

बिड दस्तावेज़ / Bid Document

बिड विवरण / Bid Details	
बिड बंद होने की तारीख/समय /Bid End Date/Time	12-09-2026 18:00:00
बिड खुलने की तारीख/समय /Bid Opening Date/Time	12-09-2026 18:30:00
बिड पेशकश वैधता (बंद होने की तारीख से)/Bid Offer Validity (From End Date)	90 (Days)
मंत्रालय/राज्य का नाम/Ministry/State Name	Ministry Of Urban Development
विभाग का नाम/Department Name	Na
संगठन का नाम/Organisation Name	National Capital Region Planning Board (ncrpb)
कार्यालय का नाम/Office Name	Core Iv B, First Floor, Lodhi Road
शिकायत निवारण के संपर्क विवरण/ Contact details of Grievance redressal	HOD Email id :ncrpb-dr@nic.in Buyer Email id: ncrpb-ada@nic.in
वस्तु श्रेणी /Item Category	Financial Audit Services - Audit report; CAG Empaneled Audit or CA Firm
अनुबंध अवधि /Contract Period	1 Year(s)
उन्हीं/समान सेवा के लिए अपेक्षित विगत अनुभव के वर्ष/Years of Past Experience Required for same/similar service	3 Year (s)
इसी तरह की सेवाओं का पिछला आवश्यक अनुभव है/Past Experience of Similar Services required	Yes
एमएसएमई के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है/MSE Relaxation for Years of Experience and Turnover	No
स्टार्टअप के लिए अनुभव के वर्षों और टर्नओवर से छूट प्रदान की गई है /Startup Relaxation for Years of Experience and Turnover	No
विक्रेता से मांगे गए दस्तावेज़/Document required from seller	Experience Criteria,Bidder Turnover,Certificate (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
क्या आप निविदाकारों द्वारा अपलोड किए गए दस्तावेजों को निविदा में भाग लेने वाले सभी निविदाकारों को दिखाना चाहते हैं? संदर्भ मेनू है/Do you want to show documents uploaded by bidders to all bidders participated in bid?	Yes (Documents submitted as part of a clarification or representation during the tender/bid process will also be displayed to other participated bidders after log in)

बिड विवरण/Bid Details	
बिड लगाने की समय सीमा स्वतः नहीं बढ़ाने के लिए आवश्यक बिड की संख्या। / Minimum number of bids required to disable automatic bid extension	3
दिनों की संख्या, जिनके लिए बिड लगाने की समय-सीमा बढ़ाई जाएगी। / Number of days for which Bid would be auto-extended	3
ऑटो एक्सटेंशन अधिकतम कितनी बार किया जाना है। / Number of Auto Extension count	1
बिड से रिवर्स नीलामी सक्रिय किया/Bid to RA enabled	No
बिड का प्रकार/Type of Bid	Single Packet Bid
तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय /Time allowed for Technical Clarifications during technical evaluation	2 Days
अनुमानित निविदा मूल्य (सभी करों सहित) भारतीय रुपये में / Estimated Bid Value in INR (Inclusive of all taxes)	80000
मूल्यांकन पद्धति/Evaluation Method	Total value wise evaluation
मध्यस्थता खंड/Arbitration Clause	No
सुलह खंड/Mediation Clause	No

ईएमडी विवरण/EMD Detail

आवश्यकता/Required	No
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ईपीबीजी विवरण /ePBG Detail

आवश्यकता/Required	No
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बोली विभाजन लागू नहीं किया गया/ Bid splitting not applied.

एमआईआई अनुपालन/MII Compliance

एमआईआई अनुपालन/MII Compliance	Yes
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एमएसई खरीद वरीयता/MSE Purchase Preference

एमएसई खरीद वरीयता/MSE Purchase Preference	Yes
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सूक्ष्म और लघु उद्यम मूल उपकरण निर्माताओं/सेवा प्रदाता को खरीद में प्राथमिकता, यदि उनका मूल्य L1+X% / Purchase Preference to MSE OEMs/ Service Provider available upto price within L1+X%	15
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1. Years of Past Experience required: The bidder must have experience for number of years as indicated above in bid document (ending month of March prior to the bid opening) of providing similar type of services to any Central / State Govt Organization / PSU. Copies of relevant contracts / orders to be uploaded along with bid in support of having provided services during each of the Financial year.

