

# **TENDER DOCUMENT**

## **FOR**

### **SUPPLY AND INSTALLATION OF NOTE AUTHENTICATION MACHINE**



**उत्तर प्रदेश कोआपरेटिव बैंक लि०**

मुख्यालय : 2, महात्मा गांधी मार्ग, लखनऊ-226 001

**Tender Document No: COOP BANK/NSM/2014-15/02**

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## Section - 1

Tender Document Reference No.	<b>COOP BANK/NSM/2014-15/02</b>
Tender document Fee	Rs.1000/-
Earnest Money Deposit (EMD)	Rs.25000/-
'TENDER DOCUMENT' Document will be available on our website <a href="http://www.upcbl.in">www.upcbl.in</a>	<b>18<sup>th</sup> April 2014</b>
Date,Time & Place of Pre-bid Meeting	25 <sup>th</sup> April 2014 @ 01 p.m. at Meeting Hall,9 <sup>th</sup> Floor , U.P. Cooperative Bank Limited , Head office, 2-M.G. Marg , Lucknow- 226001 * Only serious bidder may participate in pre-bid meeting **They must attained the meeting with photo copy of the Demand Draft for purchase of Tender Document ( i.e. Photo Copy of DD of Rupees One Thousand Only)
Last date for receipt of offers	<b>15<sup>th</sup> May 2014 @ 03.00 p.m.</b>
Date and time of opening of technical offer	<b>15<sup>th</sup> May 2014 @ 03.30 p.m.</b>
Address for communication	Managing Director U P Cooperative Bank Limited 2 Mahatma Gandhi Marg, Lucknow – 226001

### 1.1. Introduction

Cooperative Banks come under three tier of Short Term Cooperative Credit Structure (STCCS). Following table shows the brief description of STCCS of state of Uttar Pradesh.

#### Three tier Cooperative Credit Structure

<b>Apex bank</b>	<b>UPCB</b>	<b>28 –Branches 39- Pay Offices 17 -Regional Offices</b>
<b>Central bank</b>	<b>DCCBs</b>	<b>50 –DCBs 1349-Branches</b>
<b>PACS</b>	<b>PACS</b>	<b>7479</b>

#### U.P. Co-operative Bank Ltd.

Uttar Pradesh Co-operative Bank Limited established in 1944 is the apex bank of Cooperative Credit Societies in the State. Beside the State Government 50 district Cooperative Bank and 10 Apex Cooperative bodies is its member. It is a Scheduled Bank. The Bank has 79 offices including 28 branches, 34 pay offices and 17 regional offices (RO). In addition the Bank also regulates The Cadre Authority of the secretaries/senior managers of district cooperative banks and secretaries of primary agricultural credit cooperative societies. The main objective of the bank is to exercise fiscal discipline over district/central cooperative banks, given them professional advise as also to play the role of a balancing center. This apex bank, besides its own financial resources, obtains loans on concessional interest rates from NABARD and through district cooperative banks extends refinance facilities for short term and medium term loans for agricultural production and other allied works. The bank besides agricultural production, extends financial assistance to agriculture-based large and medium processing industries like sugar factories, spinning mills, rice mills, oil mills, vegetable oil mills, solvent extraction plants, cottage industries, cold storage, handloom, agriculture, rural development banks, cooperative housing society, marketing federation, sugar cane society, State Sugar Mills Corporation and NAFED.

#### DCCBs

There are 50 DCCBs in the state of UP. The main objective is to provide agriculture (STCCS) in form of cash and fertilizer inputs through their affiliated PACS. There are 1349 no of branches in the state with 7479 PACS affiliated to them. DCCBs mobilize their resources through deposits and by obtaining refinance from NABARD through APEX bank. They also exercise financial discipline over the affiliated societies and ensuring smooth flow of credit. The DCCBs also provide loans to diversified sectors e.g. Salary earner societies, sugar mills, consumer durables, personal loan, taxi loan etc... . The main aim of DCCBs is to keep their cost of fund at the minimum and earning from the interest at the highest to increase their financial margin. In lack of computerization the DCCBs are not only loosing their prime customers but as well as they are unable to implement the ALM system to take advantage of deregulated interest rate regime. In other words the management of funds is also being adversely affected.

