

**GOVERNMENT OF MEGHALAYA
OFFICE OF THE CHIEF EXECUTIVE OFFICER, STATE IMPLEMENTING AGENCY
A.H. & VETERINARY DEPARTMENT, MEGHALAYA, SHILLONG**

MAHV/SIA/ NPBB-36/RGM-AI NETWORK/2018-19/23 Dt. Shillong, the 21st May, 2020

NOTICE INVITING TENDER

Short Notice Inviting Tenders (NIT) are invited by the Chief Executive Officer, State Implementing Agency, Department of Animal Husbandry & Veterinary, Government of Meghalaya from registered and reputed company for supply of **Laboratory Equipments and Information and Communication Technology (ICT)** under the Rashtriya Gokul Mission during the year 2018-2019. The NIT Document can be obtained from the Directorate of A.H & Veterinary/downloaded from ***<http://megahvt.gov.in>*** on payment of Rs.1000/- (Rupees one thousand) by Demand Draft which is non-refundable.

The last date for receipt of Tender documents is on the 21st June, 2020 at 2:00 PM, and the date of opening will be on 26th June, 2020 at 3:00 PM in the presence of the bidder or his/her authorized representatives.

Sd/-

(Dr.G.M.R.K.Marak)
Chief Executive Officer
State Implementing Agency
Deptt. AH & Veterinary
Meghalaya, Shillong

DISCLAIMER

The Information contained in this **Notice Inviting Tender** (the “**NIT**”) or subsequently provided to Interested Parties, whether verbally or in documentary or any other form by or on behalf of STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, or any of their employees or advisors, is provided to Interested Parties on the terms and conditions set out in this NIT and such other terms and conditions subject to which such information is provided.

This NIT is not an agreement and is neither an offer nor invitation by CHIEF EXECUTIVE OFFICER, STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, to the prospective Parties or any other person. The purpose of this NIT is to provide Interested Parties with information that may be useful to them in making their Offers/Proposals pursuant to this NIT. This NIT includes statements, which reflect various assumptions and assessments arrived at by the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Interested Party may require. This NIT may not be appropriate for all persons, and it is not possible for CHIEF EXECUTIVE OFFICER, STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, its employees or advisors to consider the investment objectives, financial situation and particular needs of each Interested Party who reads or uses this NIT. The assumptions, assessments, statements and information contained in this NIT, may not be complete, accurate, adequate or correct. Each Party should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this NIT and obtain independent advice from appropriate sources.

Information provided in this NIT to the Interested Parties is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

THE STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, its employees and advisors make no representation or warranty and shall have no liability to any person, including any party under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this NIT or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the NIT and any assessment, assumption, statement or information contained therein or deemed to form part of this NIT or arising in any way for participation in the Bidding Process.

THE STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Interested Parties upon the statements contained in this NIT. THE STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this NIT.

The Interested Party shall bear all its costs associated with or relating to the preparation and submission of its offer including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by THE STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, or any other costs incurred in connection with or relating to its offer. All such costs and expenses will remain with the Party.

Either the issue of this NIT or its submission by the Party does not vest any right in the Interested Party for being selected for award of the Project.

THE STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, GOVERNMENT OF MEGHALAYA, reserves the right to reject all or any of the offers without assigning any reason whatsoever.

(Dr. G.M.R.K. Marak)
Chief Executive Officer
State Implementing Agency
Deptt.AH & Veterinary
Meghalaya,Shillong
Email: meghvety@gmail.com

For Participating in the Supply Of Laboratory Equipments and Information and Communication Technology (ICT) under Schemes of State Implementing Agency, Department of Animal Husbandry & Veterinary, Government of Meghalaya

1. Objectives:

With the objective of augmenting milk production in the State and providing rich source of protein to its citizens of the State for a healthy tomorrow, and at the same time provide sustainable livelihood to dedicated entrepreneurs, the Government of Meghalaya through the Department of Animal Husbandry & Veterinary with the financial support from the Government of India under the **Rashtriya Gokul Mission** intends to strengthen the Artificial Insemination network.

