

**ICAR-INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE****भ.क.अनु.परि. – भारतीय चरागाह एवं चारा अनुसंधान संस्थान**

Near Pahuj Dam, Gwalior Road, JHANSI – 284 003 (U.P.) INDIA

निकट पड़ुज बाँध, ग्वालियर रोड, झाँसी (उ.प्र.) – 284003

Phone : 0510-2730908 Fax : 0510-2730833; email : igfri.director@gmail.com; website: www.igfri.res.in**F.No.1-7/Flooring Upgradation/ABIC/2023-24****Dated: 30.01.2024****SHORT TERM OPEN TENDER ENQUIRY THROUGH E-PROCUREMENT****Sub.: Up gradation of flooring and other work in ABIC unit at ICAR-IGFRI, Jhansi - reg.**

For and on behalf of the Director, ICAR-IGFRI, Jhansi e-tenders are invited through the website www.eprocure.gov.in (Tender Id: 2024_DARE_792809_1) under two bid systems.

Critical Dates

Date and Time for Issue/Publishing	30.01.2024 at 06:00 PM
Document Download Start Date and Time	30.01.2024 from 06:00 PM
Document Download End Date and Time	12.02.2024 up to 11:00 AM
Bid Submission Start Date and Time	30.01.2024 from 06:00 PM
Bid Submission End Date and Time	12.02.2024 up to 11:00 AM
Date and Time for Opening of Bids	13.02.2024 at 11:00 AM
Date and Time for Opening of Financial Bids	Intimation will be sent automatically by CPP Portal after evaluation of Technical Bid on registered e-mail/phone no. of the firm with CPP Portal.

Important Notes:

1. Tender Documents can be downloaded from ICAR-IGFRI, Jhansi website (<https://igfri.icar.gov.in> OR from Central Public Procurement Portal (<https://eprocure.gov.in/eprocure/app>). Bidders should enrol/ register in the e-procurement module of Central Public Procurement Portal through the website: (URL:<https://eprocure.gov.in/eprocure/app>). Bidders should also possess a valid DSC for online submission of bids.
2. Bids received on e-tendering portal only will be considered. Bids in any other form sent through sealed cover/email/post/fax etc. will be rejected.
3. ICAR-IGFRI, Jhansi reserves the right to accept/reject any/all tenders in part /full at any stage without assigning any reason thereof.
4. ICAR-IGFRI, Jhansi will not be responsible for any delay in enrolment/registration as bidder or submitting/uploading the offer on e-tender portal. Hence, bidders are advised to register in e-tendering website www.eprocure.gov.in and enrol their Digital Signature Certificate and upload their quotation well in advance.
5. This tender document contains six annexure which are part of the tender document.
6. Any changes/corrigendum/ extension of opening date in respect of this tender shall be issued through websites only and no press notification may be issued in this regard. Bidders are therefore requested to regularly visit our website & <https://eprocure.gov.in/eprocure/app> for updates.

Terms and Conditions of tender document:**Terms & Conditions**

1. The bid submission end date on CPP portal is up to **11.00 AM on 12.02.2024**.
2. Bid Security or Earnest Money Deposit (EMD) amounting to Rs.10,000/- (Rupees Ten Thousand Only) through Account Payee Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (including e-Bank Guarantee)/Insurance Surety Bonds from any of the commercial banks in an acceptable form in favour of "ICAR Unit IGFRI" payable at SBI, Karari Branch, Jhansi should be sent through post /submit in person up to the last date & time of acceptance of bid to Store-Purchase Section, ICAR-IGFRI, Jhansi along with duly filled and signed GAR-43 form as attached with the tender document for refund of EMD and a scanned copy of the DD/ BC/FDR/BG (e-BG)/Insurance Surety Bond should be attached in online bid as mentioned under technical bid. The Bid Security or EMD of the unsuccessful bidders during first stage i.e. technical evaluation etc., shall be refunded within 30 days of declaration of results of first stage i.e. technical evaluation. No interest shall be paid on EMD.
3. Bidder should prepare the Bid Security or EMD as per the instructions specified in the tender document. The original should be sent by post/ given in person to the Store-Purchase Section, IGFRI, Jhansi latest by the last date & time of bid submission. Failure to deposit the earnest money (EMD) in Store-Purchase Section, ICAR-IGFRI, Jhansi up to due date and time through offline mode may lead to rejection of bid. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
4. The bidders who are registered as Micro and Small Enterprises (MSE) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with Central Purchase Organization (DGS&D) of GOI or concerned ministry or department or Startups as recognised by Department for Promotion of Industry & Internal Trade (DPIIT) are exempted from depositing EMD only on submission of self certified copy of said certificate issued by the concerned authority for said purpose along with bid document. The exemption in EMD will be accepted only to the extent as per the limit of exemption given in the said certificate. The firm, if any, is advised to take exemption accordingly as per the limit mentioned in said exemption certificate, if not 100% exempted then deposit the remaining amount as EMD without which the tender will not be accepted. Bid security (EMD) would be refunded to the successful bidder on receipt of Performance Security.
5. Performance security @ 5% of total contract value through Demand Draft/Fixed Deposit Receipt/Banker's Cheque or Bank Guarantee (including e- Bank Guarantee)/Insurance Surety Bond from any of the commercial banks in an acceptable form in favour of "ICAR Unit IGFRI" payable at SBI, Karari Branch, Jhansi shall be deposited within 10 days from the date of issue of work order which shall remain with the Institute for a period of sixty days beyond the date of complete supply of the material & completion of all tender obligations satisfactorily including warranty obligations and shall thereafter be returned, without any interest. Performance security is to be deposited by every successful bidder irrespective of its registration status etc. In the event of non-deposition of the same, the earnest money will be forfeited. No interest shall be paid on Performance Security.

