case of partnership firm, certificate to include names of all partners as recorded with the bank

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Bank Address and Code No

FORM OF WORKING CAPITAL CERTIFICATE FROM  
NATIONALISED/ SCHEDULED BANK

This is certified that M/s Shri/ Smt \_\_\_\_\_ having address \_\_\_\_\_ has/have been maintaining a saving bank account/current account/ fixed deposit account with this branch of bank since \_\_\_\_\_ and the firm is having working capital of approximately Rs \_\_\_\_\_ and/ or the firm is enjoying overdraft/ credit facilities upto limit of Rs \_\_\_\_\_. This certificate is issued without any guarantee or responsibility on the bank of any or the officers.

(Signature)

Name, No &amp; Seal of Bank