

Requirement of Agency/ Contractor for supplying Tea/Coffee

**Administration Department
Head Office, National Housing Bank
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110 003
Phone: 011- 24611070
E-Mail: souravs@nhb.org.in**

<u>BID DETAILS</u>		
1.	Date of commencement of collection of Bid Documents	14/11/2013
2.	Last date and time for collection of Bid Documents	12/12/2013 17.00 hrs
3.	Last date and time for receipt of Bid Documents	12/12/2013 17.00 hrs
4.	Date and Time of opening of Technical Bid	16/12/2013 12.00 hrs
5.	Earnest Money Deposit Amount	Rs. 10,000/- (refundable) (Rs. Ten Thousand Only)
7.	Place of opening of Bids	National Housing Bank, Head Office Administration Department Core 5-A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003

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

TABLE OF CONTENTS

Sl. No.	SUBJECT	PAGE NO
1.	About National Housing Bank	04
2.	Requirement Details	04
3.	Terms & Conditions	05
4.	Payment terms	08
5.	Instruction to Bidders	08
6.	EMD	10
7.	Bidding Process	14
8.	Bid Opening and Evaluation	14
9.	Clarification on Bids	15
10.	Preliminary Examination	15
11.	Contacting the Bank	15
12.	Bank's Right to Accept or Reject any or all Bids	16
13.	Signing Contract	16
ANNEXURES		
14.	Annexure A (Part - I) - Undertaking letter	17
15.	Annexure A (Part - II) - Bidder Information	19
16.	Annexure B - Compliance Statement Declaration	21
17.	Annexure C - Pre-Qualification Criteria	22
18.	Annexure D - Format for Commercial Bid (Part - I)	24
19.	Annexure E - ECS Mandate	26

1. ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB), a statutory organisation is 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 of 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. REQUIREMENT DETAILS

Offers are invited from Caterers/Canteen Contractors of repute and experience to provide tea/coffee to Bank Officers/staff etc. in the National Housing Bank, CORE 5A, India Habitat Centre, 3rd and 5th Floor Lodi Road, New Delhi-110003. The contract shall initially be for a period of One Year which would be renewable maximum up to 3 years in same terms & conditions at the discretion of the Bank. However, continuance of contract will be subject to Performance Review done by appropriate authority/ committee, during the contract period Half Yearly.

3. TERMS & CONDITIONS

Detailed Terms and Condition for providing Daily Catering Services in the Bank Premises

1. Period contract

Initially for three years subject to satisfactory performance which will be reviewed half yearly. The contract will be renewable.

2. Rates

The bidders have to quote the rates separately for 1st year, 2nd year and 3rd year. The taxes as applicable, would be paid at actual. All the payments shall be subject to TDS as applicable at the time of payment

No request for upward revision in the rates/subsidy will be considered during the validity period of the contract.

3. Venue

The Pantry service shall be provided normally at the 3rd, 4th & 5th floor of NHB, New Delhi or at any other place as approved by the Bank within Bank's premises. The building has been provided with pantry and dining halls.

4. Tea/Coffee Timings & deployment of personnel

Officers would generally be served Tea/Coffee/Lemon juice on their seat in office timings. The services are to be from 10.00 AM upto 8 p.m or as prescribed by the Bank from time to time. Agency will deploy minimum 06 service boy (Two service boy for each on the 3rd, 4th & 5th floor) for making and supplying the tea/Coffee/Lemon juice would be prepared separately on each floor of the Bank.

5. Quality of Raw material

Agency/Contractor will use - High quality Tea Bags such as Brooke Bond, Taj mahal brand or its equivalent approved by Bank. High Quality Coffee such as Nescafe/Bru etc. as approved by Bank. High Quality Milk such as Mother dairy/Amul etc. as approved by Bank.

OR

as specified by Bank from time to time.

