

Standard Bidding Document

FOR

Procurement of Laptops

for R.I. Circles of Cuttack District

Notice Inviting Tender No 41 / Dated 16-01-2025

OFFICE OF THE COLLECTOR, CUTTACK


Asst. Collector, Nizarat
Collectorate, Cuttack



**OFFICE OF THE COLLECTOR, CUTTACK
(NIZARAT SECTION)**

E-mail:

Notice No. 41 /NIZ/ Date. 16.01.2025

NOTICE INVITING TENDER (NIT)

Sealed tenders are invited from the reputed & Authorized suppliers / firms / agencies for supply of LAPTOP in two bid systems (Technical & Financial Bid) as detailed below.

Name of the Tender	Bid Processing fees	Amount of EMD	Last Date time of receipt of Bid	Date &time of Opening of Technical Bid
Procurement of LAPTOP	₹. 5000/-	₹.60,000/-	27.1.2025 5PM	29.1.2025

The detailed BID document is available in the website <https://cuttack.odisha.gov.in>.

Interested and eligible Authorized supplier / agency / firm may download BID DOCUMENT from the above website and apply accordingly. Corrigendum / addendum, if required, will be uploaded in the above website. Hence potential bidders are requested to be in continuous touch with the above website.

The Collector, Cuttack reserves the right to accept / reject any full or part / all BID / cancel the entire selection process at any stage without assigning any reason thereof.

By order of the Collector,


Asst. Collector, Nizarat,
Collectorate, Cuttack

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IMPORTANT INFORMATION TO THE BIDDER.

S.No.	Particular	Details
1.	Tender Inviting Authority (TIA)	Asst. Collector, Nizarat,Collectorate,Cuttack.
2.	Availability of the Bid document	https://cuttack.odisha.gov.in
3.	Date of Issue of the Bid	16.01.2025
4	Last date and time of receipt of the Bid only through speed post / registered post.	27.01.2025 Time- 5 PM
5	Date &time for opening of Technical BID.	29.01.2025
6	Date of opening of Financial BID	Will be declared on the date of opening of the Technical bid after assessing nos. of participating bidders.
7	Bid Processing Fee (Non-refundable)	₹5000/- in shape of DD/ Banker's Cheque drawn in any nationalized / scheduled bank favoring Collector, Cuttack payable at Cuttack. Which will be annexed with the Technical Bid.
8	Earnest Money Deposit (EMD) (Refundable without interest)	₹60,000/-(Rupees Sixty Thousand) only in shape of Banker Cheque / Demand Draft / Bank Guarantee
9	Address & mode of submission of proposal	Asst. Collector, Nizarat Collectorate Building, Cuttack At/ Po –Chandini Chowk Cuttack, PIN-753002 Mode of Submission: Speed Post / Registered Post only to the address as specified above during the office hour only). Submission of proposal through other mode and late bid shall be rejected.
10	Place of Opening of Proposal:	Old Conference Hall, Collectorate, Cuttack
11	Point of Delivery & Completion of supply	Within 30 <u>days</u> of issue of work order at Office of Collector Cuttack (Nizarat Section)
12	Submission of Performance security	Within 05 <u>days</u> of issue of work order.(2% cost of the Order value)

BID DOCUMENT

FOR PROCUREMENT OF LAPTOPS

The Asst Collector, Nizarat, Collectorate, Cuttack invites bids from the OEM authorized suppliers / firms / agencies for supply of "LAPTOPS". The detailed terms & conditions of the above bid are as under:

SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS

1. Eligibility Criteria:

The suppliers / firms / agencies must have:

- (a) OEM Authorization bid specific.
- (b) Valid Aadhar Udyog Registration.
- (c) Office as well as Service Center in the State of Odisha.
- (d) Valid PAN.
- (e) valid GST Registration under Odisha GST(OGST)Act.

2. Application Procedure:

- (a) The Bid has been invited under two bid system i.e. **Technical Bid and Financial Bid**. The interested bidders are advised to submit two separate sealed envelopes super scribed "Technical Bid for Procurement of Laptops" & "Financial Bid for Procurement of Laptops". Both sealed envelopes should be kept in another sealed envelope super scribed "Tender for Procurement of Laptops" **with contact details**.

(b) Technical Bid & Financial Bid.

