



## भा.कृ.अनु.प.- राष्ट्रीय कृषि उपयोगी सूक्ष्मजीव ब्यूरो

ICAR-NATIONAL BUREAU OF AGRICULTURALLY IMPORTANT MICROORGANISMS

पोस्ट व ग्राम - कुशमौर, मऊ (उ.प्र.) २७५१०३

Village & PO : Kushmaur, Mau 275103 (UP)

Tel : (0547) 2530080, FAX : (0547) 2530381, E-Mail: nbaimicar@gmail.com, (Web): www.nbaim.org.in



F. NO. 02/Store/NBAIM/2016-17

Date: 07.04.2016

### TENDER NOTICE FOR RATE CONTRACT OF PRINTING WORK

On behalf of the President, ICAR, Director, National Bureau of Agriculturally Important Microorganisms, Kushmaur, Mau (U.P) invites sealed tenders form various printing firms for the printing of institute publications:

S. NO	Particulars	Detail Specifications	Bid Security (EMD) in Rs.
1.	ANNUAL RATE CONTRACT FOR PRINTING & BINDING OF REPORT/BULLETIN/BOOKETC..	Please see in Annexure-I	Rs. 20,000/

The schedule of tender is as follows:

**Last date of acceptance of tender**

**: 02.05.2016at 11:00AM**

**Date of opening of tenders**

**: 02.05.2016 at 11:30AM**

The institute will not be held responsible for any sort of postal delay. **Single bid system will be followed.**

Duly filled in and sealed tender form should be submitted for aforementioned items along with required **Bid security (Earnest Money Deposit) in shape of Demand Draft(DD) of Rs. 20000/- and Rs. 500/- as tender fee separately. The DD should be in favour of ICAR Unit NBAIM, Mau payable at Maunath Bhanjan** on the scheduled date and time positively. Any tender form received after stipulated date & time or received without Bid security as specified above shall be deemed as rejected. Tender forms so received will be opened on the stipulated date & Time in the presence of tenderer or their authorized agents. The Competent Authority reserves the right to accept or reject the tenders at any time without assigning any reason thereof. Terms& Conditions and Tender form can be downloaded from our website [www.nbaim.org.in](http://www.nbaim.org.in) and [www.mgrportal.org.in](http://www.mgrportal.org.in) and CPP Portal.

**Administrative officer**



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F. NO. 02/Store/NBAIM/2016-17

Date: 07.04.2016

Description of the requirement and Quantity

: (As enclosed in Annexure-I)

1. Guiding specification and other Technical Details

: (As enclosed in Annexure-II)

2. Terms of delivery (Delivery at site)

: FOR ICAR-NBAIM, MAU

3. Last date of acceptance of tenders

: 02.05.2016 at 11:00AM

4. **Price structure:**

a. The tender shall quote for the complete requirement of services and for the full quantity as shown price in the list of requirements in Annexure-III.

b. **The rates and prices quoted shall be strictly in Indian Rupees otherwise the tenders will be cancelled.**

c. All duties, taxes and levies applicable as per Government of India rules by the supplier shall be included in the quoted priced.

d. The rates and prices quoted by the supplier shall remain firm and fixed during the period of the contract and shall not be subject to variation on any account whatsoever, including statutory variations, if any.

5. **Receipt of good and Terms of Payment:**

a. Payment terms for supply of printing jobs

Immediately on receiving the goods at site, the ICAR-NBAIM will verify the quantities of the items supplied as specified in the delivery challan of the supplier and also check for any superficial damage etc. Supplier will have to submit the bill of completed order within 10 days of supply.

6. **Dispute Resolution Mechanism:**

a) If any dispute or difference arises between the NABIM and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions.

b) You are also required to fulfill the following conditions and furnish the details as indicated in subsequent paragraphs.

c) The ICAR-NBAIM reserves the right to increase or decrease, the quantity of goods and services as specified in the list of Requirements, without any change in the unit price or other terms And conditions.

