



## Section-04

### NOTICE INVITING TENDER

**SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD.**  
**GOSHALA (BOUDIAPARA), PO : KALAMATI, DIST-SAMBALPUR (ODISHA) 768 025**  
**Mob.9437122477, E-mail : omfedsrmpul@gmail.com/ Website : www.samul.in**

#### QUOTATION CALL NOTICE

No 146 /SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR., dt 21.05.26

Sealed quotations are invited from intending reputed Travel Agencies & Private individuals for providing **Hire Vehicle (Tiago/Bolt/Celerio/Breeza/Swift Dzire or similar type of vehicle) Diesel/Petrol** vehicle for office use at **Milk Chilling Plant, Sonepur** under Samaleswari Milk Union Ltd., Goshala, Sambalpur on **as and when require basis**. The vehicle should be in roadworthy condition and shall not be more than **5 years old from the date of publication of above Tender** and must have up to date documents as per the MV Act. & Rules. The application form for quotation/tender containing general bid information and terms & conditions for hiring of vehicle etc will be available from **dt.25.05.2026** with the Cashier of SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR office, Sambalpur on payment of Rs.200/- + 18% GST only in shape of bank draft from any Nationalised Bank mentioning the purpose "**Tender Notice for hiring Vehicle**". The quotation completed in all respect should reach the undersigned on or before **dt.10.06.2026**. by **2.00 P.M.** and shall be opened on the same day at **3.00 P.M** in the presence of the quotationer or their authorized representative.

The authority reserves the right to cancel any or all of the quotations without assigning any reason thereof.

  
General Manager

Memo No. 147 / dated 21.05.2026

Copy forwarded to the Advertising Manager, "Sambad", Sambalpur for information. He is requested to publish the quotation call notice in their daily News paper (Sambalpur Edition) and submit the bill in duplicate as per the approved rate of I & P.R. Department for payment.

  
General Manager

Memo No. 148 / dated 21.05.2026

Copy forwarded to the Establishment Officer, SAMUL. He is requested to display in our Official Website [www.samul.in](http://www.samul.in)

  
General Manager

Memo No. 149 / dated 21.05.2026

Copy forwarded to Local Travel Agencies for information and necessary action.

  
General Manager

Memo No. 150 / dated 21.05.2026

Copy to Notice Board, H.O, Goshala/BMC Kalla, Deogarh/MCP Sonepur for information of general public.

  
General Manager

**Samaleswari Regional Co-operative Milk Producers' Union Ltd.,  
Goshala, Sambalpur**

**DETAILED TENDER CALL NOTICE (DTCN)**

**FOR**

**Providing (commercial) vehicles (Tiago/Bolt/Celerio/Breeza/Swift Dzire or similar type of vehicle) on as and when require basis at Milk Chilling Plant, Sonepur under Samaleswari Regional Co-operative Milk Producers' Union Ltd. Goshala (Boudiapara), Po : Kalamati, Dist.- Sambalpur.**

***COST OF TENDER PAPER***:-Rs 200.00 + 18% GST

DTCN containing 12 Page is approved

**General Manager,  
Samaleswari Regional Co-operative Milk Producers' Union Ltd.,  
Goshala (Boudiapara), Po : Kalamati, Dist.-Sambalpur-768025**

**CONTENTS OF  
DETAILED TENDER CALL NOTICE (DTCN)**

<b>Section</b>	<b>Description</b>	<b>Page No.</b>
1.	Letter of Submission of Tender	3
2.	Tendering for hiring of vehicle	4
3.	Acceptance of Tender	5
4.	Notice inviting Tender	6
5.	Instruction to bidder & Scope of Work	7-9
6.	General terms & conditions	10-12
7.	Price Bid	13

**Section -01**  
**Letter for Submission of Tender**  
( To be filled in by the tenderer )

To

**The General Manager,  
Samaleswari Regional Co-operative Milk Producers' Union Ltd.,  
Goshala, Sambalpur.**

Sub: Providing (commercial) vehicles on as and when require basis at Milk Chilling Plant, Sonapur under Samaleswari Regional Co-operative Milk Producers' Union Ltd.,

Ref: Your Tender Call Notice (TCN) No .....published in the daily..... dt.....

Sir,

With reference to the above, we are to inform you that in response to your above referred TCN, we have purchased the Detailed Tender Call Notice (DTCN) containing 12 Pages and that after having thoroughly examined the same, we hereby tender for the above purposes & intend to hire the vehicle for period of **Two years** and in conformity with the relevant clauses of the DTCN along with all related statutory rules and regulations for the amounts as quoted in the accompanying price bid.

