



URANIUM CORPORATION OF INDIA LIMITED
(A Government of India Enterprise)
(CIN : U 12000 JH 1967 GOI 000806)
Near AMD Camp, P.O : Mobbuchintalapalle - 516 349,
Near Pulivendula, Vemula Mandal, Y.S.R District, Kadapa, Andhra
Pradesh, Ph No.08588-282707.

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Notice Inviting Tender

Tender No.: TMPL INST- 001

Sealed Tenders in 2 (TWO) sets (one original and one copy) are invited for the execution of following works:

Name of Works & Plant : Annual Maintenance Contract for Personal Computers, Printers & UPS of Uranium Ore Processing Plant, Tummalapalle.
Nature of Tender : Single Part Tender

- 1 Earnest Money Deposit : Rs 4000/- (Rupees Four Thousand only)
- 2 Cost of Tender : Rs.500/- (Rupees Five Hundred only)
- 3 Issue Date of Tender Document : 27-10-2014
- 4 Close of Sale of Tender : 13-11-2014
- 5 Last date of receiving of completed Tender : 15-11-2014 at 5.00 PM
- 6 Tender Opening Date : 17-11-2014 at 3.30 PM

The average annual financial turnover during the last 3 years should be at least Rs 5 Lakhs. Profit & Loss account and Balance sheet duly audited for last 3 financial years must be submitted. The bidder should have experience of having successfully completed similar works during last 6 years ending 31.03.2013 as at (a) or (b) or (c) below:

- a. Three similar completed works each costing not less than Rs 0.75 Lakhs.
- b. Two similar completed works each costing not less than Rs 0.90 Lakhs.
- c. One similar completed work costing not less than Rs 1.50 Lakhs.

'Similar Works' means comprehensive maintenance of Personal Computers, Printers, UPS etc of industrial/commercial organizations.

Tender document can be obtained from the Office of the Dy. Manager (Personnel), UCIL, Tummalapalle Processing Plant, Mill Division, P.O. – Mabbuchintlapalli, Vemula (Mandal), Kadapa , Dist.: YSR, Andhra Pradesh, Pin – 516349 on payment of cost of the Tender document fixed thereon (non-refundable) in cash or Bank Draft in favor of Uranium Corporation of India Limited, payable at State Bank Of India, **Pulivendula** Branch, Code No. 0989. The Tender Documents shall be available on all working days except Sundays and Holidays as per timing specified below.

Monday to Saturday : From 8.00 AM To 12.00 Noon and 03.00 PM To 5.00 PM



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Alternatively, the tender documents may be downloaded from our **website- www.ucil.gov.in**. In such a case, the tender document fee and other documents as prescribed above should be enclosed the same in the envelope containing technical proposal bid document.

The tenders are to be submitted in Single parts i.e. Part-IA, Technical & Commercial Terms & Conditions and Part-IB, Price proposal, to the Dy. Manager (Personnel), Uranium Corporation of India Limited, , Tummalapalle Processing Plant, Mill Division, P.O. – Mabbuchintlapalli, Vemula (Mandal), Kadapa , Distt.: YSR, Andhra Pradesh, Pin – 516349 reach him on or before the date & time fixed for receiving the bid. Telex, telegraphic or email bids will not be entertained. The sealed outer cover should contain two envelopes each sealed and marked with NIT no. closing date and general description of work tendered for and type of bid. One sealed envelope should contain technical proposal and commercial terms and conditions and the other sealed envelope price proposal; both envelopes should be enclosed in an outer sealed cover which should be super-scribed with NIT No. and general description of the work quoted for.

Tenders (only the Technical Proposal) will be opened on due date as mentioned above by the Corporation's authorized representative (s) in the presence of Tenderers who are present.

Tenders received without earnest money are likely to be rejected. Tenderer shall enclose the Draft/ Bank Guarantee of the public sector Banks for the Earnest Money in separate envelope and shall enclose the same in the envelope containing technical proposal.