- d) Please furnish a certified copy of IT registration/PAN details.
  - e) Please indicate if you are currently registered with any Govt. Organization and if registered, furnish all relevant details.
  - f) Please states whether business dealings with your firm presently stand banned by any Government organization and, if so, furnish relevant details.
  - g) A supplier shall not submit more than one quotation for the same set of goods. No pooling should be done in association with any other supplier.
  - h) Correction or over-writing in the tender document in not permissible. The quotation(s) as well as the contract shall be written in English language. All correspondence and other documents pertaining to the quotation(s) and the contract, which the parties exchange, shall also be written in English.
  - i) The quotation and all correspondence and documents relating to the quotation Exchanged between the bidder and ICAR-NBAIM may also be written in Hindi language provided that the same accompanied by an English translation, in which case, for the purpose of interpretation of the quotation, the English translation shall govern.
  - j) The contract shall be governed by the laws of India and interpreted in accordance with such laws.
  - k) The quotation/offer shall remain valid for acceptance for a period not less than 90 days after the specified date of opening of the offers.
  - l) A DD/Banker's cheque of **Rs. 20,000/-** as Bid security (EMD) in favor of **ICAR UnitNBAIM, Mau payable at Maunath Bhanjan, Branch** is to be enclosed along with the quotation. No quotation shall be considered without the Bid security (EMD) and tender fee.
  - m) In case, the successful bidder shows inability at any stage, after the contract is finalized and awarded for whatsoever reason(s), to honor the contract, the EMD/Performance Security deposited would be forfeited.
  - n) PAN No./TIN No. and other details should be provided in **Annexure-IV**.
  - o) **The firm whom the tender will be awarded, will have to deposit the performance security amounting to Rs 75000/(Rs. seventy five thousand only) till such time the period of contract expires. If the supply/services are not found to be satisfactory, the performance security is liable to forfeited.**
7. The tender shall be sealed in an envelope. The envelope shall be addressed to the Director ICAR-NBAIM and it should also bear the "Tender enquiry no. and the words **"DO NOT OPEN BEFORE 02.05.2016 at 11:30 AM** (the time and date of opening of the tenders)". The tender envelope will bear the full address of the ICAR-NBAIM. The supplier must ensure that its tender duly sealed as above, reaches the ICAR-NBAIM at the time and date. The supplier may, at its choice, send the tender by regd. Post/ speed post. Alternatively, the supplier may also hand submit delivery the tender to the ICAR-NBAIM in which case the ICAR-NBAIM shall give the supplier a receipt, indicating the time & date of receipt of the tender.
  8. Late received tenders by the ICAR-NBAIM will be ignored. Further, the ICAR-NBAIM does not accept any liability and responsibility for the tenders in case the same are not properly sealed and marked and/or sent as above.
  9. The tenders, which are received on time, will be opened at ICAR-NBAIM's office **02.05.2016 at 11:30AM** The ICAR-NBAIM will open the tenders in the presence of the tender's duly authorized representatives, who choose to attend the tender opening if any.
  10. The ICAR-NBAIM will evaluate and compare the tenders which are substantially responsive i.e. specifications etc. the ICAR-NBAIM will award the contract to the supplier whose tender will be determined to be responsive and offering the best evaluated deal.

11. In spite of the above, the ICAR-NBAIM reserves the right to accept or reject any tender or annual the tendering process and reject all tenders at any time prior to award of the contract, without assigning any reason, whatsoever, and without incurring any liability or obligation, whatsoever, to the affected tenders or tenders.
12. **Tenderer may enclose documentary evidence of undertaking such type of jobs with other government/non-government agencies in past.**
13. Please submit your tender accordingly. You shall sign all the pages of your tenders. **Your price may be furnished in the format enclosed as Annexure-III.** You are also required to return this original tender enquiry (all the pages), as it is, duly signed by you on every page, for our record. You may retain a photocopy of this tender enquiry for your records.

