

Annexure-1

VENDOR MASTER DATA CREATION/CHANGE REQUEST FORM	
Account Group (In case of New Vendor Creation Only)	
Purchasing Organisation (In case of New Vendor Creation Only)	
VENDOR NUMBER (In case of Change only)	
NAME #	
Title	
Name	
SEARCH TERM %	
Search Term	
STREET ADDRESS #	
Street/House No.	
Postal Code/City	
Country	
COMMUNICATION #	
Telephone	
Mobile Phone	
Fax	
E-Mail	
TAX INFORMATION #	
VAT Registration No.	
PAN Number	
BANK DETAILS *	
Bank Name	
Branch Address	
Country	
Beneficiary Account Type	Savings/Current (Strike out that is not applicable)
Beneficiary Account Name	
Beneficiary Account Number	
Branch MICR Code (Optional)	
Branch IFSC Code	
Bank Key	
ALTERNATIVE PAYEE IN DOCUMENT %	
Permitted Payee, if any	
ACCOUNTING INFORMATION %	
Reconciliation Account	
Sort Key	
Cash Management Group	
PAYMENT DATA %	
Payment Terms	
Chk Cashing Time	
AUTOMATIC PAYMENT TRANSACTIONS %	

Payment Method	
House Bank	
WITHHOLDING TAX INFORMATION %	
Withholding Tax Type (Separated by comma in case of more than one)	
W/Tax Code	
Liable (Y/N)	
Rec. Type	
W/Tax ID	

* Bank Details except Bank Key is required to be verified by the Bank on its letter head duly signed and stamped.

(Certificate to be enclosed along with the request)

Attached documentry Proof (Copy of LOA, PAN Card copy etc)

% To be filled in by concerned finance office.

All Data to be filled in CAPITAL Letters only.

Official Initiating Request; (Dy HOD of Executive Department)

Signatures

Name

Designation

Mobile Number

Official approving Request; (Dy HOD of Concerned Finance)

Signatures

Name

Designation

Mobile Number

For Use in Corporate Finance Office;

Vendor Number Generated in SAP (In case of New Vendors Only)

Date Creation/Edit

Task Performed By ;

Signatures

Name

Designation

ANNEXURE-3

**PROFORMA OF BANK GUARANTEE FOR TENDER GUARANTEE
(ON NON-JUDICIAL STAMP PAPER OF RS. 100, WITH STAMP OF BANK)**

Ref

Date

Bank Guarantee No.....

.....

To,

Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road,
New Delhi.110001

Dear Sir,

In accordance with your invitation to tender No. M/s
..... hereinafter called the
tenderer with the following Directors on their Board of Directors/ Partners of the firm :

- | | |
|----|-----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |
| 7. | 8. |
| 9. | 10. |

Wish to participate in the said tender for the supply of

As a Bank Guarantee against Bid Guarantee for a sum of
..... (in words & figures)

valid for (180) one hundred and eighty days from the date of opening of the Tender viz
..... is required to be submitted by the tenderers as a
condition for the participation, this bank hereby guarantees and undertakes during the above
said period of (180) one hundred and eighty days to immediately pay, on demand by the
General Manager or Financial Advisor & Chief Accounts Officer, Delhi Metro Rail Corporation

Ltd., NBCC Place, Bhisma Pitamah Marg, New Delhi-110003, **INDIA** in writing the amount of (in words & figures) to the said General Manager or Financial Advisor & Chief Accounts Officer, Delhi Metro Rail Corporation Ltd., New Delhi, INDIA, and without any reservation and recourse, if :-

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- (i) the tenderer after submitting his tender, modifies the rates or any of the terms and conditions thereof, except with the prior written consent of the purchaser; or
- (ii) the tenderer withdraws the said bid within 180 days after opening of bid; or
- (iii) the tenderer having not withdrawn the bid, fails to furnish the Contract Performance Guarantee within the period provided in the Conditions of Contract.

This guarantee shall be irrevocable and shall remain valid upto 4.00 P.M. on If further extension to this guarantee is required, the same shall be extended to such required periods on receiving instructions from M/s

.....on whose behalf this guarantee is issued.

Date

Signature

Place

Printed Name

Witness :

1.

.....

(Designation)

.....

