

REQUEST FOR BIDS FOR DESIGNING & PRINTING OF

Report on Trend & Progress of Housing in India 2020

Through Limited Tendering Method



Corporate Communication Cell  
Head Office, National Housing Bank  
4<sup>th</sup> Floor, Core 5-A, India Habitat Centre, Lodhi Road  
New Delhi - 110 003

**BID DETAILS**

1.	Last date of receipt of Bid Documents	01/12/2020 15.00 hrs
2.	Date and Time of Technical Bid Opening	03/12/2020 (Exact time will be communicated)
3.	Contact Persons	Shri Niladri Bose - Regional Manager Ms. Sukriti Wadhwa, Manager
4.	Place of opening of Bids	Corporate Communication Cell National Housing Bank, Head Office 4 <sup>th</sup> Floor, Core 5-A, India Habitat Centre, Lodhi Road, New Delhi - 110 003

# National Housing Bank

National Housing Bank (NHB), a Statutory Institution, established under National Housing Bank Act, 1987 (“the Act”).

- a. NHB has been established to achieve, inter alia, the following objectives –
  - To promote a sound, healthy, viable and cost effective housing finance system to cater to all segments of the population and to integrate the housing finance system with the overall financial system.
  - To promote a network of dedicated housing finance institutions to adequately serve various regions and different income groups.
  - To augment resources for the sector and channelize them for housing.
  - To make housing credit more affordable.
  - To regulate the activities of housing finance companies based on supervisory authority derived under the Act.
  - To encourage augmentation of supply of buildable land for housing and to upgrade the housing stock in the country.
  - To encourage public agencies to emerge as facilitators and suppliers of serviced land, for housing.
- b. The Head Office of the Bank is located in New Delhi and Regional offices located at Mumbai, Delhi Hyderabad, Bengaluru, Kolkata and a representative office at Ahmedabad.

## 1. PURPOSE

National Housing Bank (hereinafter referred to as NHB) with Head Office at New Delhi is requesting bids from the empaneled vendors (who have office/s in Delhi/NCR) for Designing & Printing of Report of Trend & Progress of Housing in India, 2020.

## 2. SCOPE OF WORK

### 2.1 Tender Objective

The purpose behind issuing this Limited Tender Enquiry (LTE) is to invite technical and commercial bids from the empanelled vendors for Designing & Printing of Report of Trend & Progress in Housing in India, 2020

### 2.2 Project Scope

The successful bidders/applicants (hereinafter called “Vendors” unless otherwise stated) shall be required to perform the following tasks/activities:

- Report on Trend & Progress of Housing: Designing & Printing  
The contents of Report on Trend & Progress of Housing shall be provided by the NHB. The design and content will be developed in collaboration with the NHB. The NHB will own the report and will have all copyrights thereto.

- The scope of designing & developing of report includes all pre-printing work, based on the text and figures provided by NHB. The selected bidder will be responsible for editing and design, incorporating the corrections/changes suggested by NHB and, after approval by NHB, final printing of Report on Trend & Progress of Housing in India 2020

### 2.3 The scope for the Report on Trend & Progress in India, 2020

Size	8" x 11"
Cover page ( <i>Design</i> )	Cover Design of the Report on Trend & Progress of Housing in India 2020 must be designed and conceptualized in a way that will explain Trend & Progress of the Housing Sector. Further, a soft interactive digital version of the T&P 2020 should be made.
Cover page ( <i>Specification</i> )	300 GSM, non-imported
Inside pages ( <i>Specification</i> )	100 GSM, non-imported
Printing	Multi-color printing
Extra Pages	Extra pages payment on average basis
Approximate number of pages	200 (+) or (-) plus Cover page (As per previous year's Report)
Font Size	As per previous year's Report
Number of Copies	300 ( <i>in bilingual</i> ) +An interactive digital copy/e-book will be required in bilingual
Soft Copy	Searchable PDF in the same format as the hard copy to be provided in bilingual. Digital copy to be interactive in nature like an e-book.
Binding	Perfect Binding
Printing Duration	Within 7 days after approval of final version
<b>Last date of Submission</b>	<b>01-12-2020 by 15.00 hours</b>