6. EMD and Performance Security will not be linked to any pending amount in the Institute.
7. The bidder/tenderer should submit the tender acceptance letter duly signed/initialized and stamped in technical bid document.
8. The Financial bid will be opened only of those firms whose technical bid is found in consonance with tender terms & conditions and specifications.
9. The material supplied must conform to the relevant IS specifications of latest edition with amendments, if any, issued by the Bureau of Indian Standards up to time of receipt of tender by the institute.
10. Intending bidders should have valid registration with CPWD/Government Department/ Goods & Service Tax/Works Contract tax authorities. The registration certificate should be attached with the technical bid.
11. The contractor should have work experience of minimum 2 years of executing similar nature of work in other government department/organization. Copies of work orders should be attached with the technical bid.
12. Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to nature of work, site conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications.
13. The quantity of work/item may increase or decrease as per site condition. In that case, the bill amount will be calculated accordingly as per rate per unit including all taxes & charges quoted by the successful firm in the financial bid (BOQ).
14. All rates quoted by the bidders shall be complete inclusive of all taxes, duties, labour, tool & plant, transportation etc., and the same shall remain firm for the entire contract period and extended contract period, if any.
15. The successful tenderer/bidder will be required to obtain a valid license to employ contract labour from the appropriate authority under the contract labour (Regulation & Abolition) Act,1970 at once, before the commencement of the work and continue to have a valid license until the completion of the work. The contractor shall also abide by the Child Labour (Prohibition & Regulation) Act, 1986. The labourers engaged by the contractor should not be less than 18 years of age.
16. **Jurisdiction:** All question, dispute or difference under our or in connection with the contract, if not concluded shall be subject to exclusive jurisdiction of the court within the local limit of whole jurisdiction at Jhansi or court of Regional Labour Commission (Central), Kanpur(UP).
17. It is mandatory that minimum wages as prescribed by the Government from time to time are to be paid by the contractor to the workers to be engaged for this work.
18. In the event of any accident/ casualty during execution of work, the sole responsibility lies with the contractor including the payment of compensation or litigation.
19. No compensation shall be payable to the contractor for any damage caused by rain, lightening, wind, storm, floods Tornado, earth quakes or other natural calamities during the execution of work. He shall make good all such damages at his own cost and no claim on this account will be entertained.

