

Request for Proposal

For

**Providing consultancy services for
Redeveloping National Housing Bank's
Property at Aaram Nagar, Versova,
Andheri(West), Mumbai**

**Premises Department
Mumbai Regional Office
National Housing Bank
3rd Floor Bombay Life Building
45 VN Road, Fort
Mumbai-400 001
Phone Number: 022-22851 566
Email.Id: romum@nhb.org.in**

Note:- Technical bids will be opened in the presence of bidders who choose to attend.

<u>BID DETAILS</u>		
1.	Date of commencement of collecting of Bidding Documents	23/01/2012
2.	Last date and time for collecting of Bidding Documents	15/03/2012 17.00 hrs
3.	Last date and time for receipt of Bidding Documents	15/03/2012 17.00 hrs
4.	Date and Time of Technical Bid Opening	16/03/2012 12.00 hrs
5.	Cost of RFP	Rs.10,000/- (Non-refundable)
6.	Earnest Money Deposit Amount	Rs.1,00,000/- (Refundable)
7.	Place of opening of Bids	National Housing Bank 3rd Floor Bombay Life Building 45 VN Road, Fort Mumbai-400 001

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1. ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB), a statutory organisation is a wholly owned subsidiary of the Reserve Bank of India. NHB is an Apex Financial Institution formed under the Act of the Parliament with a mandate for Promotion, Development and Regulation of the Housing Finance Sector.

Apart from regulating the housing finance companies (HFC), NHB also extends financial support by way equity participation in HFCs and refinance facility to financial institutions such as Banks, HFCs, Co-operative Sector Institutions, Housing Agencies, etc. benefiting the masses both in urban and rural areas.

The head office of NHB is located in New Delhi and it has a regional office located at Mumbai and representative offices at Ahmedabad, Bangalore, Chennai, Hyderabad, Kolkata , Lucknow, Patna and Bhopal.

2. INSTRUCTION TO BIDDERS

The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents may result in the rejection of its bid and will be at the bidder's own risk.

- No binding legal relationship will exist between any of the Respondents and Bank until execution of a contractual agreement.
- Each Recipient acknowledges and accepts that Bank may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible vendor(s). The RFP document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.
- A Recipient will, by responding to Bank for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.

- Recipients are required to direct all communications related to this RFP, through the Nominated Point of Contact person:

Shri M G Deshpande
Regional Manager
Email: deshbandem@nhb.org.in
Telephone: 022-22851 566
Fax: 022-22851 568

Shri V Sambamurthy
Asst. General Manager & Officer-in-Charge
Email: sambamurthyv@nhb.org.in
Telephone: 022-22822 624
Fax: 022-22851 568

- Bank may, in its absolute discretion, seek additional information or material from any Respondents after the RFP closes and all such information and material provided must be taken to form part of that Respondent's response.
- Respondents should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to RFP could be conveyed promptly.
- If Bank, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then Bank reserves the right to communicate such response to all Respondents.
- Queries / Clarification if any, may be taken up with the contact persons detailed above before the deadline for submission of bids between 10.00 am to 5.00 pm on any working days (Monday to Friday except holidays) .
- Bank may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the RFP closes to improve or clarify any response.
- Bank will notify all short-listed Respondents in writing or by mail or by publishing in its website as soon as practicable about the outcome of their RFP. Bank is not obliged to provide any reasons for any such acceptance or rejection.
- The bids qualify the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids qualify both Minimum Eligibility Criteria and Technical Evaluation will be eligible for Commercial Evaluation.

2.1 Soft Copy of Tender Document

The soft copy of the tender document will be made available on Bank's website <http://www.nhb.org.in> .

2.2 Language of Bid

The bid prepared by the Bidders, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and the Bank and supporting documents and printed literature shall be written in English.

2.3 Masked Commercial Bid

The bidder should submit a copy of the actual price bid (as per the format specified by Bank) being submitted to NHB by masking the actual prices. This is mandatory. The bid may be disqualified if it is not submitted by masking it properly. Bank reserves the right to cancel the bid at the time of commercial evaluation, if the format/detail (except price) of 'Masked Commercial Bid' does not match with the format/detail of actual Commercial Bid submitted.