#### Note:

All interested Agencies shall submit two quotations - one for Technical and other for Commercial. This document is not exhaustive in describing the functions, activities, responsibilities and services for which Consultant will be responsible. The Bidder, by participation in this tender, implicitly confirm that if any functions, activities, responsibilities or services which are either not specifically described in this document or specifically described but has to undergo suitable changes/modifications due to regulatory/statutory changes and are termed necessary or appropriate by NHB for the proper performance of the contract, such functions, activities, responsibilities or services (with applicable changes, if any) will be deemed to be implied by and included within the scope of services under this document and Bidder's response to the same extent and in the same manner as if specifically described in this document and Bidder's response.

## **2.4 The scope for the Reports in English:**

- Designing the covers
- Editing all inside pages and ensuring standardization of text
- Creating a design template
- Copy-fitting and layout
- Making tables, pie charts and figures
- Incorporating changes/corrections given by NHB
- Proof-reading the entire publication
- Printing of the Reports

## **2.5 The scope for the Reports in Hindi:**

- NHB will provide translated and edited matter
- Design adaptation, following the English layout
- Printing of the Reports

## **Other terms & conditions:**

- 1) Quoted price shall include Designing cover pages, Copy-fitting and layout, making tables, pie charts and figures, incorporating changes/corrections given by NHB, proof-reading the entire publication, cost of formatting, page setting and designing, NHB will provide translated version of Hindi edition, design adaptation, following the English layout, modification/ updation of the Content before Ferro print, if required.
- 2) Color, font and font size should be uniform(the font size and spacing will be informed to the printer)
- 3) Tables, Charts, Boxes, Graphs, etc. must be segregated, sequenced and formatted uniformly with Index.
- 4) Raw Content will be provided by the NHB to the vendors
- 5) The improvements required if any, have to be carried out by the vendor.
- 6) The vendor shall send a designer to sit in the NHB Office while changes are carried out. A designer/printer will sit in the NHB Head Office and carry out the changes in the final stage till the Report is finalized.

## **2.6 Time Schedule**

The maximum time frame for completing the assignment will be decided by the NHB.

## **2.7 Competency and Expertise Requirements**

The Agency bidding for the job is expected to be highly qualified, skilled and talented in the relative field with a vast experience of having carried out such assignments successfully. The Agency must have

- Prior experience in executing national-level projects on designing & development of contents which display demonstrated capacity to effectively undertake the task including clarity on methodology to be followed and nature and type of collaborations/ contracting.
- Team members with proven proficiency in similar content designing & development or writing.
- Necessary infrastructure facilities like writer, copy-writer, Post- Production, Graphics, etc.

### **3. 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 NHB and supporting documents and printed literature shall be written in English.

### **4. COST OF BID**

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

### **5. BID DOCUMENT**

The bidder is expected to examine all instructions, forms, terms and conditions and technical specifications in the Bid 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 bid without any further reference to the bidder.

### **6. AMENDMENTS TO BIDDING DOCUMENTS**

At any time prior to the last Date and Time for submission of bids, NHB may, for any reason, modify the Bid Document, by amendments, at the sole discretion of the NHB. All amendments will be **intimidated to all the bidders**.

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

### **7. PERIOD OF VALIDITY**

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

### **8. BID CURRENCY**

Prices shall be expressed in Indian Rupees (INR) only.

## 9. BIDDING PROCESS

For the purpose of the present job, the bidder will have to submit the bid only in sealed envelope, duly super scribing "REQUEST FOR PROPOSAL FOR DESIGNING & PRINTING ". The tender methodology proposed to be adopted by NHB will be "Two Bid System" i.e., Technical Bid and Commercial Bid, each to be given in separate envelope, both of which will then be kept in single envelope and submitted to NHB.

The technical bid shall not contain any pricing or commercial information otherwise the bid shall be rejected.