The Bidder has to fill up the Technical bid Form (**Tech-1, Tech-2, Tech-3, Tech-04**) & submit it within technical bid envelope with all self-attested documents / papers as mentioned in para-2(e)(6). Similarly, the Financial Bid form has to be filled up as per prescribed form (**Fin-1 & Fin-2**) and to be submitted in separate sealed envelope. The bidder is to quote **rate per Unit** in the prescribed format (FIN-2). The per unit rate shall include cost Laptop, transportation cost & delivery of the complete material including GST. **Accordingly, the bidder has to calculate the per unit rate after taking into account all of the above factors.**

The tender should be addressed to Asst. Collector, Nizarat, O/o the Collector, Cuttack, Collectorate Building, Cuttack, At/ Po—Chandini Chowk, Cuttack, PIN-753002.

- (c) The Bid document shall be available in website (<https://cuttack.odisha.gov.in>) and the cost of the tender paper is to be enclosed in shape of crossed Demand Draft / banker's Cheque in-favour of "Collector, Cuttack" payable at Cuttack along with the **Technical Bid**.
- (d) **Earnest Money Deposit (EMD):** The bidder is to submit EMD amounting to **₹60,000/-**. The EMD (refundable - without interest), may be submitted in shape of Demand Draft / Banker's cheque / Bank Guarantee (**Format-A**) from any Nationalized or scheduled bank drawn in-favour of "Collector, Cuttack"

payable at Cuttack, failing which the tender shall be rejected summarily. In case of bank guarantee, it should be valid up to at least 90 days beyond the date of opening of Financial bid. The EMD of the un-successful bidders shall be refunded within 30 days after award of contract. The EMD shall be forfeited in the event of withdrawal of the tender once submitted OR in case of a successful bidder who (i) fails to execute the agreement within specified period & (ii) not submitted performance security and / or express its inability to supply the finished material within the stipulated period. The EMD of successful bidder shall be refunded after receipt of Performance security.

(e) The interested Bidders are to enclose the following valid documents / papers (self-attested photocopies wherever required) **in the Technical Bid envelope**. The proposal submitted without the following documents / papers shall not be considered.

1. Bidders to submit Bid Specific Authorization, Specification/ Compliance sheet & Years of Warranty with OEM contact details (Name, Email ID & Phone Number) of the signatory, subject to validation from Local OEM representative/ Local Manager.
2. The bidders must be from State of Odisha only.
3. Bidder must submit the Service Center details of the quoted product along with contact no of service support.
4. Valid Aadhar Udyog Registration.
5. Proof of Office as well as service center in the State of Odisha.
6. Valid PAN.
7. Valid GST Registration Certificate under Odisha GST(OGST) Act.
8. DD / Bankers Cheque amounting to ₹ 5000/- as bid processing fee.
9. EMD in shape of Demand Draft / Bankers Cheque / Bank Guarantee.
10. Income Tax Return for last Three(03) consecutive Financial Years.
11. Duly filled-in, signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.

3. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be considered & opened.

4. **Submission & Opening of Tender:**

- (a) The interested Bidders may submit the tender document complete in all respects along with EMD, bid processing fee and other requisite documents on or before 27.01.2025 by 5 pm (in all working days) addressed to Asst. Collector, Nizarat, Collectorate, Cuttack only by **registered Post / Speed Post**. The Authority is not responsible for any postal delay. No other mode of submission of bid shall be entertained.
- (b) **Late Bidders:** Any bid received by the authority after the prescribed time and dateline for submission of bids will not be considered and opened. Thus the same is deemed to be rejected.
- (c) The Technical bids shall be opened on the scheduled date and time at Old Conference Hall, Collectorate, Collectorate, Cuttack in the presence of the representatives of the bidders, if any, who wish to be present on the spot at that time with proper authorization.
- (d) The Financial Bid of only those bidders will be opened whose Technical bids are found appropriate. The date, time & place of opening of Financial BID will be communicated after evaluation of Technical BID.

5. Specifications and Make:

Processor Make	Intel
Processor Generation	12 or above
Number of Cores per Processor	10 or above
Processor Description	Intel Core i5
Size of Memory in Case of Dedicated Graphic Card (GB)	0 (Integrated)
Operating System (Factory Pre-Loaded)	Windows 11 Home Basic
Type of RAM	DDR4
RAM Size (GB)	16
Type of Drives used to populate the Internal Bays	SSD
Capacity of each SSD (GB)	512
Total SSD Capacity (GB)	512
Total SSHD Capacity in addition to 8 GB Flash (GB)	0
Wireless & Bluetooth Connectivity	Yes
Display Size (Inch)	14
Display Type	Non Touch
Display Resolution (Pixels)	1366x768
Optical Drive	NA
Backlit Keyboard	No
Battery Warranty	3
On Site OEM Warranty (Year)	5
Latest Licensed Original MS-Office(Home-Business) to be provided by the Bidder along with Licensed 05-Year Anti-virus.	
Make- HP/Dell	

6. Single rate should be quoted, which should not exceed ₹75,000/- per unit inclusive of all cost, GST and statutory dues as mentioned in Para-2(b).