With the intention of meeting the above aims and objectives the **State Implementing Agency (SIA)**, Department of Animal Husbandry & Veterinary, Government of Meghalaya which is the agency for executing the Scheme/Project for development of cattle in the State, intends to invite proposals from interested, reputed and qualified Company/Firms for supply of **Laboratory Equipments and Information and Communication Technology (ICT)** under the Rashtriya Gokul Mission during the year 2018-2019 at the Office of the Chief Executive Officer, State Implementing Agency, Department of A. H. & Veterinary, Meghalaya.

The NIT should be accompanied by a refundable EMD of Rs. 100000/- (Rupees one lakh only) in the form of demand drafts drawn in favour of “**The Chief Executive Officer, Department of Animal Husbandry & Veterinary, Meghalaya, Shillong**”, payable at Shillong. The State Implementing Agency reserves the right to reject any /all applications without assigning any reasons thereof. The NIT document can be obtained from the office of the State Implementing Agency, Department of A.H & Veterinary, Lumdiengjri, Shillong between 11:00 hrs to 13:00 hrs on any working day before last date of submission or alternatively can be downloaded from our website: <http://megahvt.gov.in> and on payment of Rs.1000/- non-refundable in the form of a Bank draft for the cost of NIT Document.

The Proposals, should be addressed to **The Chief Executive Officer, Department of Animal Husbandry & Veterinary, Government of Meghalaya, Lumdiengjri, Shillong-793002**, and should reach before 2pm on or before 21/06/2020

(Dr. G. M. R. K. Marak)
Chief Executive Officer
State Implementing Agency
Deptt. A.H & Veterinary
Meghalaya, Shillong
Email: meghvety@gmail.com

2. ELIGIBILITY CRITERIA:

Bidder intending to bid shall fulfill the following eligibility criteria:

- a) Shall be a Company/Firm having a minimum five years of experience in supplying the mentioned **Laboratory Equipments** and **Information and Communication Technology (ICT) items** etc in the country.
- b) Should have proven **after sale services** especially in the region, and should make declaration in support to this.
- c) Proof of Financial Status in the form of balance sheet/ITR.
- d) The rates quoted should be valid for a period of at least 18 months from the date of opening of bids.

3. BIDDING PROCEDURE:

- i. The Bidder qualifying the above criterion shall submit the bids in two separate sealed envelopes.
- ii. Sealed **Envelope (A)** would include detailed **Technical Bid** as per **Annexure-I** and **EMD** (Earnest Money Deposit) along with detail declaration as per **Annexure-II** and also a brief history/background of their Company/Firm.
- iii. Sealed **Envelope (B)** would include the **Price Bid** as per **Annexure-III**
- iv. Both Envelope A and Envelope B must then be placed in one larger envelope(sealed) super scribing "**Laboratory Equipments and Information and Communication Technology (ICT) items for Department of A.H & Veterinary**" addressed to the Chief Executive Officer, State Implementing Agency, Department of Animal Husbandry & Veterinary, Meghalaya, Lumdiengjri, Shillong-793002.
- v. Unsealed materials will not be accepted.
- vi. Bids must be written in English.
- vii. Price should be quoted both in Indian Rupee and Foreign currency [both in figure and in words].
- viii. In the technical bid detail specification and make has to be indicated clearly.
- ix. Any Bid received after the deadline for submission of Bid will be rejected outright and bidder will have to collect their bid document at their own expenses.

4. DOCUMENTS TO BE SUBMITTED WITH THE BID:

- I. Notice inviting Tender(**NIT**) as per detail specification at **Annexure-I**
- II. EMD in the form of Demand Draft.
- III. History/Background of the Company/Firm.
- IV. Infrastructure and other facilities available with the Company/Firm whether in the country or abroad.
- V. Details of similar assignment done by the bidder whether in the State or nearby State (to be supported by document).
- VI. Experience in carrying out related assignments, value of work rendered (on-going/ executed in last 5 years) with the names and addresses of such clients.
- VII. Detail of Financial status of applicant.
- VIII. Details of educational qualification and experience details of key personnel being proposed to handle the project.
- IX. Accreditation/quality certification (if any) of the Company/Firm.
- X. Last 4 years balance sheet/audited statement of accounts.

- XI. Authenticated copy of certificates of incorporation/registration and Memorandum of Association/Articles of Association/Trust Deed/Constitution of the Company.
- XII. Authenticated copy of Service tax registration certificate.
- XIII. Authenticated copy of Income tax clearance.