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

The bidders whose technical bids are found as qualified shall be short listed for commercial evaluation. All the technically short listed bidders shall be separately notified in writing / mail.

## 10. SUBMISSION OF BIDS

The bidders shall duly seal the envelope and superscribe it appropriately.

The bid should be sent to the NHB at the following address and should reach by the time and date mentioned on page 2 of this document.

The General Manager  
Corporate Communication Cell  
National Housing Bank,  
Head Office  
4<sup>th</sup> Floor, Core 5-A, India Habitat Centre, Lodhi Road,  
New Delhi - 110003

## 11. LAST DATE AND TIME FOR SUBMISSION OF BIDS

Bids must be received by the NHB 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 NHB as per clause 6. 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.

## 12. TIME FRAME FOR THE BIDDING PROCESS IS AS UNDER:

Last date of bid submission	01/12/2020 by 15.00 hours
Date and time of bid opening (Technical)	03/12/2020 (exact time will be communicated later)
Technical Bid Evaluation/Presentation	A date will be indicated for the bidders to make a presentation on their Technical Bid
Financial Bid Opening	To be decided after Technical Bid evaluation.

	Shortlisted bidders will be informed separately for opening of Financial Bid.
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Due to ongoing Covid situation the presentations/opening of bids/meeting may be conducted in on-line mode.

### **13. LATE BIDS**

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

### **14. MODIFICATIONS AND/OR WITHDRAWAL OF BIDS**

- Bids once submitted will be treated as final and no further correspondence will be entertained in the matter.
- 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.

### **15. CONTENT OF DOCUMENTS TO BE SUBMITTED**

Documents required in Bid Envelope (Sealed Cover):

- i. Technical Bid
- ii. Commercial Bid

### **16. BID OPENING AND EVALUATION**

NHB will open the bid 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-9 titled "Submission of Bids".

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

Bidders satisfying the technical requirements as determined by the NHB and accepting the terms and conditions of this document shall be short-listed for commercial evaluation. NHB reserves the right to accept or reject any bid without assigning any reasons thereof. Decision of the NHB in this regard shall be final and binding on the bidders.

### **17. Evaluation Criteria for the Bidding Process**

The bids received from the firms would be evaluated on the basis of their technical competencies. The technical competencies would be evaluated first and only the firms

having the requisite qualifying technical score would be eligible for commercial evaluation.

**Note:**

- i. Bidders have to provide copies of supporting documents against each criterion mentioned below, without which bid may be rejected.
- ii. The selection process consists of two phases viz., 1) Technical Evaluation 2) Commercial Evaluation
- iii. The minimum qualification score for the Technical Bids would be 48 (cut-off marks) out of Total 70 marks (Including marks for presentation) (70%) and only the bids getting score more than cut off marks will qualify for commercial evaluation.
- iv. Evaluation Criteria proposed to be adopted would be based on Techno-Commercial i.e. Quality cum Cost Based System (QCBS) where Technical Bid Score will get a weightage of 70 and Commercial Bid Score a weightage of 30.

17.1 Criteria and Point system for the evaluation of the bids (Report on Trend & Progress in Housing) are as under:

Qualities	Max Marks	Marks Obtained
Proforma for performance (Work orders related to designing and printing of report/journal/magazine and its likes. Simple printing orders of pamphlet/banners/dairies and calenders will not be counted)	20 20 (>=10 work orders) 15 (>=8 and <10 work orders) 10 (>=5 and <8 work orders) 5 (>=3 and <5 work orders) 0 - Otherwise	
Cover Design for books /format for e- book	18	
Art and design	8	
Flow of Concept	8	
Originality of idea	8	
Presentation	8	
Total Marks	70	

- ❖ Bidders who qualify in the Technical bid, only their financial bid shall be opened. NHB may inform the Agencies which are selected in the 1<sup>st</sup> Stage without disclosing the Marks obtained by them.

**17.1. A Financial Bid evaluation**

Marks will be given to Agencies based on their quoted price for the work with 20% weightage. Lowest price will be given the maximum marks (20) and other will be proportionately calculated.