20. No labour hutment shall be allowed in the premises. All labourers should leave the site after day's work. The security & watch ward of site contractor materials/work etc. shall be at his risk and cost only.
21. In the event of any loss caused to the property of the Institute, due to the negligence of the contractor or his workers, the cost of damages as assessed by the institute, will be recovered from the amount payable to the contractor.
22. All tools and equipments required for the work will be arranged by the contractor.
23. If any dispute arise regarding the payment and regularization of labourers in Court, all the legal expenses borne by the institute will become the liability of the contractor and will be recovered from the amount payable to the contractor.
24. The contractor can be terminated at any time, with or without assigning any reason thereof.
25. The persons so provided/detailed by the agency/contractor for this work under this contract will not be considered/treated as employee of the Institute/Council and there will be no employer-employee relationship between the Institute and the person so engaged by the agency/contractor for the service/job contract work of this tender.
26. The institute shall not bear any extra charge on any account whatsoever i.e. EPF/ESI contribution, uniforms, liveries, OTA etc. of the engaged labours/workers. This whole responsibility will lies with the concerned agency/contractor.
27. The contractor will discharge all his legal obligations in respect of the workers/supervisor to be employed/ deployed by him for the execution of work in respect of their wages and service conditions and shall also comply with all the rules and regulations and provisions of law in force that may be applicable to them from time to time. The contractor shall indemnify and keep indemnified the Institute for any claims, loss or damages that may be caused to it on account of any failure to comply with the obligations under various laws. In case of any dispute arises, the decision of the Director of this Institute shall be final and binding on the contractor.
28. Price quoted should include all charges like GST/Service Tax, Excise Duty, Octroi, Insurance, Technical Service/Installation and acceptance of the goods at site etc. No other charges/taxes/levies will be paid by the Institute.
29. The rates quoted are including the cost of materials, transporting, loading and unloading etc.
30. The quality of materials and brand name to be used shall be as specified in the original tender paper submitted by the agency.
31. The work will be done as per the on-site instruction under the supervision of a technical person of the ICAR-IGFRI, Jhansi.
32. Any failure in the structure provided and fixed by the successful agency, should be rectified within a maximum period of 48 hours of lodging the complaint.
33. The entire work shall be completed within 15 days, failing which the Institute reserve the right to impose admissible penalty for the delay of work.
34. In case of delayed completion, penalty at the rate 0.5% per week or part thereof subject to a maximum of 10% of the value of the work contract/order shall be levied.
35. In case of inordinate delay, the Director, ICAR-IGFRI, Jhansi is authorized to cancel the order.

36. Appropriate penalty will be imposed in case of inferior workmanship. The materials brought to site would be got checked by the concerned technical person of the institute before installation & utilization.
37. No FORM 'C' OR 'D' WILL BE ISSUED BY THIS INSTITUTE.
38. The rates quoted should be valid for One Hundred Twenty (120) days from the date of opening tender.
39. There should be no cuttings/over writings. The cutting, if any, should be duly attested. Un-attested amended/overwritten figures would not be considered.
40. In all matters of disputes, the decision of the Director of this Institute shall be final and binding on the tenderer.
41. No advance or part payment will be made. Payment shall be made electronically only within a reasonable period after completion of the assigned work as per tender terms and conditions and after the measurement and verification of the quantity and quality of work by the concerned technical person/officer/WMC of the Institute assigned for supervision of this work. Bank Account details for making e-payment must be provided along with the Bill.
42. The Conditional offers shall not be accepted.
43. **Work order will be awarded to the lowest bidder for complete work mentioned in this tender who will fulfill all terms and conditions of tender documents along with quality criteria and reasonability of rate.**
44. TDS, as applicable will be deducted from the supplier bill.
45. The Director, ICAR-IGFRI, Jhansi reserves all right to accept or reject any or all tender without assigning any reasons thereof.

Sd/-
Asstt. Adm. Officer
(Store-Purchase)

Copy to : I/c AKMU – Please arrange to upload at Institute website.

INSTRUCTION FOR ONLINE BIDS SUBMISSION:

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, Using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registration on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

REGISTRATION:

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their User ID/ password and the password of the DSC/e-Token.

SEARCHING FOR TENDER DOCUMENTS:

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents/tender Schedules. These tenders can be moved to the respective My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/help from the Helpdesk.

PREPARATION OF BIDS:

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents- including the name and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/XLS/RAR/DWF forms. Bid documents may be scanned with 100 dpi with black and white option.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card Copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "MySpace" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS:

1) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

2) The bidders has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" to pay the tender fee/EMD as applicable and enter details of the instrument.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be sent by post/ given in person to the Store Purchase Section, IGFR, Jhansi latest by the last date & time of bid submission. Failure to deposit the earnest money in office up to due date and time through offline mode will lead to rejection of bid. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) A standard BOQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download to BOQ file, open it and complete the white coloured (unprotected) Cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the

secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

9) Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.

10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS:

1) Any queries relating to the tender document and terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 18030702232.

DETAILS OF WORK & ITS TECHNICAL SPECIFICATIONS:

Name of work :-Up gradation of flooring and other work in ABIC Unit at ICAR-IGFRI, Jhansi.