The Corporation reserves the right to accept or reject any or all tenders either in full or part thereof or to split up the work or regroup the packages among more than one contractors if necessary without assigning any reasons whatsoever. Purchase preference shall be applicable as per Govt. of India directives.

for Chairman & Managing Director
Uranium Corporation of India Limited



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Scope of Work and Special Terms and Conditions

1. The tenure of the contract shall be for one year. The rates of AMC for all the items shall be valid for the one year.
2. The quantities mentioned in the list may have minor changes at the time of placement of work order to the successful bidder.
3. Payment terms: Payment will be made on quarterly basis against certified invoices.
4. The AMC shall be on **comprehensive maintenance service basis. i.e. no extra charges for s shall be paid by UCIL.**
5. Contractor has to depute a full time service engineer at our **TUMMALAPALLE MILL** for attending calls between 8.00 am to 5.00 pm on all working days.
6. EMD: Rs 4000/- (Rs Four Thousand only) either in cash or Bank Draft, in favor of Uranium Corporation of India Limited, payable at State Bank Of India, Pulivendula Branch, Code No. 0989 shall be submitted along with offer.
7. **Security Deposit:** Five (5%) of Total Order Value. Security deposit is to paid within 30 days after award of the work either in cash or Bank Draft, in favor of Uranium Corporation of India Limited, payable at State Bank Of India, Pulivendula Branch, Code No. 0989 alternatively security deposit will be recovered @ 10% from each running bill till the full security deposit is recovered.

Failure to carry out the awarded work shall entail forfeiture security deposit entirely. Security Deposit will be refunded without any interest on written request in duplicate to the Engineer-in-charge after satisfactory completion of the work.
8. Substitute: **suitable substitute shall be made available for equipments, which cannot be repaired within 5 days without any commercial implication.**
9. If the contractor fails to repair any equipment at site then they may be allowed to take out the equipment at the contractor's works for repair, however no extra cost for transportation etc. shall be paid by UCIL.
10. The **Bidder has to supply Anti-virus software** with 1 year license pack quantity – 45 nos. These software are to be installed in Stand alone computers only. The antivirus software should be equipped with latest Antivirus, Anti-spyware, Anti-Malware, Anti-rootkit, Auto-run protection, browsing protection, Anti phishing, Anti span, Firewall, Registry cleanup
11. Acceptable make of Antivirus software: latest version of Quickheal OR Norton.



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12. By Personal Computer it covers all it's components attached to it i.e. CD Writer/CDRW DVD Combo/Internal Modem/Network card/ Display Card/RAM /Hard disc/SMPS etc.
13. The Lamps of Flat Bed Scanners are also included in the scope of AMC.
14. Hard disks are covered under AMC, in case Hard Disk goes faulty in any machine the same shall be replaced with Hard Disks of Seagate/Samsung make of same or higher capacity. Similarly if any mother board goes faulty then it shall be replaced either by a similar mother board or of Intel Mother Board.
15. The software maintenance shall include loading, reformatting to softwares like Windows (98, XP, 2000, Windows Vista, Windows-7, Windows 8), MS Office, Language software, Anti virus Software or any other software purchased by UCIL from time to time.
16. Removal of virus and patch management shall be a mandatory part of the contract. Contractor's service engineer shall be required to update anti virus scanning software/monitor on a regular interval at least once in a month on preventive maintenance basis and even more frequently, if required on case-to-case basis. The contractor shall supply proper anti virus software.
17. **The rates should be quoted strictly in accordance with the price format given in tender document.** The Total amount for one year period shall be the deciding factor for L1 bidder.
18. **The contract shall be awarded to a single firm only so it is mandatory for the bidder to quote for all the items given in Price format (Annexure-B).**
19. The services of engineer of the contractor may be required on non-working days or beyond office hours on working days on some occasions to meet emergency situation without any extra charges.
20. If some machines are covered under warranty then they shall be included in AMC after the expiry of warranty. The proportional cost for AMC of the said machine shall be calculated as mentioned below.

Rate of AMC for one year

----- X proportional period of AMC in months

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21. The Bidder should have Branch office near around 80km from the Organization.



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Annexure - A

GENERAL CONDITIONS OF CONTRACT

1. **Nature of Tender**:- Single Part
2. **Working Hours**:- As the requirement is for round the clock operation. Service engineer will be deputed as per instruction of Engineer-in-charge. No extra claims shall be entertained for working beyond duty hours in such urgency.
3. **Commencement of work** : - Work will commence within one week from the date of issue of work order. Contractor will report to the Engineer In charge, UCIL immediately on receipt of work order for further instructions for carrying out the job. A letter duly signed under contractor's official seal as a token of acceptance of all terms & conditions of work order must reach in the office within two days of receipt of the order. The work order no. & date as well as name of work must be quoted in all correspondences.
4. **Completion period of contract**:- Completion period of **present contract is one year**, which may be extended for further one year after successful completion of first one year. Total price quoted for one years period shall be the deciding factor to evaluate L-1 quotation. (Date of commencement will be reckoned from the date of start of work at site).
5. **Payment Terms** :- Bill (s) will be paid as mentioned in clause "**Bills**" of the Scope of Work or Special Conditions etc. of contract document.

