



INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM

Ref: Tender No: IIMV/PMO/T/01-2017-18 Date: May 8, 2017

**Tender Document
for Providing Student Hostel Accommodation**

Invitation to Tender for Providing Student Hostel to accommodation for 120/60 students on twin-sharing basis for a period of three years

Last date for submission of technical bids	23-5-2017, 3:00 PM
Opening of technical bids	23-5-2017 at 4:00 PM

Address:

Andhra Bank School of Business Building
Andhra University Campus
Visakhapatnam-530003
Phone: +891-282-4444

**INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM
OFFICE OF THE PROJECT MANAGER – INFRASTRUCTURE
ANDHRA BANK SCHOOL OF BUSINESS BUILDING
ANDHRA UNIVERSITY CAMPUS
VISAKHAPATNAM 530 003**

NOTICE INVITING TENDER (NIT)

IIMV/PMO/T/01-2017-18 dated 08 May 2017

SUB: REQUIREMENT OF STUDENT HOSTEL ACCOMMODATION

1.0 Indian Institute of Management Visakhapatnam (IIMV or the Institute or the Lessee as referred to herein) invites sealed tenders for hiring of a building/set of buildings/apartments on lease for a period of three years, for use as hostel to accommodate around 120/60 students on twin-sharing basis. Preference will be given for a single premises/building that could accommodate about 120 students on twin-sharing basis. In case of non-availability/non-suitability of such accommodation, the second choice will be to hire a building with accommodation for about 60 students on twin-sharing basis. In both cases, there should be a few additional rooms available, for having a small office, holding meetings etc. The hostel would be allotted to both girls and boys.

2.0 Tender details:

1	Ref. No. IIMV/PMO/T/01-2017-18 dated 08 May 2017				
2	Name of the work	Tender for hiring of building/set of apartments for a period for three years to accommodate around 120/60 students on twin sharing basis.			
3	Type of Tender	Cost of Tender In Rs	EMD in Rupees	Estimated Cost in Rupees Excluding service tax	Lease period
	Item Rate	500/-	Nil	-	3 years
4.	Tender Cost / Processing Fee (non-refundable) shall be deposited by the tenderers/bidders in the form of Demand Draft/ Pay Order drawn in favour of "Indian Institute of Management Visakhapatnam" payable at Visakhapatnam. Alternatively, the tender cost can be electronically transferred into the following Account of the Institute: Name : Indian Institute of Management Visakhapatnam SB A/c No.: 105610100057740 IFS Code : ANDB0001056 Bank : Andhra Bank Branch : Andhra University Campus Branch				
5	Last Date for Submission of Tender and for payment of Tender Cost	May 23, 2017 (Tuesday); 3:00 pm			

6	Date and time of opening of tender	May 23, 2017 at 4:00 pm.	
7	Sale of Tender Document	The tender documents can be down loaded from the websites www.tenderwizard.com/IIMV or http://www.iimv.ac.in/tender-notices.html	
8	Place of the submission & opening of Tender	Indian Institute of Management Visakhapatnam Andhra Bank School of Business Building Andhra University Campus Visakhapatnam 530 003	
9	Eligibility Criteria	The bidder must meet the eligibility criteria indicated in Technical Bid Evaluation Process	
		The Bidder must have PAN Number, Service Tax Registration Number and Aadhar Number	

3.0 Terms & Conditions:

Indian Institute of Management Visakhapatnam reserves the right to accept or reject any or all the tenders or cancel this process at any time without assigning any reason whatsoever.

The bidders, who do not meet the eligibility criteria; or do not submit all the necessary documents in support of the eligibility criteria; or do not submit documents that are complete and valid - shall be disqualified and they would not be invited for participating in commercial bidding (later stage) through e-Procurement.

Bidders are requested to download the documents from www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notices.html> for submission. Cost of tender documents shall be deposited as given under Item (4) in the above table.