2.4 Cost of Bidding

The bidder shall bear all the costs associated with the preparation and submission of bid and Bank will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

2.5 Bidding Document

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bidding Document. Submission of a bid not responsive to the Bidding Document in every respect will be at the bidder's risk and may result in the rejection of its bid without any further reference to the bidder.

2.6 Amendment to Bidding Documents

At any time prior to the last Date and Time for submission of bids, the Bank may, for any reason, modify the Bidding Document by amendments at the sole discretion of the Bank. All amendments shall be uploaded on Bank's website.

In order to provide, prospective bidders, reasonable time to take the amendment if any, into account in preparing their bid, the Bank may, at its discretion, extend the deadline for submission of bids.

2.7 Period of Validity

Bids shall remain valid for **two months** from the date of bid opening prescribed by the Bank. A bid valid for shorter period shall be rejected by the Bank as non-responsive.

2.8 Bid Currency

Prices shall be expressed in Indian Rupees only.

2.9 Submission of Bids

The bidders shall duly seal each envelope with RED LAC SEAL (Wax Seal) and place both the envelopes in a third envelope, which shall also be only sealed with red lac.

The bid should be addressed to Bank at the following address up to the time and date mentioned on page 2 of this document.

Shri M G Deshpande
Regional Manager
Premises Department, Mumbai Regional Office
National Housing Bank
3rd Floor Bombay Life Building
45 VN Road, Fort, Mumbai-400 001

2.10 Last Date and Time for Submission of Bids

Bids must be received by the Bank at the address specified in the Bid Document not later than the specified date and time as specified in the Bid Document or as extended by the Bank as per clause 7. In the event of the specified date of submission of bids being declared a holiday for the Bank, the bids will be received up to the appointed time on next working day.

2.11 Late Bids

Any bid received by the Bank after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

2.12 Modifications and/or Withdrawal of Bids

- Bids once submitted will be treated, as final and no further correspondence will be entertained on this.
- No bid will be modified after the deadline for submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

2.13 Content of Documents to be Submitted

2.14.1 Documents required in Technical Bid Envelope (Sealed Cover):

- i. Bidder's information as per part "I" of Annexure-'A'.
- ii. Service Information as per part "II" of Annexure -'A'.
- iii. Undertaking Letter as per part "III" of Annexure -'A'.
- iv. Compliance Statement Declaration - Annexure-'B'

2.14.2 Documents required in Commercial Bid Envelope (Sealed Cover):

- i. Commercial offer: The offer should be as per commercial bid format in Annexure 'C' and should be **all-inclusive, including taxes and other Govt. levies etc.**

2.15 Bid Earnest Money and Cost of RFP

The bidders have to submit the bid earnest money (refundable after live implementation and project sign-off for successful bidders and after finalizing the selection process for unqualified bidders) of Rs.1,00,000/- (Rupees one lakh only) and Cost of RFP(Non refundable) of Rs.10,000/- (Rupees Ten thousand only) by way of an e-payment in favour of **National Housing Bank**.

The Accounts details are given below:

1. *Beneficiary Name:* National Housing Bank
2. *Beneficiary Address:* Core 5A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003
3. *Beneficiary Bank Name:* State Bank of Hyderabad
4. *Beneficiary Bank Branch Address:* Pragativihar Delhi Branch, Ground Floor, Core-6, Scope Complex, Lodhi Road, New Delhi - 110 003
5. *Type of Bank Account:* Current account
6. *Beneficiary Bank A/C No:* 52142903844
7. *IFCS code of Bank branch:* SBHY0020511
8. *MICR No.:* 1100004005

The proof of the payment should be enclosed and sealed with the Technical Bid; in the absence of which the bid may not be considered for further evaluation. The bidders are also required to submit ECS Mandate Form as enclosed in Annexure-E

- The EMD security may be forfeited:
 - If a Bidder withdraws its bids during the period of bid validity
 - If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of the contract
 - In case of successful Bidder, if the Bidder fails to Sign the contract.