Payment will be released after satisfactory completion of the work in all respect and certification by the Engineer-in-charge, UCIL within 30 days of submission of clear bill in triplicate along with tenderer 's letter head. Contractor shall mention actual date of commencement of the work in their bill (s). ***Final bill will be released only after submission of Annual Return and work completion letter in duplicate by the contractor.***
6. **Work Measurement & Inspection / Work Instructions** :- It is to be done jointly as per schedule of items & scope of work, etc. by the Engineer-Incharge, UCIL and the Contractor. The measurement thus taken will be final and acceptable to both parties. Time to time detailed work instructions will be given by the Engineer –in-charge, UCIL.
7. **Jurisdiction / Dispute**: - Any action / dispute arisen out of or from this work order shall be subject to the jurisdiction of court of law at Kadapa only, irrespective of anything to the contrary mentioned in the tender / quotation. Any statutory obligation has to be made by the contractor. Tenderer will extend all help.
8. **Penalty**: Following penalty shall be applicable in this job:
 - i. **Absenteeism**: on account of absence of service engineer will be imposed at a rate of Rs. 1000/- per day



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ii. **Failure in repairing the defects/replacement of equipment** covered under AMC beyond 7 days @ Rs. 200/- per day per equipment

The amount of penalty / compensation may be adjusted or set off against any sum payable to the contractor under this or any other contract with the corporation.

9. **Force Majeure:-** In case of closure / breakdown / strike / lockout or any other causes beyond control of the corporation preventing normal operation, the corporation shall be at liberty to extend the time for completion or cancel the order without any financial liability whatsoever.
10. **Safety Rules & Regulations for contractor's employees** :- UCIL's Safety Rules & Regulations for contractor's employees will be complied strictly during the execution of various works at site. **Contractor shall ensure the use of safety appliances during the work at site.** Contractor will take full safety measures and arrange the necessary safety gadgets / appliances, tools & tackles, helmet, gumboot, safety belt, shock proof shoe, safety suit / uniform, goggles, gloves, apron, ladders, bamboos, rope, machineries, scaffolding, etc required for the work by their own so as to ensure that no damage, loss or injury to corporation's personnel, contractors' personnel, third party or equipment are caused due to the work being carried out by contractor. **UCIL shall not provide any safety appliances and tools & tackles under any circumstances.** Contractor has to follow the Safety Rules & Regulations as per Indian Electricity Rules to do the electrical works. Contractor must report in writing (duplicate) to the Engineer-In-charge or Safety Officer (Mill) - UCIL immediately on becoming aware of any accident at their site.
11. **Safe Transportation / Storage of Materials:** - Contractor will have to make their own arrangement for to and fro transportation of men, material and machine, etc. including loading and unloading at their own expense under this contract. Contractor will also be responsible for safe keeping of materials at their own cost issued by UCIL either free of cost or chargeable basis. The contractor shall be provided space to keep their spares required to execute the contract. Contractor will provide and maintain a register and duplicate / triplicate books also at his own cost to maintain the material issue to them as per direction of engineer in charge. Tenderer will transport all material from UCIL – Stores / Godown to contractor's work site in safe custody.
12. **Price Escalation:-** No escalation on any account shall be payable and price quoted shall be firm till completion of the work under this contract. **Offers with price variation clause will be out rightly rejected.**
13. **Insurance:-** The contractor shall ensure & maintain insurance against his liability for accident or injury to workmen or machineries used for the work and shall submit two copies of the policy & receipts of premiums paid or satisfactory evidence of insurance coverage at their own cost valid for whole working / contract period at a time for all the