7. Evaluation of BID:

- a) The District Level Procurement Committee will evaluate the Technical & Financial BID. The Bidder who meets the requirements specified in the Technical Bid will only be considered for participating in the Financial Bid. Financial Bid of the technically disqualified bidders will not be opened.
- b) The technically qualified bidder quoting lowest price in the Financial bid shall be considered for award of the contract.

8. Acceptance or Rejection of the Bids:

- (a) The Tender Inviting Authority (TIA) reserves the right to accept / reject (any / all) bids / cancel the entire selection process at any stage without assigning any reason thereof. No claim, whatsoever, shall be admissible for the alleged loss / damage suffered by the bidder / so account of such rejections.
- (b) Any bid without complete information is liable for rejection.

9. Award of Contract:

The contract will be awarded to the Bidder/s substantially responsive to the Bid document & offered lowest evaluated cost.

10. Performance Security Deposit:

The selected bidder shall have to submit Performance Security Deposit of 2% of contract value in shape of bank draft / Bank Guarantee (BG) drawn on any Nationalized / Scheduled Bank in-favour of the "Collector, Cuttack" payable at Cuttack only within 05 days from issue of the work order. In case of BG, the same shall be as per the **FORMAT-B** & its validity will be at least 30 days.

11. Post Delivery Inspection (PDI):

The TIA shall do the PDI of the quality & functionality of the Laptop.

12. Requirement & Delivery Schedule:

The selected firm shall have to supply the Laptops within 30 days from the date of issue of the work order. Total **44** number of Laptops are required to be supplied.

13. Payment terms:

- (i) **On completion of 100% delivery only after PDI.**
- (ii) No advance payment shall be made as per F.D. Rules.
- (iii) Deduction of tax at source shall be made at the appropriate rate as per prevailing law.

14. Penalty:

- (a) If the supply is delayed for any reason for which the TIA is not responsible, penalty @0.5% per week or part thereof on the total cost maximum up to 10% of the contract value will be imposed on the firm under orders of appropriate Authority. The TIA reserves the right to forfeit the Performance Security & debar the bidder from participating in any other bid of his / her office. In such cases the TIA may write to Govt. for black-listing the firm.
- (b) If the Post Delivery Inspection of Laptops shows negative results, then penalty will be imposed proportionately on the total cost after deduction of tolerance limit prescribed by Govt., if any.

15. Amendments to BID terms, conditions and issue of Corrigendum / addendum:

- (a) Before Seven(07) days of the last date of submission of Bids, if the TIA wants for any reason (whether at its own initiative or in response to a clarification requested by a prospective Bidder/s) can modify the Bidding Documents by issuing amendment / corrigendum.
- (b) The amendment in shape of corrigendum / addendum will be notified on the websites (<https://cuttack.odisha.gov.in>) and the prospective bidder/s are requested to take cognizance of such notification/s while submitting their tender proposal.
- (c) In order to allow prospective Bidder/s reasonable time in which to take the amendment into account in preparing their bid, the TIA may, at its discretion, extend the deadline for the submission of bids

16. Only one tender should be submitted by one party/Bidder. Submission of more than one tender will lead to rejection of all proposal of the bidder.

17. The bidder/s may use separate piece of paper, where the space provided in the formats in this tender document for submission of information, is not sufficient. The information in the separate sheet of paper shall be in prescribed format and its page should be serially numbered and duly authenticated.