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INDIAN INSTITUTE OF MANAGEMENT VISAKHAPATNAM

Subject: Invitation of Tender for providing Student Hostel Accommodation

Tender Details

1. Background:

- a) Indian Institute of Management Visakhapatnam (IIMV, the Institute, the Lessee) was set up in 2015 in Visakhapatnam by the Government of India, Ministry of Human Resource Development. Presently, IIM Visakhapatnam operates from Andhra University Campus.
- b) IIMV is desirous of taking a building/set of apartments on lease for a period for three years, for use as hostel to accommodate around 120/60 students on twin-sharing basis. Preference will be given for a single premises/building that could accommodate about 120 students on twin-sharing basis. In case of non-availability/non-suitability of such accommodation, the second choice will be to hire a building with accommodation for about 60 students on twin-sharing basis. In both cases, there should be a few additional rooms available, for having a small office, holding meetings etc. The hostel would be allotted to both girls and boys.
- c) Offers are invited from eligible parties directly (no brokers) based on the eligibility criteria and general terms and conditions mentioned below. Interested parties may download the copy of the document from websites, i.e. www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notice.html>. Tender should be submitted along with a printed copy of this tender document, duly signed at the bottom of each page with seal, as a token of acceptance of the terms and conditions. The offer in a closed cover should be super-scribed and addressed as follows:

Tender for Providing Hostel Accommodation
Not to be opened before 23/5/2017, 16:00 Hrs.

To:
The Project Manager – Infrastructure
IIM Visakhapatnam
Andhra Bank School of Business
Andhra University campus
Visakhapatnam: 530 003

- d) The Tender should be submitted at the above address and due acknowledgment of submission obtained, from the Institute. Tenders that are not properly closed/sealed or not submitted by the prescribed last date and time shall not be accepted.
- e) Interested bidders are required to submit a non-refundable Tender Cost / Tender Processing fee of Rs.500/- (Rupees Five hundred only) as prescribed under Item (4) of the Notice Inviting Tender.
- f) The last date for submission of Technical Bid along with Tender Cost / Tender Processing Fee is May 23, 2017 (Tuesday), 3 PM. All such received Technical Bids will be opened on the same day i.e. May 23, 2017 at 4 PM, in the presence of the tenderers/bidders who may choose to attend. The venue for tender opening is IIM Visakhapatnam, Andhra Bank School of Business Building, AU Campus, Visakhapatnam 530 003.

- g) A Committee duly constituted by the Competent Authority would evaluate the technical bids submitted by the bidders and also the financial bids submitted (at a later stage) by the short-listed bidders.
- h) Members of the Committee would visit for inspection the premises/building/apartments of those shortlisted bidders who meet the eligibility criteria.
- i) Based on the suitability of the premises offered, as determined by the Committee, the Institute would write separately to the shortlisted bidders on the procedure to be followed to participate in e-Bidding / e-Procurement process.
- j) Bidders MUST NOT submit price bids or furnish financial / commercial information along with the Technical bids till the Institute seeks it in writing, post technical evaluation.
- k) The tender document can be downloaded from www.tenderwizard.com/IIMV or <http://www.iimv.ac.in/tender-notices.html>. Any corrigenda /amendments will be posted on the Institute's website only and the Bidders are advised to keep visiting the Institute's website regularly for updates/changes.

2. Eligibility criteria: Refer to Annexure-1 (Requirement Specifications Document)

3. Other Terms and Conditions:

- a) The Bidder/Lessor shall be an owner or competent/duly authorized to lease the premises being offered. The tenders shall be accepted only from owners/lease holders of the property. Offers from brokers will not be entertained. No brokerage shall be paid by the Lessee for taking the property on lease/rent.
- b) The responsibility for payment of all types of taxes such as property tax, municipal tax, taxes for utilities etc. shall vest solely with the lessor. However, service tax, if any, paid by the owner shall be reimbursed on actual basis. Further any modifications for switching on to GST will be done as per Government of India norms.
- c) The accommodation offered shall preferably be in one building or comprise a set of sufficient number of flats in the same premises.
- d) The accommodation offered shall be free from all encumbrances, liabilities, disputes and litigations with respect to its ownership; lease/renting and shall have all required approvals/permissions from the competent authorities, for use as hostel accommodation.
- e) Possession of the accommodation should be handed over to Institute within 60 days from the date of award of the Letter of Approval (LOA) / Letter of Intent (LOI) and rent shall be payable to the Lessor in monthly rests from the date possession, which shall not normally be later than 60 days from the date of the LOA/LOI.
- f) The Lessor shall provide electrical, sanitary and other fittings and fixtures (as described later) and maintain the same in good, working and useable condition at all times and replace such items as may be broken or mal-functioning at its own cost. This includes any damages caused due to or arising out of natural and reasonable wear and tear. The Lessee on its part shall take reasonable care and extend due cooperation in maintaining the property in good condition and shall return the same to the Lessor at

the termination of the lease, subject to reasonable/normal wear and tear due to flux of time and usage.