2. **Purchase preference to Micro and Small Enterprises (MSEs):** Purchase preference will be given to MSEs having valid Udyam Certificate and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. Relevant documentary evidence in this regard shall be uploaded along with the bid in respect of the offered product or service, and Buyer will decide eligibility for purchase preference based on documentary evidence submitted in case of product bids, whereas in case of services the eligibility is automatically validated. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for % (selected by Buyer) percentage of total quantity. The buyers are advised to refer the [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

3. If L-1 is not an MSE and MSE Service Provider (s) has/have quoted price within L-1+ 15% of margin of purchase preference /price band as defined in the relevant policy, then 100% order quantity will be awarded to such MSE bidder subject to acceptance of L1 bid price.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

5. Past Experience of Similar Services: The bidder must have successfully executed/completed similar Services over the last three years i.e. the current financial year and the last three financial years(ending month of March prior to the bid opening): -

1. Three similar completed services costing not less than the amount equal to 40% (forty percent) of the estimated cost; or
2. Two similar completed services costing not less than the amount equal to 50% (fifty percent) of the estimated cost; or
3. One similar completed service costing not less than the amount equal to 80% (eighty percent) of the estimated cost.

अतिरिक्त योग्यता /आवश्यक डेटा/Additional Qualification/Data Required

Number of Years of firm/company's existence as per ICAI certificate: 3 Years

Number of years of experience as on date of which at least XX years should be in internal/external audit of companies, PSUs and centrally funded institutions.: 3 Years

Number of full-time partners/experienced and qualified professionals in full time employment at senior level with experience in handling similar or relevant projects: 02 Full time Partner/ Director as Chartered Accountants

Number of partners/ qualified professionals in full time employment with DISA/CISA qualification: 02 Full time Partner/ Director as Chartered Accountants

Price Breakup Format for the bidders to upload for providing break-up of overall project

cost:1787825646.pdf

Financial Audit Services - Audit Report; CAG Empaneled Audit Or CA Firm (1)

तकनीकी विशिष्टियाँ /Technical Specifications

विवरण/ Specification	मूल्य/ Values
कोर / Core	
Scope of Work	Audit report
Type of Financial Audit Partner	CAG Empaneled Audit or CA Firm
Type of Financial Audit	Internal Audit
Category of Work under Financial Audit	Audit of financial statements , Internal control of financial , Compliance with law & regulations
Type of Industries/Functions	Purchase & Procurement , Fixed assets, depreciation and amortisation , Payables , Receivables , Cash and Bank Balance
Frequency of Progress Report	Half Yearly
MIS Reporting for Financial Audit support	Yes
Frequency of MIS reporting	Half Yearly
State	NA
District	NA
एडऑन /Addon(s)	
Post Financial Audit Support	Yes

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer

क्रेता द्वारा निर्धारित न्यूनतम मूल्य/Minimum Floor Price defined by Buyer	No
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अतिरिक्त विशिष्टि दस्तावेज़ /Additional Specification Documents

प्रेषिती/रिपोर्टिंग अधिकारी /Consignees/Reporting Officer and Quantity

क्र.सं./S.N o.	प्रेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
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क्र.सं./S.N o.	परेषिती/रिपोर्टिंग अधिकारी /Consignee Reporting/Officer	पता/Address	Quantity	अतिरिक्त आवश्यकता /Additional Requirement
1	Sushil Kumar Katariya	110003,National Capital Region Planning Board Core IV -B, First Floor India Habitat Center, Lodhi Road	Project / Lumpsum Based	Number of Months for which Post Audit Support is required : 3

क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें/Buyer Added Bid Specific Terms and Conditions

1. Generic

OPTION CLAUSE 25% : The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, the contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration.

