



# BHARAT HEAVY ELECTRICALS LIMITED


( A Government of India Undertaking )  
HIGH PRESSURE BOILER PLANT  
PURCHASE DEPARTMENT - FOSSIL BOILERS  
THIRUCHIRAPALLI - 620014  
TAMILNADU (INDIA)

PHONE :2577938  
GRAMS : BHARATELEC  
FAX NO: 2520719  
E-mail: tvenkat@bheltry.co.in  
Web:

429-002/A

	<b>Enquiry No</b> 2661600017 - 55	<b>Enquiry Date</b> 22.01.2016	<b>Due Date for Quotation</b> 16.02.2016
Please quote Enquiry No, Date and due date in all correspondences. This is only a request for quotation and not an order. <b><i>Bid should be submitted in two parts. 1.Techno-commercial bid (Part-I) and 2.Price bid(Part-II) in a separate sealed cover and both covers must be placed in a third cover and sealed. Our Enquiry No., Enq. date &amp; Enq. Due date must be written on all three covers.</i></b>			

Item	Description	Unit	Quantity	Delivery Quantity	Schedule Date
10	4544C0102700 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M4 X 50 MM.	NO	300.000	300.00	31.03.16
20	4544C0102800 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M5 X 16 MM	NO	500.000	500.00	31.03.16
30	4544C0102900 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M5 X 20 MM	NO	500.000	500.00	31.03.16
40	4544C0103000 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M5 X 30 MM	NO	500.000	500.00	31.03.16
50	4544C0103100 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M5 X 40 MM	NO	500.000	500.00	31.03.16
60	4544C0103200 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M5 X 60 MM	NO	400.000	400.00	31.03.16
70	4544C0103300 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M6 X 16 MM	NO	500.000	500.00	31.03.16
80	4544C0103400 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M6 X 20 MM	NO	500.000	500.00	31.03.16
90	4544C0103500 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M6 X 35 MM	NO	400.000	400.00	31.03.16
100	4544C0103600 HEX.SOCKET HEAD CAP (ALLEN) SCREWS M6 X 50 MM	NO	500.000	500.00	31.03.16

<p>The offers should reach us 30 minutes before the time of opening of tenders. The offers will be opened at 14.30 hrs on the due date of tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening.Late and delayed offers are liable to be rejected.</p>	<p>Yours faithfully, For <b>BHARAT HEAVY ELECTRICALS LIMITED</b></p> <p><b>V. CHELLIAH</b> Sr Manager / Purchase MM / RM / CP &amp; SP BHEL, TRICHY 620 014.</p> <p> MANAGER / PURCHASE (FOSSIL BOILERS) Yours faithfully,</p>
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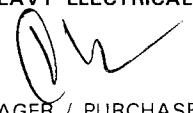
23505

110	4544C0103800	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 20 MM				
120	4544C0103900	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 25 MM				
130	4544C0104000	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 35 MM				
140	4544C0104100	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 45 MM				
150	4544C0104200	NO	400.000	400.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 70 MM				
160	4544C0104300	NO	400.000	400.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M8 X 90 MM				
170	4544C0104400	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M10 X 40 MM				
180	4544C0104500	NO	500.000	500.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M10 X 50 MM				
190	4544C0104600	NO	300.000	300.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M10 X 70 MM				
200	4544C0104700	NO	400.000	400.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M12X 25MM				
210	4544C0104800	NO	400.000	400.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M12X 30MM				
220	4544C0104900	NO	300.000	300.00	31.03.16
	HEX.SOCKET HEAD CAP (ALLEN) SCREWS M12X 70 MM				
230	4544C0200300	NO	500.000	500.00	31.03.16
	HEX HEAD SCREW M4 X 20 MM IS:1364 (				

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Yours faithfully,  
For BHARAT HEAVY ELECTRICALS LIMITED