The applicant in addition to furnishing complete information with the documents shall furnish a complete document on the proposed approach and work plan for rendering the services asked for.

Every sheet of document and all forms/Annexure complete in all respect shall be signed by the person/persons duly authorized to sign on behalf of the applicants as a token of having understood and accepted all terms and conditions mentioned in the document. Any /all corrections made in the offer shall be duly authenticated by the signature of the authorized signatory.

7. Period of Validity of Bids:

- i. Validity of Bids shall be 18 months after the date of bid opening. A bid valid for a shorter period shall be rejected by the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY as non-responsive.
- ii. In exceptional circumstances, STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Earnest Money provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Earnest Money. A Bidder granting the request will not be permitted to modify its bid condition.

8. Earnest Money Deposit (EMD):

- i. The Bidder shall furnish, as a part of its bid, Earnest Money of **Rs.1.00 Lakh** for general category bidder & **Rs.50 thousand** in case of tribal bidder.
- ii. The Earnest Money is required to protect the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY against the risk of Bidder's conduct, which would warrant the security's forfeiture.
- iii. The Earnest Money shall be in the form of Demand Draft pledged in favour of the Chief Executive Officer, State Implementing Agency, Department of Animal Husbandry & Veterinary, Meghalaya payable at Shillong
- iv. Any bid not accompanied by Earnest Money will be rejected.
- v. Unsuccessful Bidder's Earnest Money will be discharged or returned as promptly as possible as but not later than ninety (90) days.
- vi. The successful Bidder's Earnest Money will be released upon the Bidder signing the contract.
- vii. The Earnest Money may be forfeited:-
 - a. if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Form; or
 - b. In case of a successful Bidder, fails to sign the contract.

9. Award Criteria:

i. The STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will award the contract to the successful Bidder (L1) whose bid has been determined to be substantially responsive and finalized based on the suitability with reference to the prescribed criteria and competitiveness of the price quoted provided further that the Bidder is determined to be qualified to perform the contract satisfactorily. However, if the terms and conditions are not found as per the prescribed norms, the claim of the lowest quote (L1) will be ignored.

ii. **In case of Successful Non-tribal bidder, they will have to produce trading license from respective Autonomous District Council.**

10. STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY Right to accept any Bid and to reject any or all Bids

The STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, MEGHALAYA reserves the right to accept or reject any bid, and to annul bid process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY's action.

11. Notification of award:

- i. Prior to the expiration of the period of bid validity, the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will notify the successful L1 Bidder in writing by registered letter or by email, to be confirmed in writing by registered letter, that its bid has been accepted.
- ii. The notification of award will constitute the formation of the contract.
- iii. Upon the successful Bidder's furnishing of the contract the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY will promptly notify each unsuccessful Bidder and will discharge its Earnest Money.

12. Security Money

- i. Within fifteen (15) days of receipt of the Notification of contract award, the successful bidder shall furnish to the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY the Security Deposit at the rate of 2% of the value of supply order.
- ii. The Security Deposit shall be in one of the following forms: (a) Bank Guarantee, issued by a reputable bank or a Demand Draft payable to The STATE IMPLEMENTING AGENCY, DEPARTMENT OF AH & VETERINARY, Meghalaya, Shillong.
- iii. The proceeds of the Security Deposit shall be payable to the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY, MEGHALAYA as compensation for any loss resulting from the Supplier's failure to complete the obligations under the contract.

- iv. Failure of the successful Bidder (L1) to sign the contract and/or furnish the Security Deposit shall constitute sufficient grounds for the annulment of the award and forfeiture of the Earnest Money, in which event the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY may make the award to the next lowest evaluated Bidder (L2) or call for new bids.
- v. The Security Deposit will be released by the STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY and returned to the Supplier not later than 90 days following the date of completion of the Supplier's performance obligations under the contract.

13. PENALTY CLAUSE

For non-performance/delayed performance, the following penalties may be imposed on the successful bidder:

- (i) Forfeiture of Security Deposit.
- (ii) Deduction of 5% of fees for each week of delay.

