



सीआईएन: यू27102सिटी1989जिओ1005468
CIN: U27102CT1989GO1005468

फार्मेटसं: एफएसएनएल/क्यूएफ/पीयूआर/07
FORMAT NO: FSNL/QF/PUR/07

<p>फेरो स्क्रेप निगम लिमिटेड (भारत सरकार का उपक्रम) इक्विपमेंट चौक, सेंट्रल एवेन्यू पोस्ट बॉक्स सं.37 भिलाई-490 001 (छ. ग.) (वेबसाइट- www.fsnl.nic.in)</p>	<p>FERRO SCRAP NIGAM LIMITED (A GOVERNMENT OF INDIA UNDERTAKING) EQUIPMENT CHOWK, CENTRAL AVENUE POST BOX NO.37 BHILAI 490 001(C.G) (Website - www.fsnl.nic.in)</p>
“इस्पाती इरादे से हर एक काम देश के नाम”	

फोन/PHONE : 0788-2222474, 2222475

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ईमेल/Email : nivedit.mathur@fsnl.co.in

एकल निविदा /SINGLE TENDER

इन्क्वायरी संदर्भ संख्या एफ.सी/ENQUIRY REF.NO. FC/ 4377 /2022 दिनांक/DATE : 16-11-2022

Please submit your "Quotation" in "sealed cover" addressed to the **Dy. General Manager(MM)**, M/s. Ferro Scrap Nigam Ltd., with our Enquiry No., Date & Due Date and "Quotation" super scribed on cover, for the material(s) mentioned below.

The quotation in sealed cover as above should reach us latest by **2.30 P.M.** on **21-11-2022** and shall be opened on the same day at **3.00 P.M.**

S/n.	Description	Quantity (In Nos.)	Unit Rate (Rs.) [without GST]	Total Amount (Rs.) [without GST]
1.	Supply and installation of E-invoicing Software under GST Act. at our FSNL Corporate Office, Bhilai (C.G) for a period of 01 (one) year as per the technical specification given in Annexure-I.	01 No.	Rs. _____	Rs. _____
2.	GST@_____ % Extra on Sl.No. (1)			Rs. _____
3.	Grand Total Rate (Rs.) with GST of Sl.No. (1) + (2)			Rs. _____

(निवेदित माथुर)/ (NIVEDIT MATHUR)
वरिष्ठ प्रबंधक(सा.प्र.)/SR.MGR(MM)

General Note :-

1. The above items are required for our Corporate Office situated at Equipment Chowk, Central Avenue, Bhilai (C.G.). Hence the rate to be quoted on F.O.R. Bhilai basis.
2. There are 08 GSTN in FSNL list :-

FSNL GSTIN DETAIL OF UNITS		
FSNL UNITS	:-	GST NUMBER
HAZIRA	:-	24AAACF7443D1Z0
SALEM	:-	33AAACF7443D1Z1
BHILAI, CORPORATE OFFICE & NAGARNAR	:-	22AAACF7443D1Z4
BURNPUR & DURGAPUR	:-	19AAACF7443D1ZR
ROURKELA	:-	21AAACF7443D1Z6
VIZAG	:-	37AAACF7443D1ZT
BOKARO	:-	20AAACF7443D1Z8
MIDHANI	:-	36AAACF7443D1ZV

3. Bidders may visit our Corporate Office between **9 AM to 5 PM** on working days (**except 2nd & 4th Saturdays and Sundays**) for any clarification before submitting the offers.
4. Please refer to the terms & conditions are shown in the **Annexure-II** enclosed herewith and confirm each point in your quotation.
5. Each page should be signed by authorised signatory of the tenderer and name & designation should be mentioned along with rubber stamp/seal of the tenderer as a token of acceptance.

Note:- Interested vendors for the item/job mentioned in this tender can apply for vendor registration by submitting vendor enlistment form available in our website www.fsnl.co.in for future participation in tenders after enlistment. Vendors who are already enlisted with FSNL can only participate in this tender.