**Encl:** Annexure-I, II, III, IV

**Administrative officer**

## Terms and conditions

1. The research publications/books, etc., will be printed in English/Hindi or in diglot form as required.
2. Proofs will be produced by the firm in made-up pages and firm will be responsible for the first proof reading. Firm will be responsible for all the corrections to be carried out as per the subsequent corrections (if any) marked by this office. Firm will also be responsible for making the dummy according to the instructions of this office and get it approved by the concerned officers. The firm shall also make arrangements for delivering the proofs to the concerned officers of the Institute & for collecting them back promptly.
3. High quality of reproduction will have to be ensured by the printer. For improperly printed copies, poor binding, poor color scan, etc., a penalty of 5% of the total value of the work order may be imposed as decided by the competent authority.
4. Sample of each paper (text & cover) should be attached with details of size, weight and quality. Rate quoted for paper should be inclusive of wastage. Paper calculation (for bill) will not include the quantity of paper used for wastage.
5. COMPUTER TO PLATE (CTP) technology should be used to ensure high quality of printing.
6. The printed material is to be delivered F.O.R. at Director's Office/Stores ,ICAR-NBAIM, Mau. Bill should be submitted along with delivery of printed material and delivery challan immediately, but, in any case, not later than 10 (ten) days from the date of delivery of the printed material.
7. The material will not be accepted in case it is not of acceptable quality as per terms and conditions of the contract and is liable to be rejected out rightly by the competent authority.
8. The original manuscripts along with their input material such as photographs, graphs, illustrations, etc., are to be returned to this office after the completion of the work.
9. Unbound and uncut printed form should be submitted by the printer along with the bill for verification of the actual work done.
10. In the event of firm being not able to complete the job and leaving it unfinished in between for whatever reason, no payment what so ever will be made to the firm by the Institute for the part of the work done irrespective of its nature and quantum.
11. If the Institute feels at any time that any job is being delayed by the firm for whatsoever reason, it will have the discretion to withdraw the same and entrust the same to any other firm for urgent execution.
12. Failure on your part to observe the prescribed procedure and any attempt to canvass for the work is liable to lead to the rejection of your tender.
13. The printing arrangement may be terminated at any stage of the work at the discretion of the Director, ICAR-NBAIM, Mau without assigning any reason and payment will be made for the work considered satisfactory by him. The decision of the Director, ICAR- NBAIM, Mau, in all these matter shall be final and binding on the firm.
14. In the case of any item of work not covered under the printing arrangement, the rates decided by the Institute thereof, will be final and binding on the firm.
15. The tenderer shall submit along with tender documents one copy of his/her best publication and copy order(s) of same kind of work as a sample for the rates quoted, so as to assess the quality of printing/workmanship.
16. Performance Security amounting to Rs 75000/(Rs Seventy five thousand only/) should be deposited in the shape of Demand Draft in favour of Director, ICAR-NBAIM payable at Mau, which will be retained as security deposit till the end of the contract period plus 60 days as per norms in the case of the successful bidder(s). The successful bidder will also have to execute an Agreement Bond of the contract on non-Judicial stamp paper of appropriate value

17. Rates shall be valid for a period of one year from the date of award of rate contract, and may be extended subject to performance review
18. All taxes as applicable must be quoted clearly.
19. In case of any dispute, the decision of Director, ICAR-NBAIM, shall be final and binding on all concerned.
20. The Director, ICAR-NBAIM reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
21. Any dispute arising during the contract period shall be subject to legal jurisdiction of Mau only.
22. The firm should have experience of producing quality publication , i.e. Books, Magazine and Journal of Govt. & Public undertaking organization, copy of purchase orders may be enclosed as a proof.
23. The tenderer shall submit his/her tender if the above terms & conditions are acceptable to him/her, for which the tenderer shall affix his/her signatures here under with seal

Place:

Date :

(Signature of tenderer with seal)

## LIST OF REQUIREMENTS

### Annexure-1

S. NO.	Description of Major Printing work	Quantity
1.	Annual report of NBAIM (English)	300 to 500 pcs.
2.	Annual report of NBAIM (Hindi)	300 to 500 pcs.
3.	Annual report of AMAAS (English)	300 to 500 pcs.
4.	Annual report of AMAAS (Hindi)	300 to 500 pcs.
5.	Newsletter 08 page (English/ Hindi)	300 to 500 pcs.
6.	At a glance	300 to 500 pcs.
7.	Vision	300 to 500 pcs.
8.	Other publications like folder, leaflet, Banners, posters, technical bulletin, calendar, manuals and other institute publications as per need from time to time	As per need