- g) The bids shall be in the typed form in English language. Overwriting, alterations, interlineations etc. (if any), shall be duly signed and authenticated by the bidder. Otherwise, the bids are liable to be rejected. If there is any difference between figures and words anywhere in the bid, the version in words shall apply.
- h) No proposal shall be accepted by Fax, e-mail or any other means, except delivered by hand or through Speed Post received at the address hereinabove mentioned. The Institute shall not be responsible for postal delays.
- i) The Institute shall correspond only with the shortlisted bidders.
- j) Incomplete bids, bids received late, bids not conforming to the specifications and instructions contained herein, will be rejected summarily.
- k) Any form of canvassing/influencing will attract rejection of bid submitted by the bidder and the Institute reserves the right to take such penal action (e.g. blacklisting the Bidder for the present and future etc.) as it deems fit.
- l) Irrespective of the offers received or their competitiveness, the final decision on choosing a 60-seater or 120-seater accommodation or no accommodation at all, will vest in entirety with the Institution.
- m) The bidder is expected to examine all instructions, terms and specifications in the tender document. Failure to furnish all information required or to submit a bid not substantially responsive to the tender document in every respect will be at the bidder's risk and may result in the rejection of the bid. Prior to detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the tender document. A substantially responsive bid is one which conforms to all the terms and conditions of the bidding/tender document and is without any material defects and deviations. Deviations from, or objections or reservations to critical provisions such as those concerning qualification criteria, maintenance of premises, availability of government/statutory approvals and clearances, ready and explicit willingness to accept and honour the terms and conditions of lease etc. will be deemed to be material deviations. If a bid is not substantially responsive, it will be rejected by the Institute and may not subsequently be made responsive by the bidder by correction of the non-conformity. Only those bidders whose Technical bids have been found substantially responsive would be informed by the Institute about their responsiveness. The Institute will evaluate and compare the Price/Financial/Commercial bids of only those Technical bids which have been determined to be substantially responsive. The Institute will award the contract to the successful bidder who has been determined to qualify to perform the Contract satisfactorily, and whose bid has been determined to be substantially responsive, and is the lowest evaluated bid.
- n) Offers received from Government Bodies/Public Sector Undertakings/ State Housing Boards, etc. would be given preference.
- o) The premises should have all required electrical fixtures, such as switches, power points, fans, Air conditioners, lights, etc., along with DG Sets for 24 x 7 power supply.
- p) AC ducting, false ceiling, light fitting, power sockets, etc., should be provided as per design by the Lessor.

- q) The offered space should be in a ready to the condition with approved electricity, water, sewerage connections, etc. The electric power load available should also be indicated.
- r) Flooring should be of by vitrified tiles/marble/granite of standard quality. The internal and external walls and ceiling should be properly painted with standard quality paint.
- s) The owner should make available not less than 20 two-wheeler and 5 car parking space in the premises.
- t) IIMV reserves the right to set up additional Generator sets and other electrical fittings in the premises/common areas of the building as required from time to time for which the successful bidder shall facilitate such installations at no additional cost.
- u) If any stage it is found that any of the details/documents furnished by the bidder is false/misleading/fabricated, his/her/its bid would be liable for cancellation without intimation to the bidder.
- v) The offer should remain valid for six months. During the validity period of the offer, the bidder should not withdraw/modify the offer in terms of area and price and other terms and conditions quoted in the Technical Qualification. The bidder is required to submit an undertaking on non-judicial stamp paper of require value duly signed by legal owner or his power of attorney holder that the bidder shall not back out/cancel the offer/offers made during the validity period.
- w) The hiring of space will be for an initial period of three years and could be extended further with mutual consent of both the parties.
- x) Notwithstanding anything contained above, the Institute reserves the right to reject all or any bid as recommended by the Tender Committee and is not bound to divulge any reason to the unsuccessful bidders