(निवेदित माथुर)/ (NIVEDIT MATHUR)
वरिष्ठ प्रबंधक(सा.प्र.)/ SR.MGR(MM)

ANNEXURE- I

Technical Specification :- Supply and installation of **E-invoicing Software under GST Act.** at our FSNL Corporate Office, Bhilai (C.G.) for a period of 01 (one) year.

S/n.	Specification		
1.	Reliable and Resilient	:-	Generate invoice at high frequency, Bulk IRN Generation, Retry IRN Generation, Invoice Validation.
2.	Robust Error Handling	:-	Error Correction in UI, Government Compatible APIs with robust error handling to ensure you generate e-invoices without any worries.
3.	Seamless Experience	:-	Generate Invoices directly through Excel without any modification.
4.	Easy to manage and scale	:-	Mapping of all existing fields, any further changes in e-inv schema can be done quickly.
5.	End to End Support	:-	Responsive and dedicated Key Account Manager for support, on boarding and training.
6.	Download output	:-	Download output in excel format incl IRN, QR code. Could be used for GSTR 1 Filing.
7.	Dashboard and Analytics	:-	Activity logs and Summary reports.
8.	E- Invoice Filtering	:-	Ability to filter e-Invoices post ingestion for e-Inv status report/summary.
9.	Custom Printing	:-	Deeply customizable printing functionality which can cater to any use case.
10.	Access control	:-	Advanced user access management.
11.	Communication Engine	:-	Functional communication engine (including email and Whatsapp).
12.	B2C QR Code	:-	B2C QR Code generation functionality through ClearTax invoicing.
13.	Unified Solution	:-	Single unified solution for EWB / E-Inv with no repeat ingestion or integration effort for the same data set.
14.	Data Privacy	:-	SSL Subscription, PCI Compliance
15.	AWS ISO 27001 Certified		
16.	Data Archival and retrieval as per govt regulation.		

Date :

Signature :

Name (in block letter) :

Designation :

Rubber Stamp of the Co. :



ANNEXURE- II

TERMS & CONDITIONS

1. **Envelope containing quotation** :- Enquiry No., Date & Due Date must be super scribed on the envelope containing quotation.
2. **Firm price** :- The price quoted by the successful tenderer should remain firm through complete execution of the order.
3. **Validity** :- The quotation should be valid for a period of **90 days** from the date of opening of the techno-commercial bids.
4. **GST Registration** :- Tenderer shall ensure that their GST Registration and GST No. is valid and active at the time of opening of the tender.

"If in case the GST status is found invalid & not active, their offer is liable for rejection".
5. **GST** :- Tenderer are requested to provide GST details as per **Annexure- III & IV** and also mention the percentage of GST applicable extra separately & the rate should be quoted exclusive of GST.
6. **Preference to "Make in India"** :- Preference to Make in India will be given as per **Annexure- V**.
7. **Declaration Under Income Tax Act 1961** :- To comply with Section 194 Q, Section 206AB & 206 CCA of Income Tax Act 1961, all vendors have to mandatorily submit the filled in Declaration Form (**Annexure- V enclosed**) on their letter head with seal and signature of authorized person alongwith offer.
8. **Authorized channel partner/ dealer/ distributor** :- You may authorized your channel partner/authorized dealer/distributor for submitting the offer on behalf of you. You have to submit the copy of letter of authorization along with the offer and copy of the same to be faxed /E-mail to us directly.
9. **Delivery & installation** :- Delivery & installation are essence of this enquiry. Please confirm your delivery & installation period.
10. **Transit Insurance** :- Transit insurance of the consignment, if any, shall be arranged by you at your own cost. Transit damage/loss shall be entirely your risk.
11. **Manuals/Leaflets** :- Manuals/Leaflets for the subject item should be given along with your offer.
12. **Payment** :- **100%** Payment shall be made **within 30 days** from the date of submission of your bill against satisfactory installation report dully certified by Corporate F&A Deptt.
13. **Banker's Details** :- Tenderers are requested to state **Banker's Name, Branch, Account No., PAN No. & IFS Code** for remittance of payment though NEFT/RTGS.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

14. **Supply of material/Bills :-** The place of supply of material/services and place of submission of bill should be one and same i.e. Billed to & shipped to should be one and same. Tenderer should submit GST return mentioning the GST number of the State where the material has been supplied or services has been provided.