**Note: The NBAIM reserves the right to increase or decrease the item and quantity.**

**Annexure-II**

S. NO.	Particulars
1.	Composing and type setting (in English) and multi-color designing of scientific reports/ articles with photograph, tables, pie chart, bar diagram etc.
2.	Composing and type setting (in Hindi) and multi-color designing of scientific reports/ articles with photograph, tables, pie chart, bar diagram etc.
3.	Multicolor designing of cover page any book/ magazine/ reports.
4.	Single coloroffset printing using CTP technology(including plate making)
5.	Bi-color offset printing using CTP technology(including plate making)
6.	Multicolor(4 color) offset printing using CTP technology(including 4 color plate making)
7.	Thermal lamination on cover page a. Gloss lamination b. Mat lamination
8.	UV coating/ embossing of selected area of cover page (not more than 25% of cover page)
9.	<b>Paper(white)demy size (18" x 23")for reports, newsletter, bulletin etc.</b> 1. Art paper 90 gsm 2. Art paper 100 gsm 3. Art paper 130 gsm 4. Art paper 150gsm 5. Art paper 170gsm 6. Art paper 210 gsm 7. Art paper 220 gsm 8. Art paper 250 gsm 9. Art paper 300 gsm 10. Bond paper 85gsm 11. Bond paper 100 gsm 12. Maplitho paper 90gsm 13. Maplitho paper 120gsm 14. Mat paper 90 gsm 15. Mat paper 130 gsm



	16. Mat paper 170gsm
10.	<p><b>Paper(white)crown size (15” x 20”)for reports, newsletter, bulletin etc.</b></p> <ol style="list-style-type: none"> <li>1. Art paper 90 gsm</li> <li>2. Art paper 100 gsm</li> <li>3. Art paper 130 gsm</li> <li>4. Art paper 150gsm</li> <li>5. Art paper 170gsm</li> <li>6. Art paper 210 gsm</li> <li>7. Art paper 220 gsm</li> <li>8. Art paper 250 gsm</li> <li>9. Art paper 300 gsm</li> <li>10. Bond paper 85gsm</li> <li>11. Bond paper 100 gsm</li> <li>12. Maplitho paper 90gsm</li> <li>13. Maplitho paper 120gsm</li> <li>14. Mat paper 90 gsm</li> <li>15. Mat paper 130 gsm</li> <li>16. Mat paper 170gsm</li> </ol>
11.	<p><b>Multicolor Printing of Envelope</b></p> <ol style="list-style-type: none"> <li>1. 11” x 5”size envelope on 90gsmmaplitho paper</li> <li>2. 12” x 8.75” size envelope Laminated from inside on 250 gsmmaplitho paper</li> </ol>
12.	<p><b>Multicolor Printing of file folder and note pad</b></p> <ol style="list-style-type: none"> <li>1. Executive clip file folder made of 300 gsm art board paper, Multicolor printed both side with lamination on fornt and back side, size 9”x 12.5”</li> <li>2. Custom designed note pad size 8.5”x11” cover made of 300 gsm art board; multicolor printed with 40 sheets of 75-80 gsmmaplitho white sheets.</li> <li>3. Ordinary file cover, single color printed on front side</li> </ol>