S. No.	Description	Unit	Quantity
1.	Dismantling tile work in floors and roofs laid in cement mortar including stacking material within 50 metres lead. For thickness of tiles above 25 mm and up to 40 mm	sqm	107.26
2.	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level : 1:2:4 (1 cement : 2 coarse sand (zone-III) : 4 graded stone aggregate 20 mm nominal size).	cum	5.22
3	Providing and laying vitrified floor tiles in different sizes (thickness to be Specified by the manufacturer) with water absorption less than 0.08% and conforming to IS: 15622, of approved make, in all colours and shades,laid on 20mm thick cement mortar 1:4 (1 cement : 4 coarse sand), jointing with grey cement slurry @ 3.3kg/sqm including grouting the joints with white cement and matching pigments etc., complete. Size of Tile 600x600 mm	sqm	107.26
4	Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	sqm	253.48
5	Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: One or more coats on old work	sqm	253.48
6	Painting with synthetic enamel paint of approved brand and manufacture of required colour to give an even shade : One or more coats on old work sqm	sqm	37.56
7	Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing/ panelling C.P. brass / stainless steel screws, all complete. (Glazing, panelling and dash fasteners to be paid for separately) : Powder coated aluminium (minimum thickness of powder coating 50 micron)	kg	45.72
8	Providing and fixing 12 mm thick prelaminated particle board /ACP Sheet. flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade I Type II, in paneling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete Pre-laminated particle board with decorative lamination on both sides or ACP Sheet	sqm	11.70
9	P/F. LED light, 12 watt, size 150mm round slim down light .- make Syska or eq.	No.	18
10	P/F Ceiling fan –High speed,size1200MM Make –Crompton or eq.	No.	2
11	Electric repairing work-fixing of LED Light, Refixing of fan, fan rod and wiring	1 Job	1

	Fan rod 12”=3no Wire 1mm=50 m PVC flexible pipe 1”=45 Labour charge		
12	P/F -T Grid False ceiling incl. 595mmX 595mm tile, 6mm thick with back foil paper and other face gypsum base and laminated ,T-Grid 24x26x600mm. and wall angle of size 24x24x0.3 mm suspended from proper clamp, nut bolt, fastner , GI wire, channel, screw, required cutting/making, opening for services like diffusers, grills, light fittings, fixtures, smoke detectors etc. complete	Sq.m.	48.0

Note:

1. Quantity of work /item may be increased or decreased as per site condition.

Sd/-
Asstt. Adm. Officer (Store-Purchase)

Online Bid Submission Details

Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in Two Covers as explained below:-

COVER - I (Following documents to be provided as PDF file)			
S. No.	Documents	Content	File types
1.	Technical Bid	Details of the firm: Name & Address of the firm..... Telephone No..... E-mail Id..... Fax No.....	.PDF
2.		Technical specification of complete work duly signed as per Annexure – III of tender document	.PDF
3.		Scan copy of tender acceptance letter duly signed & stamped as per annexure-V	.PDF
4.		Scan copy of GST/Service Tax/CPWD/ Government Department Registration of bidder	.PDF
5.		Scan copy of work orders of executing similar nature of works in other government department/organization	.PDF
6.		Scan copy of complete bank details of bidder for e-payment	.PDF
7.		Scan copy of Bid Security or EMD or exemption certificate	.PDF
COVER – II (Following document to be provided as .XLS file)			
1.	Financial Bid	Price bid (BOQ) to be filled in .XLS format strictly as per proforma given and uploaded on CPP portal	.XLS

All the documents and price bid (BOQ) has to be digitally signed by the bidder.

Sd/-
Asstt. Admn. Officer(Store-Pur.)

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head and to be attached in technical bid document)

Date:.....

To,
The Director
ICAR-IGFRI, Jhansi

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference: F.No.1-7/Flooring Upgradation/ABIC/2023-24 dated 30.01.2024 (Tender Id: 2024_DARE_792809_1)

Name of Tender: Upgradation of flooring and other work in ABIC unit at ICAR-IGFRI, Jhansi -reg.

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender' from the web site(s) namely:
.....
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No.1 to 13 (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

ANNEXURE-VI

Kind Attention: Bidder should fill the details of DD/BC in the columns & also signature on Claimant's for returning of EMD affixing with Rs. 1 Revenue stamp.

ICAR-INDIAN GRASSLAND AND FODDER RESEARCH INSTITUTE,
JHANSI-284 003 (UP) INDIA
GAR-43
[See Rule166(1)]
APPLICATION-CUM-BILL FOR REFUND OF DEPOSIT

Month
Bill No.....
Head of Account.....

Original Challan/DD/BC of Receipt No. & Date	Bank/Office in which deposited	Name of Depositor	Amount originally deposited

Received this.....day of.....20 the sum of Rupees..... being repayable on account release of deposit described above.

Claimant's Signature.....
(with revenue stamp affixed whenever necessary)

-
1. Received payment of Rs.....(Rupees) for arranging disbursal to Claimant(s)
 2. Passed for payment of Rs.....Rupees.....

Date: Drawing & Disbursing Officer

For in pay and Account Officer in case of endorsement 1 above.
Admitted for payment of Rs..... (Rupees.....Payment by Cheque No.....

Date Finance and Account Officer

Delete whichever of endorsement 1 or 2 inapplicable.