6. Other Items:

Besides supplying tea/coffee/lemon juice, the selected vendor also have to make arrangements for biscuits/cookies and other snacks items as and when advised by the Bank. For snacks items, Bank will make payment on actual basis.

7. Infrastructure to be provided by the Bank

- a. Pantry along with fuel (Hot Plate)
- b. Electricity connections/points for Electrical Equipment/ Infrastructure being provide by the Bank

8. Kitchen- Cleanliness & Hygiene

The Catering agency shall ensure that the tea/coffee is prepared in the Pantry itself. Highest standard of hygiene is to be maintained and Good quality of raw material is to be used for the preparation of tea/coffee.

Authorities will check the cleanliness and Hygiene in the Pantry from time to time.

9. Catering Staff

The Pantry as well as the service staff shall be employed/engaged by the caterer and NHB shall not in any way be responsible for their terms of employment/engagement or violation of any labour law. The caterer shall contain the record of the service boy and inform the service staff so employed/engaged. The staff shall be properly dressed in neat and tidy uniform besides being courteous, well mannered and attentive. They should be conversant with the basics of the trade. Catering Staff should be present in the office during the service hours on working days and as per requirement of the Bank on weekends/public holidays.

10. Notice for Termination of Contract

The arrangement can be terminated by either party by giving TWO months notice.

11. Upkeeps and Maintenance of pantry/dining areas

The caterer shall not sub-let the contract. If it is violated the Bank reserves the right to terminate the contract without any notice.

12. The caterer shall not engage minors for catering service.

13. The agreement should not be construed to interpret as having got employment for the Bank or claim on Banks property. On completion of the contract or whenever the Bank decides the carter and his staff will immediately vacate the premises and handover the crockery items/ all items earlier given to them by the Bank.

14. Any other incidental service required by the Bank and not covered in the terms and conditions will be negotiated separately each time.

15 The caterer will obtain the signature from officers in a Register for the extra Tea/Coffee consumed by the officer/s on a daily basis and will produce the copy of the Register with the Monthly bill.

16. Caterer to ensure that his staff supplies water to the visitors both in the Visitors Lounge and also in the officers cabin.

17. Caterer to supply standard quality disposable glasses in addition to the crockery.

4. PAYMENT TERMS:

- i. Monthly Bills to be raised by the vendor on National Housing Bank and the payment would be made on monthly basis after deduction of applicable taxes in accordance with the provision of income tax act / rules on the subject.

The tender bid (technical and Financial bid) is to be sent in separate sealed cover envelopes. These two sealed envelopes are to be put in a third envelop superscribing "TECHNICAL BID FOR CATERING ARRANGEMENT" on 1st Cover and "FINANCIAL BID FOR CATERING ARRANGEMENT" on 2nd Cover. These Bids to be dropped in the Tender Box kept in the Diary Section located on 4th Floor in the Bank on or before _____ (upto 3.00 PM)

The Technical bids will be opened at PM on and for opening the financial bids of those vendors who technically qualify, date & time will be intimated to the vendors. The representatives of bidders can participate in Tender opening process.

5. INSTRUCTION TO BIDDERS

Interested caterers/contractors may visit the Bank for inspecting the Pantry and other infrastructure facilities provided in the Bank. Thereafter, if they are interested, they can collect/download the application form from Bank/NHB Website (www.nhb.org.in) having all details from the Administration Department of National Housing Bank at address stated above from 11.00 a.m. to 5.00 p.m. till _____. 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 Bidder 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 the bidder.