13.	<b>Letter Head</b> <ol style="list-style-type: none"> <li>1. A4 size/ Letter size pad on 85gsm bond paper (Multicolor Printing)</li> <li>2. A4 size/ Letter size pad on 100 gsmmaplitho/ normal paper</li> </ol>
14.	Multicolor Printing of Table top calendar of 12 leafs with spiral binding, on 190 gsm art paper mounted on thick white card board base
15.	Printing of banner on good quality flex material
16.	Printing of posters on self-adhesive vinyl sheet / photo paper
17.	Printing of Visiting cards (single side printing, multicolor) <ol style="list-style-type: none"> <li>a. On white paper</li> <li>b. On metallic paper</li> </ol>
18.	<b>Paper Back Binding of The Book (Thread binding)</b> <ol style="list-style-type: none"> <li>1. Book of 25-100 pages</li> <li>2. Book of 100-150 pages</li> <li>3. Book of 150-300 pages</li> </ol>
19.	<b>Hard Back Binding</b> <ol style="list-style-type: none"> <li>1. Book of 25-100 pages</li> <li>2. Book of 100-150 pages</li> <li>3. Book of 150-300 pages</li> </ol>
20.	Staple binding (Center Stitch) of max 25 pages
21.	<b>Perfect binding</b> <ol style="list-style-type: none"> <li><b>a. with thread stitching</b> <ol style="list-style-type: none"> <li>1. Book of 25-100 pages</li> <li>2. Book of 100-150 pages</li> <li>3. Book of 150-300 pages</li> </ol> </li> <li><b>b. without thread stitching</b> <ol style="list-style-type: none"> <li>1. Book of 25-100 page</li> <li>2. Book of 100-150 pages</li> <li>3. Book of 150-300 pages</li> </ol> </li> </ol>

**Note:** Sample of different gsm paper/sheet mentioned for various publications may also be enclosed along with the tender:

**FORMAT OF PRICE QUOTATION**

<b>S. NO</b>	<b>Print Particulars</b>	<b>Rate (In Rs.)</b>
1.	Composing and type setting (in English) and multi color designing of scientific reports/ articles with photograph, tables, pie chart, bar diagram etc.	Rs. / per page (up to A4 size)
2.	Composing and type setting (in Hindi) and multi color designing of scientific reports/ articles with photograph, tables, pie chart, bar diagram etc.	Rs. / per page up to A4 size)
3.	Multicolor designing of cover page any book/ magazine/ reports.	Rs. / cover of 2 pages (up to A4 Size)
4.	Single coloroffset printing using CTP technology(including plate making)	Rs. / frame of upto 18" x 23" size
5.	Bi-color offset printing using CTP technology(including plate making)	Rs. / frame of upto 18" x 23" size
6.	Multicolor(4 color) offset printing using CTP technology(including 4 color plate making)	Rs. / frame of upto 18" x 23" size
7.	Thermal lamination on cover page c. Gloss lamination d. Mat lamination	Rs. / cover Rs. / cover
8.	UV coating/ embossing of selected area of cover page (not more than 25% of cover page)	Rs. / cover
9.	<b>Paper(white)demy size (18" x 23")for reports, newsletter, bulletin etc.</b> 1. Art paper 90 gsm 2. Art paper 100 gsm 3. Art paper 130 gsm 4. Art paper 150 gsm 5. Art paper 170gsm 6. Art paper 210 gsm 7. Art paper 220 gsm 8. Art paper 250 gsm 9. Art paper 300 gsm 10. Bond paper 85gsm	Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23") Rs. / sheet of demy size (18" x 23")



