



MANDATE FOR ELECTRONICS FUND TRANSFER

To
Sr.Divl. Finance Manager
Howrah Division
Eastern Railway
Howrah.

M/s _____ is agreed to accept
Electronic Fund Transfer facilities and following information hereby submitted by me in this regard for your kind
perusal and necessary action please.

1. VENDOR CODE :
(WILL BE GIVEN BY RAILWAY)
2. VENDOR NAME :
3. VENDOR ADDRESS :
4. VENDOR TELE NO. & E-MAIL :
5. BANK CODE (PHOTO COPY OF :
CHEQUE MUST BE ATTACHED)
6. NAME OF BANK AND ADDRESS :
OF BRANCH
7. BANK ACCOUNT NO :
8. BANK ACCOUNT TYPE : CCURRENT / SAVING / CASH CREDIT
(PUT TICK MARK AS APPLICABLE)
9. PAN NO (10 DIGIT) :
10. GST NO. :
11. IFS CODE (11 DIGIT) :

SIGNATURE OF THE AUTHORISED SIGNATORY
OF THE FIRM WITH SEAL

N.B. : For any assistance please contact Mr.Ashis Kumar, Account Assistant, Ph No. 2041-1333, 20411357, Rly Ph – 22019,
22049

DECLARATION REGARDING ASSOCIATION OF RAILWAY OFFICERS WITH THE TENDERER

S N	NAME OF OFFICER	RELATION OF THE OFFICER WITH THE TENDERER	DESIGNATION AND PLACE OF POSTING OF THE OFFICER WHILE WORKING ON RAILWAYS	DATE OF RETIREMENT OF THE OFFICER	PARTICULARS OF THE PERMISSION TAKEN FOR ASSOCIATION WITH THE TENDERER	HAS ALL NECESSARY CERTIFICATES ENCLOSED
1	2	3	4	5	6	7

Signature of the Tenderer
with Date and stamp

REVISED MODEL FORM OF BANK GUARANTEE BOND

GUARANTEE BOND

In consideration of President of India (herein after called "the Government") having agreed to exempt _____ (hereinafter called "the said contractor(s)" from the demand, under the terms and conditions of an Agreement dated _____ made between _____ and _____ for _____ (hereinafter called "the said Agreement"), of security deposit for the due fulfillment by the said Contractor(s) of the terms and conditions contained in the said Agreement, on production of a bank Guarantee for Rs. _____ (Rupees _____ only).

We, _____ (hereinafter referred to as "the Bank") at the _____ (Indicate Name of the Bank) request of _____ (contractors) do hereby undertake to pay to the government an amount not exceeding Rs. _____ against any loss or damage caused to or suffered or would be caused to or suffered by the Government by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We _____ do hereby undertake to pay the amounts due _____ (Indicate Name of the Bank)

and payable under this guarantee without any demur, merely on a demand from the government stating that the amount / claimed is due by way of loss or damage caused to or would be caused to or suffered by the Government by reason of breach by the said contractor (s) of any of the terms or conditions contained in the said Agreement or by reason of the contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. _____.

3. We undertake to pay to the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) / supplier(s) in any suite or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

4. We, _____ further agree that the guarantee herein contained _____ (Indicate Name of the Bank)

shall remain in full force and effect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till _____ office / Department) Ministry of _____ certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said

Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the _____ we shall be discharged from all liability under this guarantee thereafter.

5. We, _____ further agree with the government that the
(Indicate Name of the Bank)

Government shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor (s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor(s) or for any forbearance, act or omission on the part of the government or any indulgence by the government to the said Contractor(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s) / suppliers(s).

7. We, _____ lastly undertake not to revoke this guarantee
(Indicate Name of the Bank)
during its currency except with the previous consent of the Government in writing.