3. Description and Scope of work

Introduction

National Housing Bank(NHB) acquired a leasehold property at Aaram Nagar, Versova, Mumbai obtained from MHADA in the year 1992. The property comprised one residential building having 28 dwelling units with a total built-up area of 15964.76 sq.ft on a plot of land admeasuring 1440 sq.m. However, the building became dilapidated and unsafe and had to be demolished as advised by the Structural Consultants viz. IIT Mumbai. Now NHB is desirous of redeveloping this property for its use. Given the complex regulatory framework prevailing in Mumbai, the Bank before launching the redevelopment project intends to obtain expert advice in the form of preparing a design brief (which could form the basis of subsequent architectural commission) and a feasibility study that would help the NHB to take an investment decision.

Description of the Property

A copy of lease deed executed with MHADA (or its extract) is attached. Details of the property as seen from the document are as follows;

- Survey Number / Plot Number : 1103(Pt)/120(Pt)
- Village : Mouje Vesava, Aaram Nagar
- Taluka : Versova, Andheri(West)
- Area in sq.m. : 1440

The Objectives of the Assignment

The objectives of the consulting assignments are;

- To ascertain the extent and nature of development permissible under the present regulatory regime along with the regulatory fees and charges to be paid.
- To identify the statutory permissions required to be obtained that are not covered by the normal architectural services
- To develop alternative design briefs, in dialogue with the client, those are feasible under the regulatory regime and to work out detailed budgetary costs of such alternative designs.

The Scope of Services

In order to achieve the above objectives the scope of services is sub-divided into tasks as outlined below.

Task 1: Ascertaining extent and nature of permissible development

Development on the proposed site will be *prima-facie* subjected to following regulatory regimes

- Conditions of the lease deed executed with MHADA and its current policy about development of such properties
- The Development Plan and the Development Control Regulations in force under the Maharashtra Regional and Town Planning Act, 1966.
- Other by-laws and rules under the Mumbai Municipal Corporation Act 1988 – particularly rules regarding fire protection and high-rise buildings
- Regulations in force regarding Coastal Regulations Zones of Ministry of Environment and Forest
- Environmental Clearance if required.

The consultant shall carefully study the above regulations and other relevant regulations if any to determine the nature of permissible development in terms of permissible land-use including ancillary uses permissible. The consultant shall also determine the base case of permissible FSI (as Index and also as permissible floor space). Any additional FSI that may be permissible by payment of ‘premium’ may also be identified. However certain areas are not counted in FSI. Consultant shall identify the likely extent of such areas (e.g. parking, staircases, lifts etc.) and limits imposed on them if any.

Task 2: Statutory clearances required

Consultant shall clearly define the process commencing from preparation of development proposal to obtaining ‘occupancy certificate’. This could be presented as a process chart with anticipated time lines. The chart should clearly identify all statutory approval and clearances and the professionals responsible for obtaining such approvals.

Task 3: Alternative Design Briefs

NHB at present has a number of staff quarters at various locations in Mumbai. One of the possible objectives of developing the property at Versova is to consolidate staff quarters at one location. In addition it would also like to have some facilities for the visiting officers. If possible NHB would also like to establish some training facilities. Based on the outcome of Task 1, the consultant will have detailed discussions with NHB and develop 3 alternative design briefs. Each of the design briefs shall contain the following;

- Details of carpet area requirements for various activities

- Corresponding floor area that will be used for computation of FSI consumption
- If any part of the FSI will attract premium or will be available through purchase of TDR
- Additional built up areas required that are not counted toward FSI computation
- Discretionary additional floor area that could be obtained by payment of premium.

The consultant shall present evaluation of the alternative and assist NHB in selecting an optimal design brief.

Task 4: Consolidated Final Report

The Consultant shall consolidate the outcomes of Tasks 1 to 3 into a final report.

4. Project Schedule

- i) Consultant shall submit a report on Task 1 within 2 weeks of award of work.
- ii) The report on Task 2 should be submitted within 3 weeks of award of work.
- iii) The Consultant shall present the report on Task 3 within 5 weeks of award of work.
- iv) The Consultant shall consolidate the outcomes of Tasks 1 to 3 into a final report and submit it within 6 weeks from the award of work.