**V. CHELLIAH**  
Sr Manager / Purchase  
MM / RM / CP & SP  
BHEL, TRICHY 620 014.

  
MANAGER / PURCHASE  
(FOSSIL BOILERS)  
Yours faithfully,



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Item No	Description	QTY	UNIT	PRICE	TOTAL	DATE
240	PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200400	NO		500.000	500.00	31.03.16
250	HEX HEAD SCREW M4 X 35 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200500	NO		500.000	500.00	31.03.16
260	HEX HEAD SCREW M4 X 50 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200600	NO		500.000	500.00	31.03.16
270	HEX HEAD SCREW M6 X 10 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200700	NO		500.000	500.00	31.03.16
280	HEX HEAD SCREW M6 X 30 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200800	NO		500.000	500.00	31.03.16
290	HEX HEAD SCREW M6 X 40 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0200900	NO		500.000	500.00	31.03.16
300	HEX HEAD SCREW M8 X 45 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0201000	NO		500.000	500.00	31.03.16
310	HEX HEAD SCREW M8 X 50 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0201100	NO		250.000	250.00	31.03.16
320	HEX HEAD SCREW M8 X 80 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS. 4544C0201200	NO		250.000	250.00	31.03.16
	HEX HEAD SCREW M8 X 100 MM IS:1364					

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**V. CHELLIAH**  
Sr Manager / Purchase  
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2661600017 / 22.01.2016 23505

( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS.					
330	4544C0201300	NO	500.000	500.00	31.03.16
HEX HEAD SCREW M10 X 40 MM IS:1364 ( PART 2 ) MATERIAL PROPRETY CLASS 6.8 FULL THREAD, MAKE: UNBRAKO / TVS/ LPS.					
340	4544C0201400	NO	500.000	500.00	31.03.16
HEX HEAD SCREW M10 X 60 MM =====					
Common note:					
1.Note for item no 10 to 220: As per ISO 4762:2004/IS 2269:2006 and, property class:12.9 as per ISO 898-1: 1999/ IS 1367(PART-3):2002					
2.Note for item no 230 to 340: As per ISO 4762:2004/IS 2269:2006 and, property class:6.8 as per ISO 898-1: 1999/ IS 1367(PART-3):2002					
3.For fasteners having extended lengths, the vendor has to offer remaining dimensions as per the given standards. =====					
VENDOR QUALIFYING CRITERIA					
Only those vendors who satisfy the following conditions will get qualified to participate in the tender:					
1. Vendor should have minimum 2 years of experience in this field.					
2. Previous PO details for supplying similar kind of items to BHEL and/or any-other Organisation should be submitted along with offer. (Otherwise offer will be rejected.)					
3. Company profile details alongwith valid contact address (with e-mail id) has to be provided along with offer.					
4. BHEL may review/ visit the vendor's credentials/ works for verifying the manufacturing facilities and any other credential furnished by the vendor. In case the information furnished with the offers found to be false/ incorrect, the offer shall be rejected. =====					

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**General Note:**

GENERAL NOTE:PLEASE SUBMIT YOUR OFFER IN "TWO PART BID SYSTEM" AS PER THE ANNEXURES ENCLOSED.

ENCLOSURES:ANNEXURE II,III,IV,V,VI,VII.

All the tenders may be addressed to the following address:

**The Tender Opening Cell / MM  
Room No: 26, Building 24, Ground Floor  
Bharat Heavy Electricals Limited  
TIRUCHIRAPALLI 620014**

In case personal delivery of the offer, it shall be dropped into the respective box kept in Room No: 26, after duly entering the data in the system.

Offers will be accepted only up to 14.00 Hrs on the due date. Therefore, vendors shall ensure to submit the offers well before this time. All due date extension requirements should be addressed to the respective Purchase mail IDs. All the due date extension requests from vendors will be considered only up to 48 hours before the due date and time.

Vendors are requested to avoid submission of offers through e mail / fax. In case of any unavoidable situation, offers shall be sent through e mail to the following mail ID only tender\_cell@bheltry.co.in.

As tenders are being opened by Common Tender Opening Cell, offer covers should be sealed with tenderer's distinctive seal and super scribed with correct Tender No. item of supply and due date of opening.

The offers will be opened at 14.30 hrs on the due date of the tender in the presence of tenderers who have submitted their offer and who may like to be present for the tender opening. Late and delayed offers are liable to be rejected.

The bidder along with its associate/ collaborators/ sub-contractors/ sub-vendors/ consultants/ service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

**Enclosures:**

"LD clause has to be confirmed without fail."

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**V. CHELLIAN**  
Sr Manager / Purchase  
MM / RM / CP & SP  
BHEL, TRICHY - 620 014.  
MANAGER / PURCHASE  
(FOSSIL BOILERS)  
Yours faithfully,

**CAPITAL PURCHASE**  
**COMMERCIAL TERMS AND CONDITIONS**

**1.0 QUOTATIONS**

The Bidders shall submit the offer in **TWO INNER ENVELOPES** as indicated below which shall be sealed in one outer envelope.