- The bidder will, by responding to Bank for RFP, be deemed to have accepted the terms of this Introduction and Disclaimer.
- Bidders are required to direct all communications related to this RFP, through the Nominated Contact person:

Contact : Sourav Seal
Position : Asst. General Manager
Email : souravs@nhb.org.in
Telephone : +91 - 11 - 24611070
Fax : +91 - 11 - 24649432

- Bank may, in its absolute discretion, seek additional information or material from any bidder after the RFP closes and all such information and material provided must be taken to form part of that bidder's response.
- Bidders 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 sought from 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, at its absolute discretion, engage in discussion or negotiation with any Bidder (or simultaneously with more than one Bidder) after the RFP closes, to improve or clarify any response.
- Bank will notify all short-listed Bidders in writing or by mail or by publishing in its website as soon as decision is taken on the outcome of their RFP. Bank is not obliged to provide any reasons for any such acceptance or rejection.
- The bids qualifying the Minimum Eligibility Criteria will be eligible for further evaluation and subsequently the bids which qualify both Minimum Eligibility Criteria and Technical Evaluation Criteria will be eligible for Commercial Evaluation.

6. Earnest Money Deposit

The bidder has to submit earnest money deposit of ₹. 10,000 (Rs. Twenty Five Thousand only) (The EMD of unsuccessful bidder shall be refunded after completion of tendering process and the EMD of the selected vendor shall remain with NHB as security deposit during the period of execution of contract for which no interest will be paid on the EMD. The security deposit shall be released only after successful completion/satisfactory execution of the contract.) 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.:* 110004005

The proof of the payment should be enclosed and put in the envelope containing 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.

6.1 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.

6.2 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.

6.3 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.

6.4 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.

6.5 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.

6.6 Period of Validity

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

6.7 Bid Currency

Prices shall be expressed in Indian Rupees only.

6.8 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.

Asst. General Manager
Administration Department
National Housing Bank,
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi – 110003

6.9 Late Bids

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

6.10 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 due date of submission of bids.
- No bidder shall be allowed to withdraw the bid, if the bidder happens to be a successful bidder.

6.11 Content of Documents to be Submitted

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

- i. Undertaking Letter as per part "I" of Annexure - 'A'.
- ii. Bidder's information as per part "II" of Annexure-'A'.
- iii. Compliance Statement Declaration - Annexure-'B'
- iv. Pre-Qualification Criteria - Annexure - 'C'
- v. Format for Commercial Bid Annexure - 'D'
- vi. ECS Mandate Format - Annexure - 'E'

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

- i. Commercial offer: The offer should be as per commercial bid format in Annexure 'D' and should be **all-exclusive (All applicable taxes to be quoted seperately)**. In case of any variation (upward or down ward) in Government levies/taxes/duties etc. up-to the date of invoice, the benefit or burden of the same shall be passed on or adjusted toBank.

7. 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 superscribing "**Quotation for Engagement of Agency for Supply of Tea & Coffee**", "**TECHNICAL BID**" or "**COMMERCIAL BID**" as the case may be.

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.

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 **point no. 7** in "Bid Details".

The bidders or their representatives who are present shall sign register as an evidence of their presence. 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.

9. CLARIFICATIONS ON 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.

10. 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.

11. 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.

12. 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.

13. 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.

-----XXX-----

ANNEXURE - A

Part - I:

Letter to be submitted by bidder along with bid documents

To
The Asst. General Manager
Administration Department
National Housing Bank,
Head Office
Core 5-A, 3rd Floor, India Habitat Centre, Lodhi Road,
New Delhi - 110003

Sir

Reg: Our bid for Engagement of Agency for supply of Tea & Coffee

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 _____ 2013.

Yours faithfully,

For _____

Signature _____

Name _____

Address _____

(Authorised Signatory)

Part - II

Bidder's Information

**APPLICATION FOR PANTRY ARRANGMENT IN NHB, NEW
DELHI.
PART-I
THE FORMAT FOR TECHNICAL BID**

From

To

AGM (Admn.)
National Housing Bank,
Core 5A, India Habitat Centre,
Lodi Road
New Delhi 110003.