4. Procedure for Opening & Evaluating of Tender Bids (Technical):

- a) The Committee or a Sub-Committee constituted by the Institute will open the Technical bids in the presence of the bidders or their duly authorized representatives (max one person/representative per bidder), on the date and at the time herein specified.
- b) Detailed evaluation of the Technical bids then follows, as regards their conformity to the requirement specifications as well as other relevant factors. For the bids that qualify in the first stage of evaluation, the second stage (spot study) follows, wherein, inspection of the premises offered along with facilities and amenities would follow. This will lead to a third-stage, where the finally short-listed bidders will be invited to submit their financial bids through e-Procurement mode.
- c) The date, time and service provider for e-Procurement process as well as other relevant details for submission of financial bids would be informed to the final short-list of bidders.

5. Lease Rental Payments:

Payments shall be made on monthly basis in online mode by IIMV against pre-receipt bills as per the lease deed to be executed between the IIMV and the owner/lease holder. TDS and other taxes will be deductible as applicable as per government rules.

6. Terms of Termination of Lease Agreement

The lease can be terminated by either side by giving a notice of not less than Three months.

7. Mode of Issue of Notice:

Any notice sent by Speed Post only by either party to the addresses recorded in the Lease Deed shall be deemed to have been properly served for any of the purposes mentioned herein.

8. Arbitration

All disputes in connection with the execution of contract shall be settled under the provisions of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings. The Competent Authority of IIM Visakhapatnam or a person nominated by him/her shall be the sole Arbitrator. The cost of arbitration shall be borne equally by both the parties.

9. Penalty Clause

Any non-conformity (in part or in full) of the terms and conditions, in letter or spirit, by the lessor may result in levy of penalties by the Competent Authority as may be articulated in the lease deed at the sole discretion of the Competent Authority and failure by the lessor to honour the same and make suitable amends may result in termination of lease by the lessee. The Lessee need not follow the requirement of notice period, in such cases.

10. Security Deposit

IIM Visakhapatnam will not pay any deposits (security, advance etc.) to the Lessor.

11. Jurisdiction

All disputes shall be subject to the Civil Court jurisdiction of Visakhapatnam, Andhra Pradesh, India only.

12. Miscellaneous

Due weight will be given to offers that have space / provision for sports / games like badminton, table tennis, caroms etc. for use by students.

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Annexure - 1

Requirement Specifications

[Bidders to fill in the information as sought in Columns (3) and (4) and submit proof / supporting documentation as applicable/needed]

Sl. No.	Requirement Specifications for the offered property	Yes / No	Sizes, Dimensions, etc. as applicable, along with units of measurement
(1)	(2)	(3)	(4)
1	Whether willing to offer on lease for (at least) three years		
2	Whether the offered property is in one building		
3	Whether the offered property/building is exclusive to IIM Visakhapatnam		
4	Whether the offered property is spread across many buildings in the same premises		
5	Whether located within about 6 km.s radius from IIMV (Andhra University campus) and accommodate about 120 students on twin-sharing basis		
6	Whether located within about 1 km radius from the existing Hostel building at Maharanipecta (near Novotel hotel) and accommodate about 60 students.		
7	Whether there are rooms - 60 to 65 Nos for 120 student accommodation		
8	Whether there are rooms - 30 to 35 Nos for 60 student accommodation		
9	Whether adequate number of additional rooms available for a having a small office, holding meetings etc.		
10	Adequate earmarked space for parking should be available inside the premises, for parking of about 20 two wheelers & 5 car parks		
11	Rooms and common areas should have electrical fixtures (fans, CFL/LED lights etc., electrical points for laptop/desktop etc.)		
12	Should have 24-hour electricity supply		
13	Should have power back-up/silent DG-set (at least for elevator/lift, all lights and all fans in all the apartments)		
14	Should have 24-hour running water supply both for drinking and utility purposes.		
15	The quality of water should meet laid-down generally laid-down/accepted standards		
16	The accommodation offered shall be well connected by public transport and shall be easily accessible by a motorable road		
17	Suitable facilities for drainage / sewage / waste disposal etc.		
18	The property offered shall have adequate privacy, security and fire protection. Suitable equipment/arrangements to ensure the same should be available		
19	Facility for watch and ward staff		
20	The accommodation offered should be located in a safe, residential area with clean and hygienic surroundings and should be suitable for stay by students (boys and girls)		