1. I/We have studied, acquainted and satisfied ourselves with the nature of duties assigned to my/our vehicle and its working conditions for the successful and period of hiring of the vehicle.
2. I/We are submitting herewith price bid to provide the vehicle in time.
3. Our offer is unconditional and is in conformity with the requirements of the DTCN.
4. We enclosed herewith an earnest money deposited amounting to Rs. 5000/- (Rupees five thousand) only in shape of bank draft from any Nationalized bank in favour of **General Manager, Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur.** In this context we undertake to abide by all the rules and regulations imposed on us and the EMD shall be forfeited due to failure or negligence to pay the security deposit in the specified time or to execute the agreement within the stipulated time. We also agree to treat the sum deposited EMD to words as a part of the security deposit as per your acceptance of the same.
5. It is understood that, in case of rejection of the tender, the Authority will not be responsible for assign any reason thereof.
6. I/We are agree to the validity conditions of offer, as the offer should keep valid for a period of at least 15 (fifteen) days from the date of opening of the same, failing which the tender will be rejected.

We hereby agree to abide by all the terms and conditions & fulfil all the provisions of this Detail Tender Call Notice.

Yours faithfully,

Name and Signature of the authorised  
signatory along with seal and address of the firm

Encl: 1. Tender in original form (DTCN) duly filled in all respects with all required documents.

**Section-02**

**TENDER FOR HIRING OF VEHICLE**

(To be filled in by the tenderer)

I/We hereby intends to tender for the hiring of vehicle with **Milk Chilling Plant, Sonepur** under **Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur** and to Provide, maintaining and operating Diesel run commercially registered light vehicles (Tiago/Bolt/Celerio/Breeza/Swift Dzire or similar type of vehicle) for engagement on **as and when require basis** specified in the enclosed memorandum at the rates given in the price bid and will be provide the said vehicle well in all respects within the period as specified in the Detailed Tender Call Notice and in accordance with terms & conditions and other documents referred to therein, which have been prepared by the **Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur**. I and such other written instructions as may be given by the **SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR., Odisha** from time to time for duly carrying out of the said hiring works and with such materials as are provided for in accordance with the conditions and special conditions hereto attached. I/We have well aware about the hiring of vehicle & its deployment and studied its conditions, like materials lubricant **Diesel/Petrol provided by Samaleswari Milk Union**, and have understood the tender implications fully.

If this tender be accepted, I/We hereby agree to abide by and fulfill all the terms and provisions annexed hereto or in default thereof to forfeit and pay to the **SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR** the sums of money mentioned in the said conditions as penalty and in the event of such default the transaction affected by this tender shall cease and determine.

Signature of Tenderer/  
bidder with seal

Dated: -

Witness (1):

Name :- .....

Address:- .....

Occupation:- .....

Dated: .....

Witness (2):

Name :- .....

Address:- .....

Occupation:- .....

**Section-03**

**ACCEPTANCE OF THE TENDER**

(To be filled in by General Manager , Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur, Odisha)

The above tender is hereby accepted by me on behalf of Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur, Odisha

General Manager  
Samaleswari Regional Co-operative Milk  
Producers' Union Ltd., Goshala, Sambalpur,  
Odisha



## Section-04

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GOSHALA (BOUDIAPARA), PO : KALAMATI, DIST-SAMBALPUR (ODISHA) 768 025  
Mob.9437122477, E-mail : [omfedsrmpul@gmail.com](mailto:omfedsrmpul@gmail.com)/ Website : [www.samul.in](http://www.samul.in)

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UNION LTD., GOSHALA, SAMBALPUR., dt. \_\_\_\_\_

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**General Manager**

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Copy forwarded to Local Travel Agencies for information and necessary action.

**General Manager**

Memo No. \_\_\_\_\_ / dated \_\_\_\_\_

Copy to Notice Board, H.O, Goshala/BMC Kalla, Deogarh/MCP Sonepur for information of general public.

**General Manager**

## **SECTION – 5**

### **INSTRUCTION TO TENDERERS**

1. Sealed tenders are invited from registered Travel Agencies / Vehicle Owners having GST Registration & sound financial capabilities with experienced Driver having valid Driving License for engagement of light vehicle Diesel/Petrol run(Tiago/Bolt/Celerio/Breeza/Swift Dzire or similar type of vehicle)with valid of all ODISHA route permit.