5. PENALTY CLAUSE

Under no circumstances, the project would be rescheduled. In case of delay, the successful bidder would forfeit the Earnest Money Deposit and/or any other penalty that the Bank may decide.

6. BIDDING PROCESS (TWO STAGES)

For the purpose of the present job, a two-stage bidding process will be followed. The response to the RFP will be submitted in two parts:

- Technical bid Part I
- Commercial bid Part II

The bidder will have to submit the Technical bid and Commercial portion of the bid separately in two separate red lac-sealed envelopes (wax seal), duly super scribing **“Submission of bid for providing Consultancy Services for Redeveloping National Housing Bank’s Property at Aaram Nagar, Versova, Andheri(West), Mumbai”**.

TECHNICAL BID shall not contain any pricing or commercial information.

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized by him. The authorization shall be indicated by a written power of attorney accompanying the Bid. All pages of the Bid shall be initialed by the person(s) signing the Bid.

The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case corrections shall be initialed by the person(s) signing the Bid.

7. PAYMENT SCHEDULE:

The agreed fees for the consultancy services will be paid according to following schedule of payment.

Sr. No	Milestone	Percent of Fees
1	Submission and acceptance report on Task 1	20%
2	Submission and acceptance report on Task 2	15%
3	Submission and acceptance report on Task 3	40%
4	Submission and acceptance report on Task 4	25%

Note: The bidder has to submit Performance Bank Guarantee amounting 50% of the consultancy fee valid upto 6 months within 15 days of placement of the service contact.

8. BID OPENING AND EVALUATION

The Bank will open the technical bids, in the presence of Bidders representative who choose to attend, at the time and date mentioned in Bid document at the address mentioned at clause-11 titled "Submission of Bids".

The bidders or their representatives who are present shall sign register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for Bank, the bids shall be opened at the appointed time and place on next working day.

In the first stage, only TECHNICAL BID will be opened and evaluated. Bidders satisfying the technical requirements as determined by the Bank and accepting the terms and conditions of this document shall be short-listed. In the second stage, the COMMERCIAL BID of short-listed bidders will be opened. Bank reserve right to accept or reject any technical bid without assigning any reason thereof. Decision of the Bank in this regard shall be final and binding on the bidders.

Commercial bids of those bidders whose technical bids are found suitable by the Bank shall only be opened.

8.1 Evaluation Criteria for the Bidding Process

The bids received from the firms would be evaluated on the basis of their technical and financial competencies. The technical competencies would be evaluated first and only the firms having the requisite qualifying technical score would be eligible for the financial bid round. Selection of the bidders will be made based on L1 criteria for all technically qualified bidders.

9. FINANCIAL BID

Selection of the bidders will be made based on L1 criteria for all technically qualified bidders. Total Amount/Rate will be taken into consideration.

10. CLARIFICATIONS OF BIDS

To assist in the examination, evaluation and comparison of bids the Bank may, at its discretion, ask the bidder for clarification and response shall be in writing and no change in the price or substance of the bid shall be sought, offered or permitted.

11. PRELIMINARY EXAMINATION

The Bank will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required information has been provided as underlined in the bid document, whether the documents have been properly signed, and whether bids are generally in order.

The bid determined as not in order as per the specifications will be rejected by the Bank.

12. CONTACTING THE BANK

Any effort by bidder to influence the Bank in the Bank's bid evaluation, bid comparison or contract award decision may result in the rejection of the Bidders' bid. Bank's decision will be final and without prejudice and will be binding on all parties.

13. BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS

The Bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Bank's action.

Bank reserves the right to select more than one bidder keeping in view its large requirements.

14. SIGNING OF CONTRACT.

The successful bidder(s) to be called as vendor, shall be required to enter into a Service level Agreement (SLA) with the Bank, within 7 days of the award of the tender or within such extended period as may be specified by the Bank.