**Envelope I** This sealed envelope should contain all the copies of technical bid together with un-priced commercial bid & annexure III. This envelope should be clearly marked '**Part I - Technical and commercial bid**',

Indicating Enquiry No., Due Date and Address & Reference of the Bidder.

**Envelope II** This sealed envelope should contain **price as per Annexure-IV format**. This envelope should be clearly marked "**Part II - Price bid**", indicating **Enquiry No., Due Date and Address & Reference of the Bidder**.

Both the envelopes (Part I & II) shall be put in one cover (**Envelope III**), duly sealed, superscribing as Part I and Part II of Enquiry No., due date of opening and the address and reference of the Bidder

The above offer should reach this office on or before the due date by 14.00 hours (IST). Late offers will not be considered.

Tender should not be addressed to any individual's name

**The Tender Opening Cell/MM**  
**Room No-26 , Building – 24 , Ground Floor**  
**Bharat Heavy Electrical Limited**  
**Tiruchirapalli- 620014 .**

Tenders should be free from **CORRECTION AND ERASURES**, Corrections if any, must be attested. All Amounts shall be indicated both in words as well as in figures. Where there is difference between amount quoted in words and figures, amount quoted in words shall prevail.

Offers should be in **ENGLISH** and accompanied by detailed technical literature, catalogue and detailed dimensional drawings in **ENGLISH** or otherwise, the offers will not be considered.

**2.0 OPENING OF TENDERS**

The Part I - Technical & commercial bid alone would be opened on the Tender opening date.

The Part II - Price bid of technically suitable Bidders alone would be opened. The Technically Suitable Bidders would be informed about the tender opening date through e-mail.

Clarifications if any required by BHEL for Technical evaluation **would be** sought from Bidders before opening of Part II - price bid

**For any queries clarifications the bidders may contact us through our FAX NO. +91 431 2520719 or through e-mail <arunachal@bheltry.co.in >&< chells@bheltry.co.in>**

**Annexure For Techno Commercial Bid**

Check List - to be filled and submitted along with Technical Bid

BHEL Commercial Terms and Conditions for Indigenous Supplies	Vendor's Confirmation / Comments
Technical confirmation to BHEL's Specification as called for in BHEL Format shall be furnished. If needed additional sheets shall be used.	
Prices shall be <b>quoted item wise</b> only as per the model format enclosed	
Prices shall be quoted on " <b>FIRM PRICE</b> " basis only The prices should be only on <b>F.O.R / Despatching station</b> basis with <b>Packing &amp; Forwarding</b> charges if any. <b>Applicable % of ED &amp; Sales Tax, Freight &amp; Insurance, Installation &amp; Commissioning Charges should be clearly Indicated</b>	
<b>Validity of offer</b> shall be for a minimum period of 120 days from the date of Tender opening	
Delivery period from the date of Letter of Intent / Purchase order shall be clearly mentioned in the offer	
<b>Liquidated damages @ '0.5% per week</b> subject to a maximum of 10% of the order value shall be applicable for delay in deliveries <b>For Details Refer Annexure- v</b>	
<b>Following Risk Purchase clause</b> shall be applicable The purchaser at his option will be entitled to terminate the contract and to purchase elsewhere at the risk and cost of the seller either the whole of the goods or any part which the supplier has failed to deliver or dispatch within the time stipulated or if the same were not available, the best and the nearest available substitute therefore The supplier shall be liable for any loss which the Purchaser may sustain by reason of such risk purchases	
<b>Payment term for supply portion:</b> Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials <b>For details Refer Annexure- v</b>	
Erection / commissioning: (if applicable only) Erection / commissioning charges if any has been mentioned in the offer or else confirmation that Erection /commissioning shall be <b>done at free of cost</b> is available in the offer,	
The equipment shall be guaranteed for a period of 12 months from the date of commissioning	
Final inspection and acceptance of equipment will be after installation at BHEL, Trichy	
The vendor shall provide necessary drawings, Test Certificates and Operating Maintenance Manuals etc., as called for in the Technical Specification, in the required number of copies at no extra cost	
Any warranty replacement during warranty period shall be supplied free of charge on FOR BHEL, Trichy basis.	
Offers should be submitted only in <b>sealed cover super-scribing clearly the Enquiry reference and due date.</b>	
Confirm MSE vendor or not (Incase of MSE vendor necessary documentary proof shall be furnished as per Annexure VI)	
% of Excise Duty with cess	
% of TAX (CST/VAT)-(INGST with FORM-17 or CST with C-FORM)	
Packing & Forwarding Charges ( if any in % only)	
Percentage of Freight& transit insurance charges, if any Freight charges from Dispatching station to BHEL, Tiruchirappalli • Supplier should quote for F.O.R-BHEL Trichy Stores.	
As per Commercial terms and conditions, acceptance for participation in Reverse auction (RA).Yes/No to be indicated	
Name of the person for participating reverse auction	
Land Line Number	
Fax Number	
Mobile Number	
E-mail ID	