11	<b>Multicolor Printing of Envelope</b> <ol style="list-style-type: none"> <li>11" x 5" size envelope on 90gsmmaplitho paper</li> <li>12" x 8.75" size envelope Laminated from inside on 250 gsmmaplitho paper</li> </ol>	Rs. /pc (Including paper and Printing) (min. qty. 2000 nos.) Rs. /pc (Including paper and Printing) (min. qty. 2000 nos.)
12	<b>Multicolor Printing of file folder and note pad</b> <ol style="list-style-type: none"> <li>Executive clip file folder made of 300 gsm art board paper, Multicolor printed both side with lamination on fornt and back side, size 9"x 12.5" with UV coating on front side.</li> <li>Custom designed note pad size 8.5"x11" cover made of 300 gsm art board; multicolor printed with 40 sheets of 75-80 gsmmaplitho white sheets.</li> <li>Ordinary file cover, single color printed on front side</li> </ol>	Rs. /pc (Including paper and Printing, dye making and folding charge) (min qty. 1000 nos.) Rs. /pc (Including paper and Printing, dye making and folding charge) (min qty. 1000 nos.) Rs. /pc (min qty. 1000 nos.)
13	<b>Letter Head</b> <ol style="list-style-type: none"> <li>A4 size/ Letter size pad on 85gsm bond paper (Multicolor Printing)</li> <li>A4 size/ Letter size pad on 100 gsmmaplitho/ normal paper</li> </ol>	Rs. /pc (Including paper and Printing) (min qty. 2000 nos.) Rs. /pc (Including paper and Printing) (min qty. 2000 nos.)
14	Multicolor Printing of Table top calendar of 12 leafs with spiral binding, on 190 gsm art paper mounted on thick white card board base	Rs. / pc (rate includes designing and, cost of paper and other charges (min. qty . 200 nos.)
15	Printing of banner on good quality flex material	Rs. / sq. ft (rate includes the designing charges, and cost of material)
16	Printing of posters on self-adhesive vinyl sheet / photo paper	Rs. / sq. ft (rate includes the designing charges and cost of material)
17	Printing of Visiting cards (single side printing, multicolor) <ol style="list-style-type: none"> <li>On white paper</li> <li>On metallic paper</li> </ol>	Rs. / 100 Pcs Rs. / 100 Pcs
18	<b>Paper Back Binding of The Book (Thread binding)</b> <ol style="list-style-type: none"> <li>Book of 25-100 pages</li> <li>Book of 100-150 pages</li> <li>Book of 150-300 pages</li> </ol>	Rs. / book Rs. / book Rs. / book
19	<b>Hard Back Binding</b> <ol style="list-style-type: none"> <li>Book of 25-100 pages</li> <li>Book of 100-150 pages</li> <li>Book of 150-300 pages</li> </ol>	Rs. / book Rs. / book Rs. / book
20	Staple binding (Center Stitch) of max 25 pages	Rs. / book

21	<b>Perfect binding</b> <b>a. with thread stitching</b> 1. Book of 25-100 pages 2. Book of 100-150 pages 3. Book of 150-300 pages <b>b. without thread stitching</b> 1. Book of 25-100 page 2. Book of 100-150 pages 3. Book of 150-300 pages	Rs. / book Rs. / book Rs. / book  Rs. / book Rs. / book Rs. / book
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Please provide rate calculation based on rates quoted point wise as per tender document for above items for the following requirement as per specifications described below. (indicative only).

Name of item	Specification	Size (Uncut)	Quantity required	Total Amount for Required quantity
Annual report English	160 pages Annual report, Multicolor printing of inner pages on 90 gsm art paper, Multicolor design and printing of Cover page on 300 gsm art paper, Thermal lamination on cover with UV coating on selected area, with perfect binding	Demy / 4	300 Pcs.	
Annual Report Hindi	160 pages Annual report, Multicolor printing of inner pages on 90 gsm art paper, Multicolor design and printing of Cover page on 300 gsm art paper, Thermal lamination on cover with UV coating on selected area, with perfect binding	Demy / 4	300 Pcs.	

News Letter	8 Pages Multicolor printing on 130 gsm art paper, laminated from both side, UV coating on first and last page on selected area with center stitch (staple) binding	Demy / 4	500 pcs.	
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- “Details of applicable VAT/S.T. to be paid extra and the current rate of the same is @-----
- We agree to print the above goods & allied services. We confirm that the same and attached the relevant documents
- (In case a tenderer desires to put some additional/modified stipulations, terms& conditions etc. the same may be clearly indicated).
- We confirm that our offer will remain valid or acceptance for .....days after the date of opening of tenders.

.....  
 (Signature, name and designation of the authorized executive of the tendering firm)  
 For and on behalf of.....

**(Name and address of the tendering firm)**

(Seal of the tendering firm)

**Date:**

**Place:**



**Annexure:IV**

**Name of the firm** : -----

**Registered/Postal Address** : -----  
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<b>1.</b>	<b>Phone number/Mobile number</b>	
<b>2.</b>	<b>E-mail Address</b>	
<b>3.</b>	<b>PAN No</b>	
<b>4.</b>	<b>VAT/TIN no., if applicable</b>	
<b>5.</b>	<b>Bank Details:</b>  <b>Bank Name:</b>  <b>Branch Address with Phone No.</b>  <b>Account No.:</b>  <b>Type of account</b> <b>(Current/Saving):</b>	
<b>6.</b>	<b>RTGS/IFSC code &amp; Branch</b>	