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Annexure 'A'

PART - I: Bidder Information

Please provide following information about the Company (Attach separate sheet if required): -

S. No.	Information	Particulars / Response		
1.	Company Name			
2.	Date of Incorporation			
3.	Company Head Office / Registered Office and Addresses Contact Person(s) Phone Fax E-mail Website			
4.	Provide the range of services /options offered by you covering service description and different schemes available for: <ul style="list-style-type: none"> o Consultancy for redevelopment o Services of Architects o Any other services(pl specify) 	Yes / No / Comments (if option is 'No')		
5.	Any pending or past litigation (within three years)? If yes please give details Also mention the details of claims and complaints received in the last three years (About the Company / Services provided by the company).	Yes/No/Comments (if option is 'Yes')		
6.	Please mention turnover for last three years and include the copies of Balance Sheet in support of it.	Year	Turnover	Profit/Loss(-)
		2008-09		
		2009-10		
		2010-11		
7.	Details of job in hand with a documentary proof.			

8.	Details of maximum valued single job contract completed in last three financial year , attach documentary proof.			
9.	Details of organization and manpower employed on regular basis.			
10.	The consultant should be able to obtain approval from local authorities such as Municipal & fire department, environment department, pollution, health, civil aviation department etc as required.			
11.	PAN Card number and Service Tax Registration number. (enclosed evidence).			

Signature of Bidder

PART – II: Service Information

S. No	Service	Name of organization where the service is provided	Duration of service (in weeks)
1	<ul style="list-style-type: none">○ Consultancy for redevelopment○ Services of Architects○ Any other services (pl specify)		

We confirm that, all the details mentioned above are true and correct and if the Bank observes any misrepresentation of facts on any matter at any stage of evaluation, the Bank has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that the Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the RFP document, in short listing of vendors for **“Providing Consultancy Services for Redeveloping”**

We also acknowledge the information that this bid is valid for a period of six months, for the short-listing purpose, from the date of expiry of the last date for submission of bid.

SIGNATURE OF VENDOR WITH SEAL

NAME OF THE AUTHORISED SIGNATORY

PART – III:

Letter to be submitted by bidder along with bid documents

To

HR Admin & Premises Department
National Housing Bank
Mumbai Regional Office
3rd Floor Bombay Life Building
45 VN Road, Fort,
Mumbai-400 001

Sir

Reg: Our bid for Providing Consultancy Services for Redeveloping for Bank

We submit our Bid Document herewith.

If our Bid for the above job is accepted, we undertake to enter into and execute at our cost, when called upon by the Bank to do so, a contract in the prescribed form. Unless and until a formal contract is prepared and executed, this bid together with your written acceptance thereof shall constitute a binding contract between us.

We understand that if our Bid is accepted, we are to be jointly and severally responsible for the due performance of the contract.

We understand that you are not bound to accept the lowest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever.

We understand that the names of short listed bidders after the completion of first stage (Technical Bid) and the name of the successful bidder to whom the contract is finally awarded after the completion of the second stage (Commercial Bid), shall be communicated to the bidders either over phone/e-mail/letter.

Dated at _____ / _____ day of _____ 2012.

Yours faithfully,

For _____

Signature _____

Name _____

Address _____

(Authorised Signatory)

Annexure-B
COMPLIANCE STATEMENT
DECLARATION

Terms and Conditions

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this RFP including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

Signature:

Seal of company

Technical Specification

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations

List of deviations

1) _____

2) _____

3) _____

4) _____

(If left blank it will be construed that there is no deviation from the specifications given above)

Signature:

Seal of company

Annexure 'C'

Format for Commercial Bid:

S. No.	Particulars	Amount/Rate(In Rs.)
1	Providing consultancy services for Redeveloping National Housing Bank's Property at Aaram Nagar, Versova, Andheri(West), Mumbai	
Total:		

(A). The bidder has to submit the commercial bid only in the above format. All taxes and duties are inclusive.

Selection of the bidders will be made based on L1 criteria for all technically qualified bidders. Total Amount/Rate will be taken into consideration.

Note: Providing commercial proposal other than this format may reject the bid.

Annexure - D

Pre Qualification Criteria:

Note: Bidders are to submit documentary proof to establish the qualification of the above mentioned criteria.