NOTE:-

- It is confirmed that all the terms and conditions stipulated in the Enquiry have been fully understood by us and all clarifications & details have been obtained.
- Your offer should be indicating applicable if any P&F Charges, % of ED, Sales Tax -CST or VAT, Service Tax), Freight, Insurance and Installation and Commissioning Charges etc., as per our Price Format
- Your specific acceptance to our Payment terms, LD & Risk Purchase Clause are essential for consideration of your offer. Other wise your offer is liable for rejection.
- No row shall be left blank. Please indicate NA, in case the item is "not applicable"

## Annexure For Price Bid

**Bharat Heavy Electricals Limited TIRUCHIRAPPALLI CAPITAL PURCHASE**  
**MODEL PRICE BID FORMAT FOR INDIAN BIDDERS**

Annexure-IV

Enquiry No. & Date:

Bidder's Offer No. & Date:

Sl No	Description of item	Unit	Quantity	Rate in Rs.	Value in Rs.
	<b>TOTAL VALUE IN RS.</b>				
	<b>Packing &amp; Forwarding charges in % if any</b>				
	<b>Freight &amp; Insurance Charges In % if freight charges are not mentioned it will be considered as FOR-BHEL TRICHY.</b>				
	<b>Excise Duty (indicate in %)</b>				
	<b>A) TNGST — VAT (%)</b>				
	<b>B) CST with C-FORM — (%)</b>				
	<b>C) CST without C-Form — (%)</b>				
	<b>Approximate Net weight of the total consignment</b>				
	<b>Approximate Gross weight of the total consignment</b>				
	<b>Approximate Dimensions of the Consignment</b>				
	<b>The price indicated shall be inclusive of all accessories, spares etc. as given in the scope of supply. Individual item-wise break-up price shall be attached as an annexure to this price bid format.</b>				

Signature & Seal of Vendor

**NOTE:**

1. The price bid should be submitted only as per the above format. No row shall be left blank. Please indicate NA, in case the item is "not applicable".
2. Prices shall be quoted item-wise only as per the above format.
3. If Price quoted is Inclusive of ED, the included ED Value and Base Value shall be indicated item-wise.

<b>Payment Term (Indigenous)</b>	
<b>If materials are receivable at Stores/Trichy <u>without</u> PBG</b>	Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials.
<b>If materials are receivable at Stores/Trichy <u>with</u> PBG</b>	Payment term is 100% direct payment after 45 days from the date of receipt and acceptance of materials and against 10% PBG valid for the warranty period.
Any deviation in the above payment term will attract loading as mentioned below. “Base rate of SBI (as applicable on the date of bid opening. Techno-commercial bid opening in case of two part bids) + 6% shall be considered for loading for the period of relaxation sought by bidders.	

Offers of indigenous Suppliers with any other Payment terms will be rejected.

#### **Liquidated Damages / Penalty -**

The delivery of the goods specified in the purchase order should be made within the time prescribed. LD for delay in 'Supply' and/or 'E&C' will be applicable to the delays attributed to vendor. LD will be considered separately for 'Delivery' and 'E&C'. Where the seller supplies or dispatches the goods, beyond the delivery period Liquidated damages shall be applicable 0.5% of the total order value per week or part thereof subject to a maximum of 10% of the total order value.

**Material Despatched after Due date:** Once the delivery due date is crossed, bills have to be clubbed till final despatch and forwarded for processing of payment as a single bunch. LD percentage will be calculated from Delivery due date to final despatch date.

The rate of LD for delayed E&C shall be @ 0.5% per week of delay of total PO value (Supply + E&C) in E&C subject to a maximum of 10% of total PO value (Supply + E&C).

For staggered delivery schedule, LD shall be 0.5% of the undelivered portion per week of the delay or part thereof subject to a maximum of 10% of the total order value.