Final Selection of the bids will depend on sum of the total Marks obtained in both

stage 1 and 2.

•Please note that the NHB reserves the right to revise the evaluation criteria, methodology, distribution points, cut off marks and weightages; if it finds it necessary to do so.

## **17.2 Commercial Terms and Conditions**

Bidders are requested to note following commercial terms and conditions for this project.

### **i. Currency**

The Bidder is requested to quote in Indian Rupees ('INR'). Bids in currencies other than INR may not be considered.

### **ii. Price**

- The Price quoted by the Bidder should include all expenses associated with completion of the scope of work.
- The price should exclude the applicable tax and associated levies which will be taken at actuals on the date of payment of invoices. The format should be as per the annexure (commercial bid format).
- Bid submitted with adjustable price quotation will be treated as non-responsive and will be rejected.

## **18. CLARIFICATIONS OF BIDS**

To assist in the examination, evaluation and comparison of bids the NHB may, at its discretion, ask the bidder for clarification and response shall be in writing.

## **19. PRELIMINARY EXAMINATION**

The NHB 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 NHB.

## **20. INFORMAL APPROACH TO NHB'S PERSONNEL**

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

## **21. NHB'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS**

NHB 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 NHB's action.

## **22. TERMINATION, PENALTY CLAUSE**

### **A. Termination Clause**

NHB reserves its right to terminate the contract partially or fully in the event of one or more of the following situations:

- i. Bidder fails to perform obligation(s) under the contract.
- ii. The NHB, at its discretion, may terminate the contract by giving written notice to the bidder if the bidder fails to complete the task within the stipulated time, due to any reason.
- iii. The NHB may, at any time terminate the contract by giving written notice to the vendor if the vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the NHB.

### **B. Penalty Clause**

The NHB shall have the right to impose penalty on vendor as under:

- i. In case of late delivery of the product, the NHB reserves the right to deduct upto 10% of the job order.
- ii. The NHB, at its discretion, may terminate the contract by giving written notice to the bidder if the bidder fails to provide requisite services to the satisfaction of the NHB, due to any reason. Post termination, no claim, whatsoever, from the bidder shall be entertained by the NHB.

#### **Exclusions**

The below mentioned situation will not be considered for the purpose of penalty calculation

- Force majeure events

## **23. COPYRIGHTS ON PROPERTY**

All property rights in the works, developed hereunder, including any documentation, design, art work, images etc. developed and any addition made in the course of performance of services hereunder by the company or its personnel involved in the project of the NHB shall absolutely belong to **National Housing Bank**.

Vendor has to provide all documentation to NHB after completion of work.

The bidder will not retain any copyright on this.

## **24. PRE-CONTRACT INTEGRITY PACT**

No binding legal relationship will exist between any of the Bidders and NHB until execution of a contractual agreement, except the pre-contract Integrity Pact to be submitted along with the Bid. Post evaluation and finalization of the Bids and identification of the successful Bidder, the Integrity Pact will form part of the definitive agreement to be signed by the successful Bidder. For the other Bidders, the pre-contract Integrity Pact will be binding on them for any acts/omissions committed by the Bidder in violation/breach of the said pre-contract Integrity Pact in relation to the Bid submitted. (The Pre-Contract Integrity Pact should be submitted neatly typed in on Rs.100/- non-judicial stamp paper duly signed by the authorized signatory and the same will be signed on behalf of NHB subsequently. The date of execution should be the date as mentioned in the Technical Bid by the Bidder)

A "Pre-Contract Integrity Pact" would be signed between NHB and the Bidder. This is a binding agreement between NHB and Bidders. Under this Pact, the Bidders agree with NHB to carry out the assignment in a specified manner.

The following set of sanctions shall be enforced for any violation by a Bidder of its commitments or undertakings under the Integrity Pact: (i) Denial or loss of contracts (ii) Liability for damages to the principal and the competing Bidders; and (iii) Debarment of the violator by NHB for an appropriate period of time. The Bidders are also advised to have a company code of conduct (clearly rejecting the use of bribes and other unethical behavior compliance program for the implementation of the code of conduct throughout the company).