(Bank's Common Seal)

ANNEXURE-5

**PROFORMA FOR STATEMENT OF DEVIATIONS
FROM TENDER CONDITIONS**

The following are the particulars of deviations from the requirements of the Instructions to Tenderers and Conditions of Contract:-

<u>CLAUSE</u>	<u>DEVIATION</u>	<u>REMARKS</u> (including justification)

1. We herby confirm that the pricing for unconditional withdrawal of the above deviation has given in the Financial Tender.
2. We herby confirm that all implicit and explicit deviations, comments and remarks, mentioned elsewhere in our Tender, shall be treated as NULL and VOID and stand withdrawn
3. We herby confirm that but for the deviations noted in the Annexure- 5 our tender is fully compliant.

.....

**Signature and seal of
the Manufacturer/ Tenderer.**

NOTE : Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

PROFORMA FOR STATEMENT OF DEVIATIONS

FROM COMMERCIAL TERMS/ TECHNICAL SPECIFICATIONS

The following are the particulars of deviations from the requirements of the Technical Specifications :-

CLAUSE	<u>DEVIATION</u>	<u>REMARKS</u> (including justification)

1. We hereby confirm that the pricing for unconditional withdrawal of the above deviation has given in the Financial Tender.
2. We hereby confirm that all implicit and explicit deviations, comments and remarks, mentioned elsewhere in our Tender, shall be treated as NULL and VOID and stand withdrawn
3. We hereby confirm that but for the deviations noted in the Annexure- 6 our tender is fully compliant.

.....

**Signature and seal of
the Manufacturer/ Tenderer**

NOTE : Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”.

PROFORMA OF BANK GUARANTEE FOR CONTRACT
PERFORMANCE GUARANTEE BOND

Ref Date
Bank Guarantee No.

To

Delhi Metro Rail Corporation Ltd.
Metro Bhawan, Fire Brigade Lane,
Barakhamba Road,
New Delhi.

1. Against contract vide Advance Acceptance of the Tender No..... dated covering supply of.....(hereinafter called the said contract') entered into between the General Manager, Delhi Metro Rail Corporation Ltd., Delhi (hereinafter called the Purchaser) and (hereinafter called the "Contractor"), this is to certify that at the request of the Contractor we, Bank, Ltd., are holding in trust in favour of the Purchaser, the amount of (write the sum here in words) to indemnify and keep indemnified the Purchaser against any loss or damage that may be caused or likely to be caused to or suffered by the Purchaser (**India**) by reason of any breach by the Contractor of any of the terms and conditions of the said contract and/or the performance thereof. We agree that the decision of the Purchaser, whether any breach of any of the terms and conditions of the said contract and/ or in the performance thereof has been committed by the Contractor and the amount of loss or damage that has been caused or suffered by the Purchaser shall be final and binding on us and the amount of the said loss or damage shall be paid by us forth with on demand and without demur to the Purchaser.

2. We, Bank Ltd., further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for satisfactory performance and fulfilment in all respects of the said contract by the Contractor i.e. till (viz the date upto 12 months after the date of last shipment/ delivery of the goods ordered) hereinafter called the 'said date' and that if any claim accrues or arises against us,Bank Ltd., by virtue of this guarantee before the said date, the same shall be enforceable against us..... Bank Ltd., notwithstanding the fact that the same is enforced within six months after the said date. Payment under this letter of guarantee shall be made promptly upon our receipt of notice to that effect from the Purchaser.

3. It is fully understood that this guarantee is effective from the date of the said contract and that we,Bank Ltd., undertake not to revoke this guarantee during its currency without the consent in writing of the Purchaser.

4. We,Bank Ltd., further agree that the Purchaser shall have the fullest liberty, without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said contract or to extend time of performance by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Purchaser against the said Contractor and to forbear or enforce any of the terms and conditions relating to the said contract and We.....Bank Ltd., shall not be released from our liability under this guarantee by reason of any such variation or extension being granted to the said Contractor or for any forbearance and or omission on the part of Purchaser or any indulgence by the Purchaser to the said Contractor or by any other matter or thing whatsoever, which, under the law relating to sureties, would but for this provision have the effect of so releasing us from our liability under this guarantee.

5. We,Bank Ltd., further agree that the guarantee herein contained shall not be affected by any change in the constitution of the said Contractor.

Date

Signature.....

Place.....

Printed Name

Witness :

.....

(Designation)

.....

(Bank's Common Seal)