Any deviation from the above LD clause, loading will be applied to the extent to which it is not agreed by the bidder (at offered value).

For the purpose of Imposing LD, the FOB delivery (B/L date) shall be considered.

#### **Guarantee / Warranty Period – (if applicable)**

Normally No deviation permitted and the deviated offers are liable for rejection.

#### **Ranking-**

BHEL will consider the ranking after the loading is applied as referred above wherever deviations are observed.

#### **Performance Bank Guarantee – (if applicable)**

Normally No deviation permitted and the deviated offers are liable for rejection.

**Fraud prevention clause:** The bidder along with its associate/collaborator/sub-contractor/sub-vendor/consultants/service providers shall strictly adhere to BHEL fraud prevention policy displayed on BHEL website <http://www.bhel.com> and shall immediately bring to the notice of BHEL management about any fraud or suspected fraud as soon as it comes to their notice.

#### **NOTE:-**

1. If the due date of tender opening happens to be a holiday, the tenders will be opened on the next working day.
2. BHEL reserves the right to go for a reverse auction (RA) instead of opening the submitted sealed bid which will be decided after technical evaluation. Information and general terms and conditions covering RA are given in commercial terms and conditions.
3. Corrigendum if any, with respect to this tender will be hosted only in the website <http://www.bhel.com> or <http://tenders.gov.in>. You are requested to visit the website regularly for updates.

**Special Provisions for Micro and Small Enterprises (MSE)**

1. 20% of the tendered quantity is earmarked for MSE suppliers in this tender.
  
2. Out of the 20% tendered quantity reserved for MSE suppliers, 4% shall be earmarked for procurement from MSE owned by SC/ST entrepreneurs.  
Such Micro/Small Enterprises registered vendors must state the sub-category to which they belong and submit documentary proof for the same. The sub-categories are:
  - (a) Enterprises owned by Scheduled Castes.
  - (b) Enterprises owned by Scheduled Tribes.
  - (c) Enterprises owned by other than above two categories

The enterprises under (a) & (b) means the proprietor in case of single owned firm and all partners in case of partnership firm and all directors in case of private/public limited must belong to SC/ST category.
  
3. In case MSE vendor participating in the tender quotes within the price band of L1+15%, they will be allowed to supply the portion of the requirement subject to acceptance of L1 price by MSE vendor. In case of more than one such MSE, the supply shall be shared proportionately.
  
4. "MSE suppliers can avail the intended benefits only if they submit along with the offer, attested copies of either EM II certificate having deemed validity (five years from the date of issue of acknowledgement in EM-II) or valid NSIC certificate or EM II certificate along with attested copy of a CA certificate (Format enclosed at Annexure -VII where deemed validity of EM II certificate of five Years has expired) applicable for the relevant financial year (latest audited). Date to be reckoned for determining the deemed validity will be the date of bid opening (Part 1 in case of two part bid). Non submission of such documents will lead to consideration of their bid at par with other bidders. No benefit shall be applicable for this enquiry if any deficiency in the above required documents are not submitted before price bid opening. If the tender is to be submitted through e-procurement portal, then the above required documents are to be uploaded on the portal. Documents should be notarized or attested by a Gazetted officer."

**Certificate by Chartered Accountant on letter head**

This is to Certify that M/S .....  
(hereinafter referred to as 'company') having its registered office at  
..... is registered under MSMED Act 2006, (Entrepreneur  
Memorandum No (Part-II) ..... dtd:.....,  
Category: ..... (Micro/Small)). (Copy enclosed).

Further verified from the Books of Accounts that the investment of the company as on  
date..... as per MSMED Act 2006 is as follows:

1. **For Manufacturing Enterprises:** Investment in plant and machinery (i.e. original cost excluding land and building and the items specified by the Ministry of Small Scale Industries vide its notification No.S.O.1722(E) dated October 5, 2006 :  
Rs.....Lacs
2. **For Service Enterprises:** Investment in equipment (original cost excluding land and building and furniture, fittings and other items not directly related to the service rendered or as may be notified under the MSMED Act, 2006:  
Rs.....Lacs

The above investment of Rs.....Lacs is within permissible limit of  
Rs.....Lacs for .....Micro / Small (~~Strike off which is not applicable~~)  
Category under MSMED Act 2006.

Date:

(Signature)

Name -

Membership number -

Seal of Chartered Accountant