14. Resolution of Disputes

- i. The STATE IMPLEMENTING AGENCY, DEPARTMENT OF ANIMAL HUSBANDRY & VETERINARY and the Company/Firm shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract, **failing which either party may approach a competent court having jurisdiction to resolve the dispute. In connection with Notice Inviting Tender (NIT), cases have to be filed in a court at Shillong**
- ii. For resolution of disputes, appropriate legal action shall be initiated in consultation with Law Department, Government of Meghalaya. Relevant sections of Indian laws as amended from time to time shall be applicable and binding on the bidder.

15. Standards:

The services provided under this contract shall conform to the standards mentioned in the Technical Specifications.

16. Acceptance:

Acceptance both provisional and final regarding the bid will be by the CHIEF EXECUTIVE OFFICER, STATE IMPLEMENTING AGENCY, And DEPARTMENT OF AH & VETERINARY, GOVERNMENT OF MEGHALAYA or his authorized representative.

(Dr.G. M. R. K. Marak)
Chief Executive Officer
State Implementing Agency
Deptt. AH & Veterinary
Meghalaya, Shillong
Email: meghvety@gmail.com

ANNEXURE I

**Technical Specification for Lab Equipments and Information & Communication
Technology (ICT)**

| Sl. No | Particular | Desirable Technical Specification | At par/ To be mentioned |
|--------|---|-----------------------------------|----------------------------|
| | Laboratory Equipments | | |
| 1. | Phase control Microscope with Biotherm | | |
| 2. | Automatic Hot Bath (IMV BRAND) | | |
| 3. | Incubator | | |
| 4 | Air Conditioner | | |
| 5 | Autoclave Vertical (NSW Brand) | | |
| 6 | LPG Burner with Connection | | |
| 7 | Electronics Weighing Balance | | |
| 8 | Magnetic Stirrer | | |
| 9 | U V LAMP | | |
| 10 | Refrigerator 285 Litters capacity | | |
| 11 | PC with printer and Table | | |
| 12 | Spirit Lamp | | |
| 13 | Millipore water Purifying equipments | | |
| 14 | Fumigation apparatus 5 Litters | | |
| 15 | Automatic micro pipette with tips | | |
| 16 | Filter papers | | |
| 17 | Geyser 15 litters | | |
| 18 | Adjustable stool | | |
| 19 | Glass wares (Borosil) | | |
| a | Beaker 100ml, 250ml & 300ml | | |
| b | Conical Flask 100 ml, 150ml, 250ml & 500ml | | |
| c | Measuring Cylinder 100ml, 250ml & 500ml | | |
| d | Funnel plain long stem diameter 75mm | | |
| e | Funnel plain long stem diameter 100mm | | |
| f | Glass slide | | |
| g | Cover slip | | |
| h | Petri dish 90-100 mm diameter Petri dish 40-60 mm Diameter | | |
| i | Centrifuge tube 15ml capacity with cap | | |
| j | Tripod stand | | |
| k | Pipette 5 ml capacity | | |
| l | Pipette 1ml, 0.1ml division | | |
| m | Test tube 10 ml capacity | | |
| n | Test tube 20ml capacity | | |
| o | Coplin Jar | | |
| p | Slide box | | |
| q | Lens cleaning tissue paper | | |
| r | Test tube stand | | |
| 20 | Chemicals | | |
| a | Tris Buffer 250gm | | |
| b | Fructose 250gm | | |
| c | Citric Acid 500gms packets | | |
| d | Sodium Chloride 500gm packets | | |
| e | Glycerol 500ml bottles | | |

Technical Specification for Lab Equipments And Information & Communication Technology (ICT)