"The party has to submit GST Compliance Invoice & in case Liquidated damage is applicable, then GST on Liquidated damage will also be recovered from the party".

15. **Guarantee/ Warranty :-**

- a). The E-invoicing Software under GST Act should be fully guaranteed/warranted. Please state the guarantee/warranty period. In case any defects are reported/noticed during the guarantee/warranty period, the same shall be rectified by the successful tenderer to provide suitable replacement(s). The to and fro transportation cost, if any, for such replacement(s) shall also be borne by the successful tenderer.
- b). All certificates, licences, guaranties/warranties and other documents in respect of the hardware & software supplied under the order shall be issued only in the name of "FERRO SCRAP NIGAM LIMITED.

16. **Liquidated Damages :-** Penalty @ $\frac{1}{2}\%$ per week of the value of the order shall be charged for delay in delivery beyond the scheduled delivery period, subject to a maximum of 5% of the value of the order. Proportionate penalty for delay for part of a week shall also be payable by you. The penalty falling due shall be recoverable from the successful tenderer.

However, L.D. is exempted on account of force majeure conditions i.e., Lockout, Strike, Transporter's strike, Riot, Civil War, Restrictions imposed by Govt. and acts of God like Flood, Earthquake, Fire etc. which are beyond the successful tenderer control.

17. **Risk Purchase :-** In the event, the successful tenderer fails to execute the order, FSNL reserves the right to procure the same from some other source and the extra cost, if any, incurred by FSNL on such account and the duties and taxes thereof shall be recoverable from the successful tenderer. Your offer shall be rejected if this Risk Purchase Clause is not accepted.

18. **Arbitration :-** All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award given in pursuance thereof shall be binding on you.

19. **Disputes :-** Should any dispute as regards quality, quantity, specification, interpretations of the purchase order terms or methodology for execution of supply arise, the decision of FSNL will be final and binding upon you.

20. **Tender acceptance :-** Ferro Scrap Nigam Ltd., does not bind itself to accept the lowest in or any of the tenders and reserves the right to reject any or all the tenders, reduce or increase the quantities without assigning any reason whatsoever.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

21. **Conditional offer** :- Quotations containing any other conditions other than those stated herein will be treated as conditional offer, which will be rejected.
22. **MSME** :- Tenderer(s) falling under MSME category and having valid registration certificate with NSIC, are required to submit registration certificate to enable us to consider under MSME, so that applicable benefits/facilities shall be provided as per procurement policy of Government of India.
- "All MSEs will have to make declaration of Udyog Adhar Memorandum (UAM) number on Central Public Procurement Portal (CPPP), failing which such bidders will not be able to enjoy the benefits as per Public Procurement Policy for MSEs order, 2012 for tenders invited electronically through CPPP".
23. **Environment, health and safety of the organization** :- The supply of materials as stipulated in this enquiry should not adversely affect the environment, health and safety of the organization.
24. **Blacklisting** :- The tenderer hereby declares that they have never been blacklisted and/or there were no debarring action against them by any Govt. organization/ CPSE/ Court. Further vendors who are found blacklisted at any later stage their bid/offer shall be liable for cancellation.
- Also, those vendors who cannot execute the job/supply as per the order, FSNL in its sole discretion reserves the right to cancel the order and blacklist the firm without any notice.
25. **Termination of order** :- FSNL reserves the right to terminate the order at 15 day's notice without assigning any reason(s) or incurring any liability thereby.
26. **Jurisdiction** :- Disputes, if any, arising out of this transaction are subject to provisions of competent court having jurisdiction over Durg.
27. **Regret letter** :- Please forward your regret letter in case you do not wish to quote.