2. **Scope of vehicle :-**

a. Providing, maintaining and operating Diesel/Petrol run commercially registered light vehicles on as and when require basis with daily hiring basis for a period of Two years along with professionally licensed experienced driver to run the vehicle.

b. The vehicle proposed to be provided should not have been registered not more than 5 years old as on publication of Tender Notice for Hiring of vehicle.

c. Bidders may supply higher model **vehicle in his/their quoted rate as to Diesel/Petrol of tender vehicle.**

d. New vehicle & version shall be given preference.

3. **Submission & opening of tender :-**

Tender shall be submitted with other document in duly sealed envelope super scribe on the body of the sealed envelope. “Tenderer for engage of **Diesel/Petrol** Run Commercial Registered Light Vehicle”. The tenderer should write only Tender Call Notice No & date and date of opening of the tender on the body of the sealed envelope .Tenderer should not write their name or Travel Agency on the body of the sealed envelope which may make the offer liable for rejection.

4. **Right & authority for rejection :-**

Tenders received after due date and time will be summarily rejected. The General Manager, Samaleswari Regional Co-operative Milk Producers’ Union Ltd., Goshala, Sambalpur reserve the right to reject any or all of the tenders without assigning any reason thereof.

5. **Validity of offer :-**

The offer should be kept valid for a period of at least 15 days from the date of opening of tenders, failing which the tender will be rejected.

6. **Earnest money deposit:-**

The tenderar should deposit Rs.5000/- (Rupees five thousand) towards Earnest Money Deposit (EMD) in shape of Bank Draft in favour of General Manager, Samaleswari Regional Co-operative Milk Producers’ Union Ltd., Goshala, Sambalpur Payable at any Nationalized Bank otherwise tender will be rejected. The EMD of the un-successful tenderers will be returned after finalization of tender. The EMD of the successful tenderers will be returned only after completion of contract period. In case of failure by the successful tenderer to execute the agreement and order satisfactorily otherwise, the Earnest Money deposited will be forfeited. No interest will be paid on the EMD.

7. **Security deposit :-**

The EMD amount deposited will be treated as security Deposit if the bid will be considered for contract.

8. (A) **Document** :-

- i) Registration of Travel agency /PAN of owner Copy of registration certificate of vehicle issued by RTO in name of the Agency / Owner.
- ii) Valid PAN / GST
- iii) Copy of the valid state Road permit to run the vehicle throughout the Odisha.
- iv) Copy of the valid First party Insurance.
- v) Copy of contract carrying certificate / Tax permit.
- vi) Copy of valid pollution certificate.
- vii) Copy of fitness certificate.
- viii) Copy of up to date Tax payment.
- ix) Driving license of driver.
- x) Affidavit in support of clarity of submission of documents.

(B) **The following original documents will be required to produce for verification before execution of agreement.**

- i) Make type and date of manufacture of the vehicle.
- ii) R.C. Book in original.
- iii) Contract carrying license in original.
- iv) First party insurance of vehicle in original.
- v) Name of the Driver & attested copy of the valid commercial driving license / badge in original.
- vi) All Odisha permit with documentary proof.
- vii) An undertaking to run the vehicle on all roads of Odisha.

9. **Corrections, over-writing and illegibility** :-

Tender with over writing or invisible not shown in figure and words clearly will be liable for rejection and apart from this after carrying out i.e. wrong entries, clerical and arithmetical mistake may also result in the rejection of the tender.

10. The type and Regd. No of vehicle mentioned in the respective tenders will only be accepted for taking on hire. Subsequent change of vehicle will normally not be allowed.
11. The tenderer shall sign on all pages of the tender documents as a token of acceptance of all the terms and conditions thereof and submit his quotations therein.
12. The tenderer shall quote the rates in their price Bid of the tender documents. The rates quoted should be including of all taxes and duties but exclusive of GST.
13. Request from the tenderer in respect of additional alternations, modifications corrections of either terms or condition of rates after opening of the tender will not be considered.
14. All correspondence relating to the tender shall be made with General Manager, Sambalpur Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur.

15. **Addition or deletion of scope :-**

The scope of the work / services may be altered in quantum as per exigencies of work. The Agency shall accordingly provide service as may be required by the Officer-in-charge on given a notice prior to 15 days.

16. In case of public strike/bandh the user shall not be liable to make any payment towards retention charges for the period of absence nor will be liable for any other claim.

17. The driver should always carry a mobile telephone, (at the cost of the bidder) for communication.

18. **Arbitration :-**

In the event of any disputes arising out his contract, the same shall be referred for arbitration to the General Manager, Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur or any arbitrator appointed by the General Manager SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR, after due notice of claim and such appointment and the award of the arbitrator shall be final and binding arbitration and conciliation Act 1996 shall apply.