For lumpsum-based service contracts, the buyer may increase the scope of work and contract value up to 25 percent with the consent of the service provider

2. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

3. Buyer Added Bid Specific Scope Of Work(SOW)

File Attachment [Click here to view the file.](#)

अस्वीकरण/Disclaimer

The Additional Terms and Conditions (ATC) have been incorporated by the Buyer after approval of their Competent Authority. The Buyer ,is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any restriction arising in the bidding process due to these ATCs and including the modification of technical specifications and / or terms and conditions governing the bid.All representations / grievances pertaining to the ATC clauses shall be raised with the buyer organization directly and not with GeM.If any of the clause(s) is/are incorporated by the Buyer regarding the following, the bid & resultant contract shall be treated as null & void. Further, GeM reserves the right, at its sole discretion, to cancel the bid forthwith, without issuance of any prior notice or intimation :-

1. Publishing Custom / BOQ bids for items for which regular GeM categories are available (unless such Custom / BOQ item is bunched with the major regular product Category Item).
2. Mandating procurement of / from specific Brand / Make / Model / Manufacturer / Dealer except in case of Single Bid / Proprietary Article Certificate (PAC) Buying.
3. Inclusion of disqualification criteria related to suspension of seller / service provider, where such suspension period has already expired.
4. Mandating submission of documents (other than EMD and signed Integrity Pact - which can be submitted within 5 days of bid opening) in physical form as a pre-requisite to qualify bidders.
5. Publishing bids on GeM for procurement of works.
6. Procurement of Goods by creating a Service bid on GeM & vice-versa.
7. Seeking sample with bid or approval of samples during bid evaluation process. However, trial / sample, as the case may be, shall be permitted in cases where trial / sample are allowed as per approved and published procurement policy of the Buyers' controlling Ministry / Department / State / Public Sector Enterprises Headquarters. If there is any violation of trial / sample clause with regard to approved policy of the Buyers' Ministry / Department / State / Public Sector Enterprises Headquarters, then this is to be

determined and redressed by the concerned Buyer Organisation only.

8. Seeking experience from specific organization / department / institute only or from foreign / export experience.
9. Creating bid for items from incorrect categories.
10. Reference of conditions published on any external site or reference to external documents/clauses.
11. Asking for any Tender fee / Bid Participation fee, as the case may be.
12. Buyer added ATC Clauses which are in contravention of clauses defined in bid detail section, including specifications, EMD Detail, ePBG Detail and MII and MSE Purchase Preference sections of the bid, unless otherwise allowed by the applicable GeM GTC.
13. Any ATC clause in contravention with GeM GTC Clause 4 (xiii) (h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.
14. In a category based bid, adding additional items, through buyer added, additional scope of work/ additional terms and conditions/or any other document. If buyer needs more items along with the main item, the same must be added through bunching category based items or by bunching custom catalogues or bunching a BoQ with the main category based item, the same must not be done through ATC or Scope of Work.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

All GeM Sellers/Service Providers shall ensure full compliance with all applicable labour laws, including the provisions, rules, schemes and guidelines under the four Labour Codes i.e. the Code on Wages, 2019; the Industrial Relations Code, 2020; the Occupational Safety, Health and Working Conditions Code, 2020; and the Code on Social Security, 2020 as and when notified and brought into force by the Government of India.

For all provisions of the Labour Codes that are pending operationalisation through rules, schemes or notifications, the corresponding provisions of the pre-existing labour enactments (such as The Minimum Wages Act, 1948, The Payment of Wages Act, 1936, The Payment of Bonus Act, 1965, The Equal Remuneration Act, 1976, The Payment of Gratuity Act, 1972, etc. and relevant State Rules) shall continue to remain applicable.

The Seller/ Service Providers shall, therefore, be responsible for ensuring compliance under:

- All notified and enforceable provisions of the new Labour Codes as mentioned hereinabove; and
- All operative provisions of the erstwhile Labour Laws until their complete substitution.

All obligations relating to wages, social security, safety, working conditions, industrial relations etc. and any other statutory requirements shall be strictly met by the Seller/ Service Provider. Any non-compliance shall constitute a breach of the contract and shall entitle the Buyer to take appropriate action in accordance with the contract and applicable law.

This Bid is governed by the General Terms and Conditions, conditions stipulated in Bid and Service Level Agreement specific to the Service, as the case may be, as provided in the Marketplace.

However, in case of Service, if any condition specified in General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement specific to said Service, then it will over-ride the conditions in the General Terms and Conditions.

This Bid is governed by the [सामान्य नियम और शर्तें/General Terms and Conditions](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in सामान्य नियम और शर्तें/General Terms and Conditions is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला

सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।/In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws.