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persons to be engaged to the Engineer Incharge, UCIL before the commencement of work. Contractor shall also submit the proof of the renewal of the same policy at least two days before the expiry date of the previous policy to the Engineer Incharge-UCIL. *The contractor will not be allowed to carry out any activity without necessary insurance coverage (mentioning working height depend upon the job requirements and as per insurance rules) of their persons. Insurance policy shall also indemnify UCIL against any claim raised by the injured / affected workmen or his family.*

14. **Temporary work closure:** - If the work site is required to be suspended for some days / period because of any reason, contractor may close the site temporarily under written intimation *in triplicate* to the Engineer-Incharge, UCIL. During the above period, the contractor will be in touch with the Engineer Incharge- UCIL for further instructions, if any. No extra claim against any idling of contractor's site crew / staff & machineries, etc. will be entertained.
15. **Material (s) Supply by UCIL and Contractor:** - The Corporation will not provide any accommodation, tools and tackles, men, material, machineries, transport, etc. for this work. **No facility / supply other than mentioned in special conditions, scope of work and schedule of items will be provided by UCIL as free or on chargeable basis. If Any other materials / facilities that are not covered under this tender but are required to complete the work, will have to be arranged by the contractor / party at their own expense. No extra claim shall be entertained against the materials that are not covered under this contract.** But contractor shall submit free samples (materials) for approval, if required and materials approved by the Engineer Incharge, UCIL shall only be used. UCIL reserves the right to reject goods which are not as per specification and in case of rejection contractor shall have to replace material free of cost. Any deviation from the tender shall be clearly mentioned in the Part-I **(Techno Commercial Bid & EMD) under the heading "Deviation"**.
16. **Contract Agreement:** - Contract Agreement should be executed in prescribed format on a non-judicial stamped paper before commencement of work within *one week* from the date of issue of work order / L.O.I. However, no payment will be made without execution of contract agreement.
17. **Submission and opening of Tender:** - Tender / quotation / bid shall be submitted in a manner asked strictly in accordance with the tender terms & conditions laid down in the Enquiry / Tender document giving full details necessary for assessing their offer. Contractor shall sign and stamp on each pages of this tender document. Canvassing in any form is strictly prohibited and disqualify the tenderer for the tender submitted for. Tenders will be rejected, if sealed tender envelopes are not super scribed on the top as per instructions given. Tenders will not be received after due date and time. Tenders will not be accepted by Fax. Tenders submitted without earnest money deposit will be



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summarily rejected. If any of the date under this contract is declared holiday, the event scheduled on that day will be automatically shifted on the next working days.

Sealed tenders / quotations in duplicate should be submitted in two parts as given below (or as mentioned in our enquiry letter) to the Competent Authority- UCIL. The above envelopes shall be super scribed on the top as Techno Commercial Bid and E.M.D. and Price Bid respectively with NIT / Enquiry No. & Date / full name of the work / Tender Opening Date / Name & Address of the tenderer.

a. Techno Commercial Bid and E.M.D envelope shall contain papers

- Tenderer's covering letter in duplicate, scope of work, special conditions.
- General conditions of contract.
- Statement / zerox copies regarding previous three years experience and present status mentioning the value of work in detail, list of tools & tackles, technical personnel, transports and other equipments,.
- Balance sheet, income tax clearance certificate copy for last three financial years, if any and any other documents as deemed necessary (duly signed and stamped on each page).

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b. Price Bid envelope shall contain papers of duly signed and stamped price / rate proposal only *in Triplicate* along with tenderer's covering letter in Triplicate.

Finally both envelope shall be inserted into a third cover. And this third envelop shall also be sealed and properly superscribed as Name of the work on the top with Tender/Enquiry Number & Date / Tender Opening Date/ Name and Address of the Tenderer, etc. The tenders after receipt shall be opened on the stipulated date and time by the Chairman and Managing Director or his representative in presence of the intending bidders.

18. **Visit of Site and Locality prior to quote rate (s)** :- Before submission of tender, the tenderers are advised to make themselves fully conversant with the **SCHEDULE OF ITEMS, SCOPE OF WORK, SPECIAL CONDITIONS, GENERAL CONDITIONS OF CONTRACT (ANNEXURE-A)**, if any. They are also advised to physically visit the site to understand the site working conditions, nature of jobs prior to quote for the same. Also requested to inspect the site and equipments covered under present tender etc.
19. **Rate (s) in figures and words** :- The tenderer should mention their price / item rates in figures as well as in words. In case of any dispute / ambiguity, the price / rate mentioned in words shall be considered as final. Insertions, postscripts, additions and alterations shall not be recognised unless confirmed by the tenderer's signature.