| Sl. No | Particular | Desirable Technical Specification | At par/ To be mentioned |
|---------------|--|-----------------------------------|----------------------------|
| f | Teepol 1litre | | |
| g | Savlon | | |
| h | Formaldehyde 500ml | | |
| i | Spirit 450 ml | | |
| j | Eosin | | |
| k | Nigrosin | | |
| l | Immersion oil (100ml) | | |
| m | NaHCO | | |
| n | KH ₂ PO ₄ | | |
| o | Giemsa stain powder | | |
| p | Methanol | | |
| q | Peptone | | |
| r | Ager Medium H | | |
| s | HCL Acid | | |
| t | Nutrien Agar | | |
| u | Sodium Hydroxide | | |
| v | Sodium Citrate | | |
| 22 | Miscellaneous: | | |
| ¹ | Cryo Tag | | |
| ² | Instrument sterilizers pan | | |
| ³ | Wash Bottle 125ml & 250 ml | | |
| ⁴ | Motorless Magnetic Stirrer (4050) | | |
| ⁵ | Motorless magnetic Bar (4110) | | |
| ⁶ | Motorless Magnetic Bar (4140) | | |
| ⁷ | Motorless Magnetic Bar(4220) | | |
| ⁸ | Carboy with stopcock 20 lit | | |
| ⁹ | Table Chair | | |
| ¹⁰ | Almirah | | |
| ¹¹ | Colony counting equipments fitted with Magnifying lens | | |
| ¹² | Wash Basin | | |
| ¹³ | Drying Rack | | |
| ¹⁴ | Tissue Papers | | |
| ¹⁵ | Aluminum foil | | |
| ¹⁶ | Spatula | | |
| ¹⁷ | Disposable face mask | | |
| ¹⁸ | Disposable caps | | |
| ¹⁹ | Disposable Gloves | | |
| ²⁰ | Towel (Big) | | |
| ²¹ | Towel (Small) | | |
| ²² | Colin | | |

Technical Specification for Lab Equipments And Information & Communication Technology (ICT)

| Sl. No | Particular | Desirable Technical Specification | At par/ To be mentioned |
|---------------|------------------------|--|------------------------------------|
| 24 | Broom | | |
| 25 | Dust Plan | | |
| 26 | Dust Bin | | |
| 27 | Cutting Scissor (10cm) | | |
| 28 | File tray | | |
| 29 | Jharon | | |
| 30 | Calling Bell | | |
| 31 | Carpet | | |
| 32 | Bottle brush | | |

Information & Communication Technology (ICT):

| | | | |
|----|-------------------------------|--|--|
| 1 | Data pre processing Equipment | | |
| 2 | Data processing Equipment | | |
| 3 | Data storage device | | |
| 4 | Personal Computer/Notebook | | |
| 5 | Plotter | | |
| 6 | Printer (Multifunction) | | |
| 7 | Scanner | | |
| 8 | Text Processing Equipment | | |
| 9 | Visual Display Unit | | |
| 10 | Digital Television | | |
| 11 | Modem | | |
| 12 | Router Network | | |
| 13 | Network Switch | | |
| 14 | UPS | | |
| 15 | VoIP Phones | | |
| 16 | Headsets | | |
| 17 | Servers | | |
| 18 | Digital Camera | | |
| 19 | Projector | | |
| 20 | Display Monitor | | |
| 21 | Shredder | | |
| 22 | CCTV Camera with Accessories | | |
| 23 | Quick heal Complete Antivirus | | |

Signature & Seal with date

ANNEXURE II

Detail Declaration

(To be filled and submitted by the Bidder)

| Sl. No | Particular | To be filled in by the bidder |
|--------|--|-------------------------------|
| 1 | Name & Address of the bidder /Company/ Firm/Supplier | |
| 2 | Telephone Nos. / Fax No./ E-mail / website | |
| 3 | Date of establishment of the Company /Firm | |
| 4 | Registration Number if Any (Please attach required certificate) | |
| 5 | Name & address of the Parent Company (in case of Foreign Company) | |
| 6 | PAN & GST No | |
| 7 | Earnest Money Deposit (EMD) submitted. | YES / NO |
| 8. | EMD details DD No. Date : Drawn on Bank : For Rs | |
| 9. | Proof of financial status of the Company/ Firm in form of balance sheet/ITR | |
| 10. | Detail list of the contract/supply with Govt./Public sector etc. with contact person's name & Tel./cell No. etc if any | Enclose separate list |
| 11 | Remarks if any | |

Note: It is mandatory to attach the self attested copy of required certificates/proof with above information.

Date & Place

(Name & Seal of the authorized signatory of the Company/Firm)

**Price Bid for Supply of Laboratory Equipments and Information and
Communication Technology (ICT).**

Name & Address of the bidder/firm:

| Sl.No | Item | Rate in Foreign Currency (Figure & Words) | Rate in Indian Rupee (Figure & words) |
|-------|------|--|--|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |

Date & Place

(Name & Seal of the authorized signatory of the company)