All the above terms & conditions are acceptable to us.

Date : Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE- III

Please indicate the @% of GST applicable and provide copy of GST Registration Certificate. Tenderers are requested to provide following information for GST Compliance:-

Vendor Name	Name of Authorised Person under GST with Mobile No. & Email ID.	Place of Business		GST Regn No. (GSTIN)	Whether under Composition Scheme		HSN Code No.
		Principal Place of Business	Additional Place of Business		Yes	No	

Date :

Signature :
 Name (in block letter) :
 Designation :
 Rubber Stamp of the Co. :

ANNEXURE- IV

Following undertaking is to be provided by Contractor/ vendor's at the time of submission of quotation :-

1. (a) We agree to do all things not limited to providing GST invoices or other documentation as per GST law relating to the above supply, payment of taxes, timely filling of valid statutory returns for tax period on the Goods and Service tax portal etc. that may be necessary to match the invoice on GST common portal and enable FSNL to claim input tax credit in relation to any GST payable under this Agreement or in respect of any supply/ service under this agreement.
 - (b) In case the Input Tax Credit of GST is denied or demand is recovered from FSNL on account of any non-compliance by the vendor/supplier/contractor, including non-payment of GST charged and recovered, the contractor shall indemnify FSNL in respect of all claims of tax, penalty and/or interest, loss, damages, costs, expenses and liability that may arise due to such non-compliance.
 - (c) Contractor/Vendor shall maintain high GST compliance rating track record at any given point of time.
 - (d) The Contractor/ Vendor shall avail the most beneficial notification, abatements, exemptions etc., if any, as applicable for the supplies/services under the Goods and Service Tax.
2. Any invoice issued in favour of FSNL shall contain the following particulars:-
- a. Name, address and GSTIN of the supplier;
 - b. Serial number of the invoice;
 - c. Date of issue;
 - d. Name, address and GSTIN of the recipient (FSNL Unit/C.O)
 - e. Name and address of the recipient and the address of the delivery, along with the State and its code;"
 - f. HSN code of goods or Accounting Code of services;
 - g. Description of goods or services;
 - h. Quantity in case of goods and unit or Unique Quantity Code thereof;
 - i. Total value of supply of goods or services or both;
 - j. Taxable value of supply of goods or services or both taking into discount or abatement if any;"
 - k. Rate of tax (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - l. Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax (for inter-state supply), Union Territory Tax or cess);"
 - m. Place of supply along with the name of State, in case of supply in the course of inter-state trade or commerce;"
 - n. Address of the billing where the same is different from the place of supply.
 - o. Signature or digital signature of the supplier or his authorised representative on Invoice.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

3. GST invoice shall be prepared in triplicate, in case of supply of goods, in the following manner:-
 - a. The original copy being marked as ORIGINAL FOR RECIPIENT;
 - b. The duplicate copy being marked as DUPLICATE FOR TRANSPORTER and
 - c. The triplicate copy being marked as TRIPLICATE FOR SUPPLIER.
4. GST invoice shall be prepared in duplicate, in case of supply of services, in the following manner : -
 - a. The original copy being marked as ORIGINAL FOR RECIPIENT; and
 - b. The duplicate copy being marked as DUPLICATE FOR SUPPLIER.
5. In case of any advance given against any supplies contract, the supplier of the goods shall issue Receipt Voucher containing the details as prescribed in the GST Acts 2017 read with GST Rules, 2017.
6. For the purpose of the above mentioned requirements, the contractor/vendor shall provide necessary documents as may be necessary and shall allow inspection of the same to concerned authorities.

All the above terms & conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

ANNEXURE – V

PREFERENCE TO “MAKE IN INDIA”

1. Eligibility of Class-I Local Supplier/Class-II Local Supplier/Non-Local Suppliers” for different types of procurement.