19. **Employment / liability :-**

The agency / owner shall be solely and exclusively responsible for engaging or employing driver. An employee engaged by the agency/ owner shall be responsible for payment of salary and it should be paid by him for all intends and purpose the tenderer shall be the "employee" for engaging driver within the meaning of different Rules and Acts. The person deployed by the agency/ owner have no any claim whatsoever against the department or office concern. The department or office concern shall have no liable in this regards.

**Maintenance of Speedometer :-**

It is the responsibility of the owner / agency to maintain the speedometer of the vehicle in proper condition. In case the speedometer of the vehicle does not function for a specific period the decision of the Officer-in -Charge shall be final and binding. The Agency / owner shall arrange to repair / replace the speedometer within 24 hour of any failure.

20. **Payment** :- Payment shall be made on monthly basis after submission of bill in triplicate along with the daily log book signed by the designated SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR. The cost of fuel (Diesel/Petrol) shall be reimbursed as per actual at the prevailing fuel rate .

21. **Agreement** : - The Travel Agency/ owner of vehicle has to produce non judicial stamp paper worth of Rs 20.00 (Rupees twenty) only to execute an agreement containing terms & condition of hiring vehicle with General Manager on behalf of SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR.

22. **Termination** : - The General Manager, SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR shall have the discretion to terminate this work order at any time without assign any reason if it is noticed that the agency/owner have created any nuisance for providing the vehicle or any huddles created by driver.

## **SECTION – 6**

### **GENERAL TERMS & CONDITIONS**

1. The vehicle will be at the disposal of the Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur with whom the contract agreement will be executed. The vehicle has to make available round the clock at the disposal of the user. The driver has to make himself available beyond office hours if called for in any occasion. The vehicle will run on all Odisha roads as and when desired by the authority.
2. The contract shall be valid only for a period of 2 (two) years from the date of execution of agreement. The department reserves the right also to terminate the contract at any time during the contract period without assigning the reason thereof. The contract may be further extended for another one or part of year (If the Authority desire) on satisfactory performance of the vehicle.
3. The fuel (Diesel/Petrol) required for the vehicle for department use shall be reimbursed by SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR as to consumption of Diesel/Petrol should not be less than 15 KM / Ltr. All other expenses of the vehicle like replacement of Engine oil, Gear oil, break oil coolant, tyre, tube battery, replacement of spare parts, other repair & maintenance charges etc. are to be borne by the bidder. Further the bidder has to bear the cost of leak repairs of tyre tube etc at the time of deployment of the vehicle.
4. The vehicle should be in good & road worthy condition. The registration of the vehicle should possess not before 2020. The vehicle supposed to run in all condition of road including village, kachha road, ghat road etc. For this purpose the tyres should always be in good condition. No re-treading tyre will be allowed on front wheels.
5. The successful tenderer will submit all the records of the vehicles to the General Manager before Agreement. The General Manager will inspect the vehicle in the office premises before engagement.
6. Normal maintenance kit, firefighting equipment, first aid box and one torch light with four cells should always be made available with the vehicle by the travel agency /owner.
7. The telephonic communication round the clock with the Travel Agent / Owner / Driver should be ensuring, so that they can be contacted at any time. For this they have to intimate the contact phone numbers to the Officer-in-Charge.
8. During the contract period, the vehicle shall be exclusively used by SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR as per the direction of Officer-in-Charge or his authorized representative. The agent / owner cannot refuse to the direction by the Officer-in-Charge or authority to send the vehicle to any place inside the State.
9. In case the vehicle will be requisitioned for Election duty or Polio duty or any other statutory duty by the Government the Travel Agency/Owner will supply an equivalent substitute vehicle against the requisitioned vehicle, for which no additional agreement will be required. But the owner of the vehicle has to intimate about the substitute vehicle in written which should be allowed by the Competent Authority. The vehicle which goes for above duties will be under the responsibility of the Travel Agency/Owner only.
10. Agency will be responsible for proper maintenance insurance & other liabilities in respect of the vehicle. The vehicle should be cover under comprehensive insurance. In case hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to vehicle driver passenger or any third party as per the liabilities under relevant rules and regulations of Motor Vehicle Act & Indian Penal Code (IPC) the hiring authority shall have no responsibility of whatsoever and will not entertained any claim in this regard

under said provision of law. The sole responsibility for any legal financial implication would solely vest with the agency