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- Tenderer shall be submitted schedule of items(s) and rate(s) in triplicate duly signed and stamped on each page.**
20. **Tax & Duties:** - The quoted rate should be inclusive of all taxes and duties including service tax, if applicable. And imposition of any new taxes / duties by the State Govt. or Central Govt. during the contract execution period will also be paid by the contractor. Hence, no other taxes, duties and royalty, etc. would be paid extra.
 21. **Variation in Quantity of items** :- The quantity mentioned under the "schedule of item (s)" of this tender is tentative. The actual quantity may vary from that indicated in the tender document due to actual conditions of the site or due to other reasons. The contractor shall carry out all additional work upto the **total variation of $\pm 10\%$ of the awarded value**. The other terms & conditions and rates shall remain firm within this limit.
 22. **Validity** :- The offer should remain valid for a minimum period of **three months** from the date of opening of the final price part. The Tenderers shall not be allowed to increase, amend or withdraw his tender within this period and if he does so the earnest money deposit and security deposit may be forfeited.
 23. **Indemnity** :- Contractor will fully indemnify the corporation against all responsibility and whatsoever arising out of accident / injury to contractor's workmen, third party or to corporations' personnel and properties.
 24. **Labour Employment Conditions for executing work** :- As given in clauses 1 to 13 in Annexure-A.
 25. **Documents not transferable** :- Tender documents are not transferable. These tender documents are the property of corporation. Contractor shall keep one copy of the documents at the site in good order and same shall be available for inspection and use by the Engineer Incharge, his representative or by other inspecting officer. None of these documents shall be used by the contractor for any purpose other than that of this contract.
 26. **Award of Contract** :- The Corporation reserves the right to accept or reject any or all tender either in full or part or to split up the work, if necessary, without assigning any reasons therefore.
 27. **Medical facilities** :- The contractor shall be fully responsible for any first aid / emergency treatment or serious medical treatment to his employees. UCIL will provide medical facilities on chargeable basis to contractor's employees.
 28. **Security Rules & Regulations and Entry Passes:-** The contractor will have to submit the details of the persons to be employed for this work within two days of award of work. **The contractor will be allowed to start the work only after submission of the details in prescribed verification forms (in duplicate) along with four nos.**



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passport size photograph for each labourer separately to the Competent Authority, UCIL. Contractor will make necessary Entry Passes from concerned officials of SPF Unit, UCIL sufficiently in advance. Contractor shall strictly abide by the prevailing security rules and regulations and also to be enforced by UCIL time to time. Entry to the works premises is strictly restricted and only bonafide pass (permission) holders are allowed.

31. **Labour Acts & Rules** :-

The contractor shall (in respect of labourers employed by him) strictly comply with provisions of the following Act & Rules made there under in regard to all matters provided therein or any modifications thereof or any other law relating thereto from time to time.

- i) **Workmen Compensation Act-1923,**
- ii) **Payment of wages Act-1936**
- iii) **Employees Liability Act,1938**
- iv) **Industrial Dispute Act,1947**
- v) **Minimum Wages Act,1948**
- vi) **Employees State Insurance Act,1948**
- vii) **Mines Act, 1952**
- viii) **EPF & MP Act, 1952**
- ix) **Maternity Benefit Act,1961**
- x) **Contract Labour (Regulations & Abolition) Act, 1970**
- xi) **All statutory provisions of Atomic Energy Regulatory Board**

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Annexure - B

PRICE FORMAT

Computer AMC Estimation 2014-15					
S.No.	Item Description	Specification / Model	Qty (Nos)	Unit Rate (Inclusive of all Taxes) Per Year (Rs)	Total Cost per Year (Rs)
A	B	C	D	E	F=D X E
1	Desktop Computers	Core 2 Duo/PIV, HP/WIPRO	93		
2	Laser Printers (A4 Size)	HP	11		
3	Colour Inkjet Printers (A4 Size)	HP	11		
4	Dot Matrix Printers	TVS 345	7		
5	UPS 1 KVA	APC	25		
6	Supply and Periodic up-gradation of Antivirus Software	Quickheal	45		
Grand Total (Rs) (Including all Taxes & Duties for ONE Year Period)					