---धन्यवाद/Thank You---

National Capital Region Planning Board

The National Capital Region Planning Board is a statutory body under Dept. of Capital Development, Ministry of Housing and Urban Affairs, constituted by an Act of Parliament viz. NCR Planning Board Act 1985. The Board is a planning body which prepares Plans for National Capital Region. Beside preparation of Plans, it also arranges & oversees the financing of selected development projects in the National Capital Region and Counter Magnet Areas. Board is registered under the GST Act as a tax deductor only and income of NCRPB is also exempted u/s 12AB(1)(b). NCRPB invites bids for its Internal Audit from Partnership Firms or Limited Liability Partnerships (LLPs), having at least two partner / director as Chartered Accountants having requisite experience for execution of the work.

Internal audit is an important tool of management to keep watch and exercise control over activities of the NCRPB. With the specialized knowledge of professional firms of Chartered Accountants / LLP firms, NCRPB endeavors to significantly improve not only finance & accounting related performance but also exercise management control over non-financial activities with the help of efficient internal audit mechanism.

Accordingly, to strengthen the control over NCRPB's financial and other activities management will rely extensively on the reports submitted by Internal Auditors and hence responsibilities of Internal Auditors are vast and it is expected that the Internal Auditors shall apply their expertise in bringing out the deviations and irregularities and support the Board in streamlining its/ their activities. NCRPB management also desires to gather valuable suggestions from Internal Auditors to review, modify and enhance professionalism and financial discipline in the Board.

Internal audit is required to be conducted as per 'Framework Governing Internal Audit' and 'Basic Principle of Internal Audit' to the 'Standards on Internal Audit' issued by the Institute of Chartered Accountants of India. Based upon NCRPB's requirements and working following are the broad requirements for Internal Audit of the NCRPB, (this is not an exhaustive list of requirements): –

A) PRIME RESPONSIBILITIES THE INTERNAL AUDITOR

- a. Should ensure that no transaction, agreement, act or commitment of the NCRPB is *ultra vires* to the laws prevailing and/ or applicable for the period under audit.
- b. Should ensure that no transaction is booked in the books of accounts against mandatory accounting standards.
- c. Should ensure that no transaction is booked in the books of accounts of the NCRPB against generally accepted Accounting Principles, fundamental accounting assumptions and accounting concepts and Ind AS.

MAJOR FOCUS AREAS

The Internal Auditor should check and report in respect of the following areas;

1. Finance & Accounts

- i. Internal control mechanism for handling of cash and cash equivalent transactions.
- ii. Salary, advances, temporary advances and other employees related transactions. Timely recovery of advances and interest.
- iii. Timely and correct deposition of taxes and levies (direct and indirect), filing of returns and settlement of disputes as and when arise, if any.
- iv. TDS/GST TDS & all statutory compliance relating to other taxes & duties.
- v. All Statutory and tax compliances applicable on NCRPB.
- vi. Foreign currency transactions.
- vii. Bank statements & monthly bank reconciliation statements.
- viii. Proper and timely booking of revenue, expenditures, provisions, liabilities and assets.
- ix. Maintenance of Fixed Assets Register and physical verification of assets.
- x. Reconciliation of main/ general ledgers with subsidiaries for debtors, creditors, receivables and payables etc. and eliminating differences between main and subsidiary ledgers.
- xi. Recoverable and payables from/ to other govt. departments are properly and timely recorded and efficient efforts are being made to settle the transactions.

2. Administration and Personnel

- i. Payroll and leave records
- ii. Test check a few individual files of employees.
- iii. Ensure compliance of GPF/NPS.
- iv. Verify the records with special attention to LTC, Medical rules, Final Settlement, Travelling allowances, Staff Loans/Advances, Foreign Service Contribution (FSC) etc.
- v. Expenses on employees welfare etc.

3. Other Matters:

- i. Payment of late fees/ penalty/ demurrage, fines etc. should be audited in detail and proper approval, steps for avoidance in future etc. should be ensured.
- ii. Settling pending issues with Direct and Indirect Tax and other statutory authorities.
- iii. Resolution of Statutory and C & AG audit Paras/observations and also compliance of Assurances given to the C&AG etc. The target in this regard is to bring down audit paras to nil.
- iv. Grant/ Debt received should be strictly accounted for in accordance with applicable Rules.
- v. Bank Guarantees received by NCRPB should not expire or get renewed to protect NCRPB's interest.