Sl no	Criteria	Fulfilling/ Not fulfilling	Documentary evidence (provided/ Not provided)
1	Minimum 5 years experience in undertaking similar nature of works.		
2	Having carried out any two or more similar works during the last three years.		
3	a) Copies of detailed work order indicating scope and value of works and completion certificate for two or more qualifying works of Rs 50 lakhs each or one work of 1 Crore. Supported with documentary proof. b) List of similar works with details along with address, phone/ Fax no, e-mail id etc.		
4	Office set up address in Mumbai for rendering services as per scope of works.		
5	Yearly average turnover during last three years supported by audited financial statement (minimum yearly average turnover for last three years has to be at least Rs 50 lakhs).		
6	Minimum 10 numbers of employees has to be in the payroll of the firm.		

Annexure-E

**ECS MANDATE
FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF
PAYMENT FROM NATIONAL HOUSING BANK**

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier

2. Address of the vendor/supplier

City_____Pin

Code_____

E-mail id

Phone /Mobile No.

Permanent Account Number (PAN)

Service Tax Registration No.

TIN No.

3. Particulars of Bank Account

A. Name of Account same as in the Bank

B. Name of the Bank

C. Name of the Branch

D. Address of the Branch with Tel No.

E. Account No. (appearing in Cheque book)

F. Account Type (SB, Current, etc.)

G. MICR No.

H. IFSC Code of the bank branch
(to be obtained from the respective branch)

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (ECS will be accepted on centers where the facility is available).

I/We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of the Authorized Official of the Bank

ई.सी.एस. अधिदेश फार्म

राष्ट्रीय आवास बैंक से उधार भुगतान हेतु बैंक खाता के विवरण उपलब्ध कराने का प्रारूप

(कृपया बड़े अक्षरों में भरे)

1. विक्रेता/आपूरक का नाम: -----

2. विक्रेता/आपूरक का पता: -----

शहर----- पिन कोड -----

ईमेल आईडी -----

फोन/मोबाईल नं. -----

स्थाई खाता संख्या(पैन नं.) -----

सेवाकर पंजीकरण संख्या -----

टिन नं. -----

3. बैंक खाता के विवरण

क. खाते का नाम जैसा कि बैंक में है -----

ख. बैंक का नाम -----

ग. शाखा का नाम -----

घ. टेलीफोन नं. सहित शाखा का पता -----

ङ. खाता सं. (जैसा कि बुक में है) -----

च. खाता प्रकार (बचत/चालू इत्यादि) -----

छ. माईकर सं. -----

ज. बैंक शाखा का आईपीएससी कोड -----

(संबंधित बैंक से प्राप्त किया जाए)

मैं/हम राष्ट्रीय आवास बैंक को प्राधिकृत करता हूँ कि उपरोक्त खाते में ईसीएस के माध्यम से मेरे/हमारे बैंक खाता में उधार भुगतान करें।

(इसीएस उन केन्द्रों में स्वीकार्य होगा जहां यह सुविधा उपलब्ध है।)

मैं/हम यह घोषणा करता/करते हूँ/हैं कि उपरोक्त समस्त विवरण सत्य एवं पूर्ण हैं। यदि अपूर्ण या असत्य सूचना के कारण इसीएस भुगतान प्रभावित/विलंबित होता है, तो मैं इसके लिए राष्ट्रीय आवास बैंक को जिम्मेदार नहीं ठहराऊंगा। इसके साथ ही मैं यह जिम्मेदारी लेता हूँ कि आरटीजीएस/एनईएफटी के माध्यम से उधार भुगतान के

उद्देश्य हेतु रिकार्ड के अद्यतन के लिए विवरण बदलावों की सूचना देता रहूंगा।

मैं इससे भी सहमत हूँ कि यदि राष्ट्रीय आवास बैंक मेरे द्वारा दिए गए ईसीएस निर्देशों का अनुपालन करने में सक्षम नहीं होता तो मैं बिना किसी पूर्वाग्रह के सामान्यता पूर्वगामी यथा उचित भुगतान की व्यवस्था कर सकता हूँ ताकि अंतरण प्रभावी रहे

स्थान:

तिथि:

प्राधिकृत हस्ताक्षरी

प्रमाणित करता हूँ कि ऊपर दिए गए सभी विवरण मेरे रिकार्ड के अनुसार सही हैं

बैंक की मोहर :

तिथि:

प्राधिकृत बैंक अधिकारी के हस्ताक्षर