SI. No.	Particulars	Details to be filled in by the Agency
1.	Name of the Agency/Contractor/Contact person	
2.	Regd. Office/Business address of the Agency	
3.	Date of Incorporation/Constitution	
4.	PAN/TAN Nos. of the Agency	
5.	Service Tax Registration No.	
6.	*Years of experience of serving with Govt./PSU organizations with minimum 120 persons.	
7.	Organizations/Corporations/Departments where the experience has been gained.	
8.	Whether registered with Sales Tax	

	Department Date of Registration	
9.	Catering Business Turnover in the last 3 years. (year-wise)	2010-11: 2011-12: 2012-13:
10.	Whether the caterer/agency has a Bank Account and type of Account.(Provide Details)	

*Bank Reserves right to decide the cut off duration of Experience.

**Bank reserves right to call for proof/do verifications.

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

Pre-Qualification Criteria

1. The caterers should be located in Delhi.
2. The Caterer could be a sole proprietary concern, partnership firm or a company of repute, wherever applicable and should be in operation for last 5 years. The Agency should have minimum 3 years experience in providing catering services to Govt. Organizations/PSUs/PSBs.
3. The agency should have achieved average annual sales turnover of Rs.15 lakhs in the last three years i.e. 2010-11, 2011-12 & 2012-13. Certificate from the Chartered Accountant is to be enclosed.
4. The caterer will have to produce, on demand, license/permit/approval etc .from the concerned statutory authority to the local office of NHB or any other authority concerned for carrying out this type of work. The caterer/Agency will have to abide by all applicable laws/rules including minimum wages/PF etc. The caterer will be solely responsible for violation of any laws.
5. The Caterer will have to prepare the tea/coffee in the kitchen in the Bank, necessarily, except in the circumstances approved by Bank.
6. The Caterer will have to provide tea/coffee with or without ginger to officers. Besides the caterer will be required to serve snacks, etc. in the meetings of the Bank. They will also have to organize special Lunch/Dinner as per requirement of the Bank at the rates mutually agreed upon.
7. The caterer will be required to accept the payment terms decided by the Bank. However, normally endeavor will be made to make payment of monthly bills.
8. The fuel (gas cylinder)/Hot Plate and pantry facility etc. as approved by Bank shall be provided by the Bank on day-to-day catering. It shall be the duty of the Caterer to properly serve in good crockery with cup and saucer. The decision of the Bank will be final in this regard. For meetings, special lunches if the caterer is asked to provide separate crockery etc. as required by the Bank, the mutually agreed rate will become payable.

Note: Bidders have to submit necessary valid documents to satisfy the Pre-Qualification Criteria mentioned above.

FINANCIAL BID FORMAT

Part - I

1. Financial bids should contain the rates for three years.
2. L-1 criteria will be as follows

($0.40 \times 1^{\text{st}}$ year rate + $0.30 \times 2^{\text{nd}}$ year rate + $0.30 \times 3^{\text{rd}}$ year rate.)

SI. No.	Particulars	Rate in Rs. (per tea/coffee) (Common rate to be quoted for tea/ coffee. No separate quote will be entertained)		
		Ist Year	IInd Year	IIIrd Year
1.	Tea (with or without ginger/with lemon)/coffee (Only Tea Bag will be used)			
2.	Biscuits (06 biscuits per plate) Good Day or any higher brand of good quality)			
3.	Lemon Juice-prepared with fresh lemon-Sweet or Salty.			

Please note that Agency/Contractor will use _

**High quality Tea Bags such as Brooke Bond,Taj mahal brand etc.only .
High Quality Coffee such as Nescafe/Bru etc. only.
High Quality Milk such as Mother dairy/Amul etc.only.**

The above rates are exclusive of applicable taxes which would be levied at the applicable rates. We are aware that all the payments shall be subject to TDS, as applicable at the time of payment.

I/We agree to abide by the terms and conditions stipulated by the Bank and mentioned in the **RFP** at the rate quoted above

SIGNATURE

Name and Seal of firm

Date:

(The format shall be sent in separate sealed cover "**FINANCIAL BID FOR CATERING ARRANGEMENT**" and dropped Bank's Diary Cell at 4th Floor in Delhi Office.)

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 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:

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