11. Any minor maintenance / periodical check up of the vehicle may be taken up by the Travel Agency / Owner only during idle hour without hampering the departmental works on mutual discussion & relevant permission.
12. In case of major maintenance work, a suitable substitute vehicle of similar condition with one suitable driver is to be provided by the Travel Agency / Owner after taking due permission from the competent Authority, otherwise penalty will be imposed @ Rs.1000/- (Rupees one thousand) only per day which will be deducted from his monthly bill.
13. Payment of all taxes, insurance in respect of the vehicle should be kept up-to-date. The hired vehicle should have first party insurance. If any accident occurs at the time of conveyance, the owner of the vehicle should be liable to pay the compensation as fixed by the court of law to the person affected due to that accident. SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR will have no responsibility in this regard.
14. The vehicle will be stationed at the users place or the place of choice of the Reporting Officer , SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR shall in no way responsible for any damage / breakage theft caused to hired vehicle or any account during the course of its hire.
15. The Driver of the vehicle should be of good conduct, reliable sober in nature and free from bad habit of any types of intoxication. He must possess valid badge. Driving License (Commercial) and an aptitude for safe and steady drive. He must possess all the relevant paper of the vehicle for producing the same before the law Enforcing Authority as and when required in the event of any complain made against the deployed driver immediate arrangement should be made to replace him with a well behaved efficient driver.
16. The pay, allowances and statutory dues including compensation, insurance, EPF etc for the drivers will be the responsibility of the Travel Agency /owner. The lodging & Boarding charges of the driver during the out station tour to be borne by the Travel Agency / Owner.
17. The hire charges bill ,fuel & Lubricant bill in duplicate along with the copies of log book of the vehicle duly entered and signed by the driver and the Officers using the vehicle should be submitted to the Samaleswari Regional Co-operative Milk Producers' Union Ltd., Goshala, Sambalpur for processing of the bill.
18. Under unavoidable circumstances if the driver of the Travel Agency /Owner is unable to drive or attend duty in that case a substitute driver is to be provided.
19. The successful Travel Agency / Owner has to execute an agreement on a non-judicial stamp paper with General Manager, SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR, after receipt of letter of intent and furnishing security deposit 1% as ISD before providing the hired vehicle under general terms & condition stipulated for the purpose .The Agency / Owner is also to produce the Original documents as per clause – 8 section -5 at the time of agreement.
20. In case of any dispute arising either in execution of the contract for providing the hire vehicle or any clause of agreement letter of indent the decision of the Authority will be final and binding on the Agency / Owner.
21. It is the responsibility of the owner / agency to maintain the speedometer of the vehicle in proper condition. In case the speedometer of the vehicle does not function for a specific period the decision of the Officer-in -Charge shall be final and binding. The Agency / owner shall arrange to repair / replace the speedometer within 24 hour of any failure.

22. The toll gate parking charges if any during travel shall initially be borne by the travel agency/owner and are to be paid by the driver at the point of Charging. The Charges incurred during each month will be reimbursed as per actual amount paid on producing the original receipts along with monthly bill .
23. The bidder will keep the vehicle cleaned & washed embedded with good quality towel over the seat.

**SECTION - 7**

**Price Bid On as and when require Basis**

The required Diesel/Petrol & Engine oil will be supplied by the vehicle Owner and cost for the Diesel only will be reimbursed by SAMALESWARI REGIONAL CO-OPERATIVE MILK PRODUCERS' UNION LTD., GOSHALA, SAMBALPUR Sambalpur during submission of monthly bill. No other expenditure will be entertained consumption of Diesel/Petrol should not be less than 15 KM / Ltr and Engine oil of one liter per 1000 Km run of vehicle. The cost of fuel (Diesel/Petrol) shall be reimbursed as per actual at the prevailing fuel rate. All the details of vehicle should furnish as per following tables.

**INFORMATION IN RESPECT OF VEHICLE**

Sl No	Information details	To be filled by the tenderer
1	<u>2</u>	<u>3</u>
01.	Type of Vehicle	
02.	Model no, make manufacture and date of manufacture of the vehicle	
03.	Mileage per liter of Diesel/Petrol	
04.	Mileage per liter of Engine oil	
05.	Road tax paid up to	
06.	Date of initial registration No of vehicle	
07.	Insurance paid up to	
08.	Detail fitness certificate valid up to	
09.	Per day hiring charges for duly 24 Hrs duty (in words figure)	

Signature of Tenderer  
(With seal)

No of Correction:-

No of over writing :-

No of cutting

signature of tender opening authority

**N.B : The Comparative of Price Bid may be calculated on an average of 100 K.M run per day.**

Sold for Rs..... Vide M.R No ..... Book No.....