18. All the information uploaded & submitted or supplied in the formats of this tender document shall be presumed to be true to the best of the knowledge of the bidder/s.
19. No document as required and mentioned in the Bid shall be submitted in the Technical bid / Financial bid documents unless otherwise specifically mentioned there in. All required documents shall be submitted with serial number and page mark.
20. The TIA reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
21. The bid validity period is 90days from the date of opening of the Financial bid. Accordingly the bidder shall submit the Bid.
22. The TIA reserves the right to reject any or all the bids without assigning any reason thereof. The TIA also reserves the right to modify any term in the bid document at the time of execution of contract, if felt necessary.
23. **Resolution of Disputes:**
 - (a) Any dispute between the Tender Inviting Authority and the successful bidder/s should be addressed to the other party only in writing in their respective letter heads signed only by the designated signatories as in contract agreement. Both the parties shall make every effort to resolve the same amicably by mutual consultations.
 - (b) If both the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, the same will be referred to by either party for conciliation to the conciliation panel. For that purpose, both the parties, shall nominate each one member, and both the nominated members shall form the Conciliation panel. In case the panel members report failure of conciliation, the matter shall be referred to arbitration, by the Arbitrator, to be nominated by the Collector, Cuttack. The Collector, Cuttack shall nominate an Arbitrator, whenever required or when a request is made by the successful bidder/s, after the failure of conciliation, to nominate an Arbitrator. The arbitration proceeding shall be as per the provisions of the Arbitration and Conciliation Act 1996 of India.
24. **Applicable Law and Jurisdiction of Courts:**
 - (a) The Contract shall be governed by and interpreted in accordance with the existing law of India in force.
 - (b) All disputes relating to the contract is subject to the pecuniary jurisdiction of the Court at Cuttack.

Tech-1

COVERING LETTER

(ON BIDDER/SELLER LETTER HEAD)

[Location, Date]

To:

The Collector, Cuttack

Subject: Supply of Laptops for R.I. Circles of Cuttack District.

Madam/Sir,

I/We, the undersigned, request you to participate in the selection process towards supply of Laptops to R.I. Circles in accordance with Tender Call Notice No. _____ dated _____ of Asst. Collector, Nizarat, Collectorate, Cuttack. I/We are hereby submitting our proposal, which includes Technical Bid and Financial Bid separately.

I/We, hereby declare that all the information and statements made in this Technical BID are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. Our Bid will be valid for acceptance up to **90 Days** from the date of opening of the financial BID and I con firm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date.

I/We, hereby unconditionally undertake to accept all the terms and conditions as stipulated in the BID document. In case any provision of this BID document are found violated, then TIA shall without prejudice to any other right or remedy be at liberty to reject our Bid including legal action as per law.

I/We remain,

Yours faithfully,

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Tech-2**Bidder/s's Organisation (General Details)**

SIN o.	Description	Full Details
1	Name of the Bidder/s	
2	Address for Communication Tel:Fax: Emailid:	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder/s: Mobile No.: Email id:	
4	Registration / Incorporation Details Registration No: Date &Year.:	
5	Office & Service Center in Odisha Please furnish contact details	
6	Bid processing fee Details Amount: ₹5000/-	
7	EMD details	
8	GST IN under Odisha GST(OGST)Act	
9	PAN	
10	Confirm to carry out assignments as per the scope of work of the Bid Document	
11	Confirm to accept all the terms and conditions as specified in the Bid Document	

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp

Tech-3**Check list of documents & Items to be enclosed with Technical Bid**

Sl. No	Nature and Type of Document / Items	Whether enclosed (with page reference)	
		Yes / No	Page no.
1	OEM Authorization & other OEM Documents to participate in this tender process		
1	Valid Aadhar Udyog Registration.		
2	Proof of Office as well as Service Center in the State of Odisha		
3	Valid PAN		
4	Valid GST Registration Certificate under Odisha GST(OGST)Act		
5	Filed Income Tax Return for last Three(3) consecutive Financial Years		
6	DD/Banker's cheque amounting to ₹5000/- as bid processing fee		
7	EMD in shape of Demand Draft / Banker's cheque / Bank Guarantee		
8	Duly filled in signed & sealed Tech-1, Tech-2, Tech-3 & Tech-4 formats.		
9	Specification / catalogue of the Manufacturer.		
10	Duly filled in FIN-1 & FIN-2 Format		

Place:

BIDDER/S'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp /
Official Seal of the Firm.

Tech-4

(In Bidder's letter Head)

[Location, Date]

To:

The Collector, Cuttack

Undertaking / Declaration

1. I, _____ Son / Daughter / Wife of
Shri _____ Proprietor / Director /
Authorized Signatory of the bidder, mentioned above, a competent to sign this declaration and
execute this bid document;
2. I/we certified that I have not committed any offense--
 - (a) Under the Prevention of Corruption Act, 1988; or
 - (b) The Indian Penal Code or any other law for the time being in force, for causing any loss of
life or property or causing a threat to public health as part of execution of a public procurement
contract.
 - (c) I have not been debarred by any Central/State Government Organization / Bodies for the last
03years.
3. I/we have carefully read and understood all the terms and conditions of the BID document and
undertake to abide by them.
4. The information / documents furnished along with the above application are true and authentic to the
best of my knowledge and belief. I /We, am / are well aware of the fact that furnishing of any false
information /fabricated document would lead to rejection of my BID at any stage besides liabilities towards
prosecution under appropriate law.
5. I/we also certify that our firm has not been blacklisted / debarred / banned by any State Govt. / UT /
Central Govt. /Govt. organization / Govt. Institution / PSU / Govt. run autonomous body, Society
/ OSEPA and or convicted by any court of law due to (a)Service or quality supplied (b) submission of
fake or forged documents (c) submission of incorrect information/ suppression of vital information
and facts / misrepresentation of quality certificates (d)non-performance or non-supply (e)any other
reasons.
6. This is also certified that neither my-self nor my organization will be indulged in any corrupt practices so
far as this bidding is concerned.