- (a). In procurement of all goods, service or works in respect of which the Nodal Ministry/Department has communicated that there is sufficient local capacity and local competition, only 'Class-I Supplier' as defined under this clause, shall be eligible to bid irrespective of purchase value.
- (b). In procurement of all goods, services or works not covered by sub-para 1(a) above and with estimated value of purchases less than Rs. 200 Crore, in accordance with Rule 161(iv) of GFR, 2017, Global tender enquiry shall not be issued except with the approval of competent authority as designated by Department of Expenditure. Only Class-I Local Supplier and 'Class-II Local Supplier, as defined under the Clause, shall be eligible to bid in procurements undertaken by procuring entities, except when Global tender enquiry has been issued. In global tender enquiries, 'Non-Local Suppliers' shall also be eligible to bid along with Class-I Local Suppliers' and 'Class-II Local Suppliers'.
- (c). For the purpose of this clause, works includes Engineering, Procurement and Construction (EPC) contracts and services include System Integrator (SI) contracts.

2. Purchase Preference :-

- (a). Purchase preference shall be given to Class-I Local Supplier in procurements undertaken by procuring entities in the manner specified here under.
- (b). In the procurements of goods or works, which are covered by Para 1(b) above and which are divisible in nature, the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier, as per following procedure:
 - (i). Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I Local Supplier, the contract for full quantity will be awarded to L1.
 - (ii). If L1 bid is not a 'Class-I Local Supplier, 50% of the order quantity shall be awarded to L1. Thereafter, the lowest bidder among the 'Class-I Local Supplier will be invited to match the L1 price for the remaining 50% quantity subject to the Class-I Local Supplier's quoted price falling within the margin of purchase preference, and contract for that quantity shall be awarded to such 'Class-I Local Supplier subject to matching the L1 price.

In case such lowest eligible 'Class-I Local Supplier fails to match the L1 price or accepts less than the offered quantity, the next higher Class-I Local Supplier within the margin of purchase preference shall be invited to match the L1 price for remaining quantity and so on, and contract shall be awarded accordingly. In case some quantity is still left uncovered on Class-I Local Suppliers, then such balance quantity may also be ordered on the L1 bidder.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

- (c). In the procurements of goods or works, which are covered by para 1(b) above and which are not divisible in nature, and in procurement of services where the bid is evaluated on price alone, the 'Class-I Local Supplier' shall get purchase preference over 'Class-II Local Supplier' as well as 'Non-Local Supplier', as per following procedure:
- (i). Among all qualified bids, the lowest bid will be termed as L1. If L1 is 'Class-I Local Supplier', the contract will be awarded to L1.
 - (ii). If L1 is not 'Class-I Local Supplier', the lowest bidder among the 'Class-I Local Supplier', will be invited to match the L1 price subject to Class-I Local Supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I Local Supplier' subject to matching the L1 price.
 - (iii). In case such lowest eligible 'Class-I Local Supplier' fails to match the L1 price, the 'Class-I Local Supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I Local Supplier' within the margin of purchase preference matches the L1 price, the contract may be awarded to the L1 bidder.
- (d). "Class-II Local Supplier" will not get purchase preference in any procurement, undertaken by procuring entities.

Verification of Local Content :-

- (a). The Class-I Local Supplier/ 'Class-II Local Supplier at the time of tender, bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for Class-I Local Supplier/ 'Class-II Local Supplier, as the case may be. They shall also give details of the location(s) at which the local value addition is made.
- (b). In cases of procurement for a value in excess of Rs. 10 crores, the 'Class-I Local Supplier'/ 'Class-II Local Supplier' shall be required to provide a certificate from the statutory auditor or cost auditor of the company (in the case of companies) or from practicing cost accountant or practicing chartered accountant (in respect of suppliers other than companies) giving the percentage of local content.
- (c). Decision on complaints relating to implementation of this Clause shall be taken by the competent authority which is empowered to look into procurement related complaints relating to the procuring entity.
- (d). False declarations will be in breach of the Code of Integrity under Rule 175(1)(i)(h)) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.
- (e). A supplier who has been debarred by any procuring entity for violation of this Clause shall not be eligible for preference under this Clause for procurement by any other procuring entity for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which is comes to the notice of other procurement entities.