Dated the _____ day of _____ 19

For _____
(Indicate the name of bank)

ANNEXURE-I

DETAILS OF WORKS COMPLETED BY THE TENDERER DURING LAST THREE YEARS

SN	NAME OF WORK AND CONTRACT AGREEMENT NUMBER	NATURE OF WORK	NAME AND ADDRESS OF CLIENT/DEP T.	ORIGINAL CONTRACT VALUE	DATE OF AWARD OF WORK	SCHEDULED DATE OF COMPLETIO N	ACTUAL DATE OF START OF WORK	ACTUAL DATE OF COMLETIO N	PAYMENT RECEIVED UP TO DATE	FINAL VALUE OF CONTRACT
1	2	3	4	5	6	7	8	9	10	

Signature of the Tenderer
with Date and stamp

ANNEXURE- II

DETAILS OF PLANT AND MACHINERY WITH THE TENDERER

List of plant and Machinery available on hand (own) and proposed to be inducted (own and hired) for the subject work should be given separately

SN	DESCRIPTION OF PLANT AND MACHINERY	NO. OF SUCH PLANT AND MACHINERY	DATE OF PURCHASE AND OWNER	MANUFACTURER AND DATE OF MANUFACTURE	DRIVEN BY PETROL/DIESEL/ELECTRIC	CONDITION OF THE PLANT AND MACHINERY	WHERE CAN IT BE INSPECTED	OWNED/PROPOSED TO BE OWNED FOR THE WORK	FROM WHOM IT WOULD BE HIRED
1	2	3	4	5	6	7	8	9	10

Signature of the Tenderer
with Date and stamp



DETAILS OF WORKS WITH THE TENDERER PRESENTLY ON HAND

ANNEXURE-IV

SN	NAME OF THE WORK AND CONTRACT AGREEMENT NUMBER	NATURE OF THE WORK	NAME AND ADDRESS OF CLIENT/DEPT	ORIGINAL CONTRACT VALUE	DATE OF AWARD OF THE WORK	SCHEDULED DATE OF COMPLETION	PAYMENT RECEIVED UP TO DATE	APROXIMATE VALUE OF BALANCE WORK	REMARKS
1	2	3	4	5	6	7	8	9	10

Signature of the Tenderer
with Date and stamp

Request letter from Executive branch to Accounts Office for opening of LC

Office of-----

-----Railway

Dated _____

No. _____

The PFA/ Sr.DFM/ Dy. FA

HQ/ Division/ Workshop/Cost

Sub: Opening of LC

Ref: Supply Order/ Contract Agreement No .

It is requested to open a sight LC against the above referred Order/ Agreement in favour of

_____ The details of beneficiary are as under:

(i) Name of Contractor/Supplier

(ii) Vendor Code

(iii) Address

(iv) Tender No.

(v) Contract Agreement No.

(vi) Description of Goods/ Service

(vii) Value of Contract

(viii) Stages of payment

(ix) Expected payment within 6 months (LC Amount)

(x) Beneficiary bank details:

a) Bank name

b) Address

c) Account No.

d) IFSC code

(xi) validity /period for which LC is to be opened.

It is certified that the supplier/ contractor has exercised the option of taking payment due against the tender, through LC arrangement in IREPS portal at the time of bidding itself and the option has been flagged in the IREPS. This has the approval of _____.

(Signature)

Name: _____

Designation: _____

(Office Seal)

Annexure-2
LCOA No_ (18 DIGIT IPAS GENERATED No.)
Dated: _____

DOCUMENT OF AUTHORIZATION

Reference: (i) Works Contract No. _____ Dated _____
(ii) Inland Letter of Credit No. _____ Dated _____

This document is issued against contract No. _____ (FROM IREPS)-----
dated _____ for work of : ---
(DESCRIPTION OF WORK FROM IREPS)

The beneficiary of the aforementioned Letter of Credit M/s _____
(NAME AND VENDOR CODE) _____ (Vendor Code as per IRPES) is entitled to receive
payment, aggregating INR \$\$\$..... (FROM ABSTRACT OF BILL PASSED)
out of a total LC amount INR (FROM MASTER TABLE OF LC
OPENED)..... against the first/second* commercial Invoice No.(FROM
IPAS)_____ dated _____ FROM IPAS _____ for
INR(FROM IPAS)----- raised against the above contract from State Bank of India-----
(branch-FROM LC MASTER TABLE)--- _ on the strength of this Certificate.

The details or payments already made to the beneficiary under this Letter or Credit are as follows:

Sl.No.	Invoice No.	Invoice date	Invoice Amount	LCDA No.	LCDA date	Amount paid(INR)
Total Paid						

THIS PAYMENT : _____ \$\$\$ _____
LC BALANCE AFTER THIS PAYMENT: _____

(Signature of authorised Railway authority)
Name:
Designation:
Official Seal