**25. INDEPENDENT EXTERNAL MONITORS (IEM)** The details of IEMs appointed for the purpose of this document is as under:

(1) Sh. Kishore Kumar Sansi E-mail ID: kishoresansi1@gmail.com

(2) Sh. Rakesh Rewari E-mail ID: r\_rewari@yahoo.com

## **26. TAXES**

Only GST will be paid by NHB on actual basis as per statutory rates prevalent during the period of service provided. All other taxes as applicable will be borne by the Bidder. NHB is authorized to make such tax deduction at source as may be necessary as per law/rules in force in respect of payments made to the Consultant.

## **27. GENERAL TERMS AND CONDITIONS**

The Bidder is expected to peruse all instructions, forms, terms and specifications in this document and its Annexures. Failure to furnish all information required in the document, in the formats prescribed or submission of a proposal not substantially responsive or submission of unnecessary additional information as part of response to this Document may result in rejection of the proposal.

- At any time prior to the deadline for submission of Bids NHB may, for any reason, whether at his own initiative or in response to a clarification requested by prospective Bidders, modify the document by amendment.
- All such amendments shall become part of the document and same will be notified.
- Bidder must take into consideration each and every line of this document while preparing technical and commercial proposal. Bidder is requested to get any issue clarified by NHB before submitting the responses. The bids submitted should be complete in all respect meeting all deliverables under the project. It will be sole responsibility of the selected service provider to deliver each and everything as per the scope of the project during the contracted period. NHB will not be responsible in case any requirement is underestimated or any requirement is not interpreted correctly.
- NHB reserves the right to extend the dates for submission of responses to this document with intimation.
- NHB reserves the right to change the requirement specifications and ask for the revised bids or the tendering process without assigning any reasons.
- NHB shall be under no obligation to accept the lowest or any other offer received in response to this tender notice and shall be entitled to reject any or all offers including those received late or incomplete offers, without assigning any reason whatsoever. NHB reserves the right to make any changes in the terms and conditions of purchase. NHB will not be obliged to meet and have discussions with any bidder, and or to listen to any representations. NHB reserves the right to accept or reject, fully or partially, any or all offers without assigning any reason. The decision of NHB in this regard is final and no further correspondence in this regard will be entertained.
- These responses would be deemed to be legal documents and will form part of the final contract. Bidders are requested to attach a letter from an authorized signatory attesting their competence and the veracity of information provided in the responses. Unsigned responses would be treated as incomplete and could be rejected. Format of letter is given in.
- NHB reserves the right to call for any additional information and also reserves the right to reject the proposal of any Bidder if in the opinion of NHB, the information furnished is incomplete or the Bidder does not qualify for the contract.
- The scope of the proposal shall be on the basis of single point responsibility, completely covering the products and services specified under this document, on end-to-end solution basis.
- The Commercial and Technical bids will have to be signed on all pages of the bid by the authorized signatory. Unsigned bids would be treated as incomplete and would be rejected.
- By submitting a proposal, the Bidder agrees to promptly contract with NHB for any work awarded to the Bidder. Failure on the part of the awarded Bidder to execute a valid contract with NHB, will relieve NHB of any obligation to the Bidder, and a different Bidder may be selected.
- Any additional or different terms and conditions proposed by the Bidder would be rejected unless expressly assented to in writing by NHB.

- Time and quality of the service are the essence of this agreement. Failure to do so will be considered as breach of the terms and conditions of the contract.

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# Annexures

## Annexure-I:

### PROFORMA FOR PERFORMANCE STATEMENT (AS PER WORK ORDERS)

TITLE OF BID

NAME OF AGENCY

Order Placed by Name & Full Address	Order No. and Date	Description	Date of Completion

**Note: - Please refer only the projects of designing & printing of content.**  
Signature and Seal of Bidde

## COMPLIANCE STATEMENT DECLARATION

We hereby undertake and agree to abide by all the terms and conditions stipulated by NHB in this document including all addendum, corrigendum etc. Any deviation may result in disqualification of Bids.