Date :	Signature	:
	Name (in block letter)	:
	Designation	:
	Rubber Stamp of the Co.	:

3. **Exemption of Small Purchases :-**

Notwithstanding anything contained in paragraph 2, procurements where the estimated value to be procured is less than Rs. 5 lakhs shall be exempt from this Clause. However, it shall be ensured by procuring entities that procurement is not spilt for the purpose of avoiding the provisions of this clause.

Definition for this purpose will be :-

"Local Content" means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

'Class-I Local Supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under this clause.

'Class-II Local Supplier' means a supplier or service provider, whose goods, services or works offered for procurement has local content more than 20% but less than 50%, as defined under this clause.

'Non-Local Supplier' means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20% as defined under this clause.

"L1" means the lowest tender or lowest bid or the lowest quotation received in a tender, bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.

"Margin of Purchase Preference" means the maximum extent to which the price quoted by a "Class-1 Local Supplier" may be above the L1 for the purpose of purchase preference. The margin of purchase preference shall be 20%.

Specifications in Tenders and other procurement solicitations :-

Procuring entities shall endeavor to see that eligibility conditions including on matters like turnover, production capability and financial strength do not result in unreasonable exclusion of 'Class-I Local Supplier/Class-II Local Supplier' who would otherwise be eligible, beyond what is essential for ensuring quality or credit-worthiness of the supplier.

All the above terms & conditions are acceptable to us.

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :



ANNEXURE- VI

(On the letter head of organization)

Date :

To,
Ferro Scrap Nigam Limited
Unit.....
Address.....

Subject :- Declaration regarding not being a "Specified Person" as per Sections 206AB and 206CCA of the Income Tax Act 1961.

Sirs,

This has reference to above mentioned subject regarding the TDS/TCS provisions of Sections 206AB and 206CCA of the Income Tax Act 1961, inserted w.e.f. 1st July 2021 by the Finance Act 2021.

Accordingly it is declared as under :-

1. We (name declarant company/ firm) having Registered Office at (address) hereby declare and undertake that:

Or in case of a proprietary concern :-

I (name individual) S/o - D/o (Give father's name) and resident of Address and proprietor of M/s (trade name) hereby declare and undertake that:-

Or in case of an Individual:-

I/We(name individual)..... S/o - D/o (Give father's name) and resident of Address and proprietor of M/s (trade name) hereby declare and undertake that:-

2. I/We hold the following PAN (Permanent Account Number) which is the only valid PAN held by us :-

1	PAN	
2	Present Jurisdiction:	
3	Aadhaar no	
4	GST no	

(Self certified copy of the PAN card and Aadhaar Card is enclosed for your reference and record)

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :

3. It is hereby declared that I/We have filed our tax returns for the last two assessment years, the details of which are as under:

	Particulars	Asst.Year 2021-22	Asst.Year 2020-21
i.	ITR Form No.		
ii.	Status		
iii.	Filed u/s		
iv.	e-acknowledgement No.		
v.	Date of Filing		
vi.	IP Address		
vii.	DSC Details		
viii.	Aggregate TDS/TCS		

4. In the event of the above information being found incorrect/false and your being held liable for short deduction of TDS and/or short collection of TCS in terms of Section 206AB and/or 206CCA of the Income Tax Act 1961,I/ We will be liable to bear /reimburse the shortfall of TDS &TCS as well as the incidental costs, expenses and losses to you, on account of it.

Thanking you

Yours faithfully,

For & on behalf...

(Name &Designation of the Signatory)

Enclosures:

1. Self certified true copy of PAN Card and/or
2. Self certified true copy of Aadhaar Card.

(Signature and Certification is to be done by the person authorized to sign Tax returns).

Date :

Signature :
Name (in block letter) :
Designation :
Rubber Stamp of the Co. :