Sl. No.	Requirement Specifications for the offered property	Yes / No	Sizes, Dimensions, etc. as applicable, along with units of measurement
21	Building should be relatively new and not more than fifteen years old		
22	Minimum room (min. size:130 sft) with attached wash room of (min size: 25 sft) with European style water closet		
23	Individual geysers or running hot water facility in all the bathrooms		
24	Exhaust fans in toilets		
25	Shoe racks in corridors		
26	Door locks with three sets of keys		
27	Each study table to have two 5A sockets and switches		
28	Passengers elevator (lift) capacity of minimum 6 persons		
29	Staircase well-lit and fit for use (free from obstructions)		
30	Permanent electrical & water supply connections from the government authorities concerned		
31	Underground sump & overhead water tank for 24 hrs water supply		
32	Bore well for water supply availability		
33	Mosquito-proof mesh for all external doors, windows, ventilators and openings		
34	CCTV for common areas such as corridors, parking area, cellar, basement, staircase etc.		
35	Fire extinguishers in each floor as per the government norms		
36	Wardrobes 2 No.s (with shutters) minimum (size 3'X6') in each room with lock and key facilities		
37	Each room with 2 cots (each size 3'X6'), 2 mattress, 2 pillows, 4 pillow covers, 4 bed sheets, 2 bed covers, 2 study tables, two book racks, 2 pin-up boards, 2 writing boards, 2 revolving chairs. 2 blankets		
38	Dustbin in Toilets and Rooms		
39	Ceiling fans in rooms and common areas		
40	Lighting in rooms, wash rooms, common areas etc.		
41	Provision for Dining hall (of 120/60 capacity as applicable) in basement, stilt-floor or on terrace with proper permanent shelter against sun and rain, facility for live (food) counter, dining tables, dining chairs, fans, hand-wash basin with running water, etc.		
42	Toilet accessories like mirror, soap tray, towel rod, dustbin, tissue paper holder, toothpaste tumbler, health faucet, bucket, mug etc.		
43	Curtains for doors, windows		
44	Foot mats for entrances of room and toilet		
45	LCD Colour TV in common areas/living rooms of each flat (at least two in each floor) along with sofa set		
46	All rooms with split air conditioners		
47	Separate electricity consumption meters		
48	Provision for washing machines, ironing boards, refrigerators etc. in each flat with 15 Amps power sockets and switches		
49	Provision for cloth drying (cloth hanging rods) in terrace/balconies		

Sl. No.	Requirement Specifications for the offered property	Yes / No	Sizes, Dimensions, etc. as applicable, along with units of measurement
	Maintenance (at Lessor's Cost)		
50	Housekeeping on daily basis by providing 10 persons (comprising male and female staff) for 120 accommodation or 5 persons for 60 accommodation.		
51	Security on round-the-clock basis; one person in each 8 hr shift and one reliever (total 4 persons)		
52	Two supervisors for day to day monitoring of housekeeping, security, maintenance etc.,		
53	Plumber, Carpenter, Electrician, A/c technician etc. for attending to repairs and maintenance, on call bases.		
54	Waste disposal and sewage disposal (cleaning of septic tank etc.)		
55	Maintaining fire-fighting equipment in good working condition and ensuring their validity at all times		
56	All repairs and replacement of parts to be completed and equipment/facility brought back to normal working condition within 48 hours of complaint being logged in register		
57	Washing of linen (bed sheets, pillow covers etc.) thrice a week		
58	Cable/DTH subscription for TVs (as per user pack suggested by the Institute)		
59	Housekeeping consumables like cleaning powders/liquids, tools etc.		
60	Payment Electricity bills (actuals shall be reimbursed by IIMV)		
61	Payment of Water usage charges (actuals shall be reimbursed by IIMV)		
62	Payment towards Diesel usage charges (actual shall be reimbursed by IIMV)		

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TECHNICAL BID EVALUATION PROCESS

The applicants qualifying the above initial criteria will be evaluated for following criteria by scoring method on the basis of details furnished by them.

Sl. No.	Details	Points
01	Proximity to the IIMV	10
02	Features of the building comprising of elevation, finish, aesthetics, interior space planning and structural soundness of the building	30
03	Documents of the property as per requirement of IIMV	25
04	Water supply, electricity and other services, etc	25
05	Parking space/amenities/Miscellaneous	10
	Total	100

The Vendor should score minimum of 70 points to be pre-qualified (in Technical Bid) for participation in the Financial e-bidding.