4. INITIATIVES

- i. Suggestions for improvement in accounting, following of rules, dealing with taxation matters, awareness about accounting standards, laws prevailing and amendments being introduced by government.
- ii. Suggestion for better accounting practices and business policies based on auditors' experience with practicality of uniform applicability.
- iii. Suggestions for betterment of processes, capturing of information and improving MIS.

- iv. Suggestion for improvement in internal control system for financial and non financial activities.
- v. Suggestions on any changes in Ind AS, Income Tax, GST and provision of the various Act/Rules applicable, if any, to NCRPB.

B. AUDIT REPORT

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The Audit Report should be concise, to the point and should be professionally written covering all important aspect. Above guidelines are indicative and not exhaustive. Wherever internal auditor notices issues to report he should clearly report in such a way that shall meaningfully be used by NCRPB.

The Internal Auditor is required to submit its report as per the time schedules indicated below;

Audit Phase	Period	Due date for Reporting
I	April to September, 2026	Half yearly report within one month after completion 2 nd quarter.
II	October 2026 to March, 2027	Half yearly report within one month after completion Financial Year.

Further, internal auditor is expected to have good working knowledge of relevant '**Standards on Internal Audit**' (SIA) and should suitably apply such standards while conducting internal audit and concluding his comments. The check - list of documents required with bid are at Annexure-I.

C. PERIOD OF ENGAGEMENT

The initial period of appointment shall be for one year which can be extended for further period of maximum two year (year on year basis) with the prior approval of Competent Authority on the same terms and conditions, if performance found satisfactory.

D. ELIGIBILITY AND QUALIFYING CRITERIA

The bidder must ensure the following: -

1. A Bidder must be a Partnership Firm or Limited Liability Partnerships (LLPs), having at least two full time Partner / Director as Chartered Accountants
2. Registration Certificate of Firm/LLP.
3. Bidder should have turnover of at least Rs.50 lakh in the last audited Financial Year.
4. Should be empaneled with C&AG of India (registration certificate should essentially be enclosed with technical bid document).
5. Successfully undertaken atleast three Internal Audit during the last three financial years (FY 2023-24, 2024-25 and 2025-26) of PSU {Central / State Public Sector

Undertakings / Statutory Bodies/ Government Companies (incorporated under Companies Act, 1956 or Companies Act, 2013)} / Public Sector Banks.

6. The firm should have an office in Delhi NCR.
7. The Minimum fee prescribed by ICAI for the purpose of Internal Audit is Rs.80,000/- per FY., the same may be followed strictly, while bidding.
8. The technical bid should be submitted with documentary proof as per format at Annexure-A.

D) EVALUATION CRITERIA

The bidder with lowest quote (L1), subject to minimum Rs.80,000/- p.a. (as per ICAI minimum fees), will be selected for the work if the Technical Bid is qualified as per above mentioned eligibility/criteria. In case of tie with L1 quote, the bidder who have undertaken and enclosed maximum number of Internal Audits of the above-mentioned organizations in the given period will be selected. If further tie, the bidder who have oldest registration of their Firm/LLP will be selected.

_Annexure-A

S.No.	Particulars	YES / NO	Documents enclosed at Page no.
1	All Bid Forms have been Signed and Stamped		
2	Registration Certificate of Firm/LLP depicting Year of Establishment is enclosed		
3	Name of each Partner/Director of the Firm/LLP with Registration Number are enclosed		
4	Empanelment Certificate/Letter with C&AG is enclosed		
5	Audited Certificate/P&L depicting turnover of at least Rs.50 lakh in the last audited Financial Year is enclosed		
6	Completion Certificate/Self-Certification with Letter of Award for <u>Internal audit</u> in the last three financial years (FY 2023-24, 2024-25 & 2025-26) of PSU {Central / State Public Sector Undertakings / Statutory Corporations/ Government Companies (incorporated under Companies Act, 1956 or Companies Act, 2013)} / Public Sector Banks are enclosed		
7	Any other document.		