Authorized Signatory [In full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder

FIN-1

COVERING LETTER

(In Bidder's Letter Head)

[Location, Date]

To

The Collector, Cuttack

Subject: Supply of Laptops for R.I. Circles of Cuttack District

Madam/Sir

I, the undersigned, offer to supply of Laptop in accordance with your Tender Call Notice No. _____, Dated: _____ attached Financial Proposal is for the sum of ₹. _____ ***[Insert amount(s) in words and figures*]***.

The quoted per unit rate is inclusive of cost of laptop, installation, transportation cost & delivery including GST. I do hereby undertake that, in the event of acceptance of our bid, the supply shall be made in respect to the terms and conditions as stipulated in the BID document.

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the proposal of <90.> days from the date of opening of the Financial bid. I have carefully read and understood the terms and conditions of the Bid document and do hereby undertake to provide the article accordingly.

Yours faithfully,

Authorized Signatory *[In full and initials]* Name and

Designation of Signatory with Date and Seal:

Address of the Bidder:

N.B - Amount must match with the one indicated in FIN-2.

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FIN-2**(In Bidder's Letter Head)**

Particulars	Rate Quoted per Laptop (In ₹.) as per the specification mentioned at Sl.NO-13 of bid document	Total Number of Laptops to be supplied	Total quoted Rate (in Rs.)
1	2	3	4=2X3

The rate per unit shall include cost of Laptop installation, transportation cost & delivery of the complete material including GST.

NB: The rate per unit may be quoted within ₹.75,000/-.

Place:

BIDDER'S OFFICIAL SIGNATORY

Date:

Name & Designation with Rubber Stamp/

Official Seal of the Firm.

Format-A

Bank Guarantee Form at for Furnishing EMD

To,

The Collector, Cuttack

WHERE AS _____ (Name and address of the tenderer) (herein after called "the Tenderer") has submitted their offer dated _____ for Supply of Laptop for RI Circle against the purchaser's Notice inviting tender No _____ dated _____

KNOW ALL MEAN by these presents that We.....of.....having our registered Office at (hereinafter called the "Bank")are bound unto the Asst. Collector, Nizarat, Collectorate, Cuttack (herein after called "purchaser") in the sum of ₹...../- for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents.

Sealed with the Common Seal of the said Bank this.....day of2024

THE CONDITIONS OF THIS OBLIGATION ARE:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this Tender.
2. If the tenderer having been notified of the acceptance of its tender by the Purchaser during the period of its validity:-
 - a) If the tenderer fails to furnish the performance security for the due performance of the contract
 - b) Fails or refuses to accept / execute the Contract.

WE undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser have to substantiate its demand, provided that, in it's demand the purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to _____ and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

Our _____*branch at _____(name and address of the*branch)is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this bank guarantee only and only if you serve upon us at our _____*branch. A written claim or demand and received by us at our _____*branch on or before dated _____otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

(Signature of the authorized officer of the Bank)

(Name & designation of the officer)
Seal, name, date& address of the bank and
address of the branch

*Preferably at district headquarter.

Format-B

PERFORMANCE BANK GUARANTEE FORMAT (to be provided by L1 Bidder)

To,

The Collector, Cuttack

WHEREAS _____ (Name and address of the supplier) (herein after called "the supplier") has undertaken, in pursuance of contract No _____ dated _____ for supply of Laptops to R.I. Circles (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified there in as security for compliance with its obligations in accordance with the contract;

AND WHERE AS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of _____ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the consultant be for presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the _____ day _____ of _____, <Year>

Our branch at* _____ (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our _____ *branch a written claim or demand and received by us at our _____ *branch on or before Dt. _____. Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....
(Signature of the authorized officer of the Bank)
Name and designation of the officer

.....
Seal, name & address of the Bank & Branch

*Preferably at district headquarter.