Application form

Property particulars:

Sl.no	Particulars	Details
1	Name of the person / party holding title to the property	
2	Complete Address and location of the Building	
3	Approach and access details of premises	
4	Distance of the offered property in km.s from Indian Institute of Management Visakhapatnam Andhra Bank School of Business Building Andhra university campus Visakhapatnam-530003, Andhra Pradesh	
5	Total area offered for rent:	
	No. of floors in the building, other facilities and amenities available with the building	
	Carpet Area	
	Built-up area	
	Super built-up area	
	Type, Model, company and No. of lifts available/carrying capacity provide details of make, AMC, if any	
	Accommodation offered is on which floor(s)	
6	In case of individual building(s)	
	No. of floors	
	No. of rooms in each floor	
	Room wise dimensions	
	No. of wardrobes with shutters in each floor	

	No. of toilets in each floor	
7	In case of cluster of residential flats in one building or adjoining building	
	No. of flats in each floor	
	No. of rooms in each flat	
	Room wise dimensions	
	No. of wardrobes with shutters in each room	
	No. of toilets in each flat	
	Distance between the two buildings (metres)	
8	Essential / documents to be furnished	
	Copy of the title deed of the property	
	Copy of building plan duly approved by local government body	
	Particulars of completion certificate, stage of construction, year of construction, age of the building etc. (enclose attested/ self-certificated copy of completion certificate, occupancy certificate, fire-clearance certificate, license for lift operation etc. issued by competent authority)	
	Affidavit from owner / lessor that the accommodation offered is free from all encumbrances, liabilities, disputes and litigations with respect to its ownership; lease/renting and that it has all required approvals/permissions from the competent authorities, for use as hostel accommodation	
	IT Returns for the last three Assessment Years	
	Floor plans of the accommodation	
	Proof of payment of all statutory/government dues like property taxes, electricity, telephone, water charges as applicable, as on date of Tender submission	
9	General	

	Whether the owner / lessor of the building is any close relative / acquaintance of any person working in IIM Visakhapatnam? If yes, details thereof to be furnished.	
10	Type of building commercial or residential as per corporation records	
11	Water	
	i. Whether running water is available round the clock in all toilets and dining hall?	
	ii. Whether municipal water connection is available?	
	iii. Whether bore well/ tube well available?	
	iv. Water storage capacity underground sump in kilolitres	
	v. Water storage capacity of overhead tank in Kilolitres	
	vi. Whether drinking and utility water meet the laid-down / standard / generally-accepted norms?	
12	Electricity	
	i. Sanctioned load	
	ii. Whether building has been provided with lights, ceiling fans and air conditioners in all the rooms?	
	iii. Details of power back-up facility / Generator with capacity	
	iv. Arrangements of regular repairs and maintenance of such power back up facility	
13	Details of fire safety mechanism / equipment along with particulars	
14	Provisions of regular repairs and maintenance and repairs	

15	Whether reception room/attendant room available	
16	No. of a/cs, tonnage and star rating	
17	Whether the premises would be freshly painted and given	
18	Availability of shelter / post for security guards, a table and cupboard with lock and key	
19	Parking space available as per IIMV requirement	
20	Specify the lease period (minimum three years and provision for extension)	
21	Whether the building is earthquake resistant. If so please provide a certificate from the competent authority	
22	Any other salient aspect of the building which the party may like to mention	

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Bidder's Particulars

SI.No	Particulars	Details
1	Bidder's name/ Organization Name	
	Whether Owner or Power-of-Attorney (POA) Holder	
	If POA holder, whether POA specifically mentions authorization to lease/rent out the property	
	Is the POA registered?	
	Is the POA valid currently?	
2	Address for communication	
3	Contact Details	
	Name of the Owner/POA Holder	
	Designation	
	Telephone Number office	
	Mobile Number	
	Email Id	
4	PAN Number	
5	Service tax registration number	
6	Aadhar Number	
7	Bank Particulars	
	Account name	
	Type of A/C : (SB/CA/CC)	
	A/C No.	
	IFS code	
	Name of the Bank	
	Branch	

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