### **Authorized Signatories**

**(Name & Designation, seal of the company)**

**Date:**

Technical Bid Covering Letter

Date:

To

The \_\_\_\_\_

National Housing Bank,  
Corporate Communication Cell  
Head Office

Core 5-A, 3<sup>rd</sup>-5<sup>th</sup> Floor, India Habitat Centre, Lodhi Road,  
New Delhi - 110 003

Dear Sir,

**Technical Bid - \_\_\_\_\_ Service**

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your document dated [Insert Date]. We are hereby submitting our Proposal, which includes Minimum Eligibility Criteria, this Technical Proposal and a Commercial Proposal. The minimum eligibility criteria and Technical Proposal are put in one envelope and the Commercial Proposal in a separate envelope.

We also enclose masked Commercial Bid.

We understand you are not bound to accept any proposal you receive.

Dated at \_\_\_\_\_ / \_\_\_\_\_ day of \_\_\_\_\_ 2020

Yours faithfully,

**For**

**Signature**

**Name:**

**Address:**

**(Authorised Signatory)**

Commercial Bid Covering Letter

The \_\_\_\_\_  
National Housing Bank,  
Corporate Communication cell  
Head Office  
Core 5-A, 3<sup>rd</sup>-5<sup>th</sup> Floor, India Habitat Centre, Lodhi Road,  
New Delhi - 110003

Dear Sir,

**Commercial Bid - \_\_\_\_\_ Service**

We, the undersigned, offer to provide services for the above-mentioned project, in accordance with your document dated [\_\_\_\_\_], and our Proposals (Technical and Commercial Proposals). The Total fee is inclusive of all taxes, duties, charges and levies (as applicable and payable under the local laws) and out of pocket expenses that we might incur and there will be no additional charges.

Our Commercial Proposal shall be binding upon us, subject to the modifications resulting from contract discussions, up to expiration of the validity period of the Proposal i.e. \_\_\_\_\_ up to \_\_\_\_\_[date].

Yours faithfully,  
For .....

**Signature**

**Name**  
**Address**

**(Authorised Signatory)**

Date:

**Commercial Bid Format**

The structure of the Bidder's commercial response to this document must be as per following order. The Commercial Bid Response must be submitted with Commercial Bid covering letter, format of which is given at the end this section.

S.No.	Item Description	Price/Rate	Tax	Total Amount (inclusive of applicable taxes )
1.	Designing & Printing of Report on Trend & Progress of Housing in India 2020			

Bidders are requested to note the following:

- All the details must be provided as per format. Incomplete formats will result in rejection of the proposal.
- Masked commercial Bids must be given with technical Bid. All the pages of commercial Bids must be sealed and signed by authorized signatory.
- All the quoted costs must include all applicable taxes, charges and other levies.
- Bidder must submit softcopy of complete commercial Bid inside the sealed envelope meant for 'Commercial Proposal'.
- All the rates must be quoted in INR.
- The prices in any form or by any reasons should not be disclosed in the technical or other parts of the Bid except in the Commercial Bid. Failure to do so will make the Bid liable to be rejected.
- The commercials quoted in the Commercial Bid are valid for six months from the date of opening of commercial Bids.

**Authorized Signatories**

**(Name & Designation, seal of the company)**

**Date:**

[To be submitted along with Technical Bid]

**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 Bidder**

\_\_\_\_\_

**2. Address of the Bidder**

\_\_\_\_\_

City: \_\_\_\_\_ Pin Code:

\_\_\_\_\_  
E-mail id:

\_\_\_\_\_  
Phone / Mobile No.

\_\_\_\_\_  
Permanent Account Number (PAN)

\_\_\_\_\_  
GST 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: \_\_\_\_\_

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

I/We hereby declare that the particular 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:**

**Signatory/ies**

**Authorized**

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

**Bank's Stamp:**

**Date:**

**Signature of the Authorized Official of the bank**