#### PACS

There are 7479 PACS in the state of UP. The PACS are lower tire of 3 tire STCCS delivery system. The main function of PACS is to provide crop loan to its member in form of cash & kind (Agriculture inputs). Their main source of fund is borrowing from DCCBs by which they are affiliated. They also take deposits from the members. The also act as purchase centre for various crops (Wheat, Paddy, etc...).

## 1.2 Scope of Work

Bank invites quotations from the eligible Vendors for supply and Installation of Note Authentication Machine to be installed at different Branches. The Note Authentication Machine should have sensor like, Compact image, magnetic (MG), Ultra Violet (UV), Infra Red (IR), Ultrasonic sensors. Preference shall be given to machines capable of detecting fake notes as per Reserve Bank of India guidelines with software up gradable facility.

### Parameters

1. The firm should have an established and functional office at Lucknow with appropriate strength of staffs and technical support. (Furnish full address of local office at the mentioned centre with PIN Code and Contact Number for Bank's verification).
2. Vendors will be advised to take part in bidding as per Bank's terms and conditions. Photocopy of all required certificates /documents be attested and attached with the application.
3. Quotations reaching after due date, improperly filled in corrected, not sealed and not attached with required certificates /documents or not conforming to the criteria shall be rejected.
4. No further correspondence, discussion, visits whatsoever on the subject will be entertained with any of the vendors unless specifically called for.
5. The Bank reserves the right to accept or reject application of any or all without giving any reason.

## 1.3 For Respondent Only

The 'TENDER' document is intended solely for the information of the party to whom it is issued ("the **Recipient**" or "the **Respondent**") and no other person or organization;

## 1.4 Two bid system offer

Each of the offers (both Technical & Financial) must be submitted at the same time, giving full particulars in two separate sealed envelopes at the **UPCB's** address given below, on or before 03.00 pm on 15<sup>th</sup> May 2014 'To, The Managing Director, ,Uttar Pradesh Cooperative Bank Limited, Head office , 2-M.G. Marg,Lucknow – 226001

Offers received after the last date and time specified above will be rejected. All envelopes should be securely sealed and stamped.

Both the sealed envelopes containing offers must be submitted to the Bank directly as under and must be put in to a main envelope in sealed condition:

1. Technical
2. Financial

**All the envelopes must be super-scribed with the following information:**

- Type of Offer (Technical or Financial)
- Tender Reference Number
- Due Date
- Name of the Respondent

**Offer:**

The Technical offer should be complete in all respects and contain all information asked for except prices. The Technical Offer should not contain any price information.

The financial offer should give all relevant price information and should not contradict the technical offer in any manner. Conditional offer shall be liable to be rejected. The Technical and Financial offers must be submitted separately. It may be noted that if any envelope is found to contain both technical and financial offers, such offer will be rejected. The technical proposal shall be organized and submitted as per the following sequence:

- a) Table of Contents (list of documents enclosed)
  - b) EMD (Earnest Money Deposit)
  - c) Application money
  - d) Technical proposal
  - e) Compliance certificate for all the terms and conditions as per
  - f) All copies of certificates, documentary proofs etc.
  - g) Technical Bid
  - h) Financial Bid
  - i) Self assessment check list of documents etc.
- All the relevant pages of the proposals (except literatures, datasheets and brochures) are to be numbered and signed by authorized signatory on behalf of the Bidder.
  - The number should be a unique running serial number across the entire document.
  - The bidder has to submit a soft copy of the entire proposal in a CD. It should be noted that in case of any discrepancy in information submitted by the bidder in hard-copy and soft-copy, the hard-copy will be given precedence. However, in case of non-submission of any hard copy document, if the same is found submitted in the soft-copy, Bank reserves right to accept the same at its discretion.
  - The Bids shall be addressed and submitted to: ***“The Managing Director, Uttar Pradesh Cooperative Bank Limited, Head office, 2-M.G. Marg, Lucknow – 226001”***.
  - The bids (arranged as mentioned above) are to be submitted to the Managing Director, UPB, Lucknow marked with the tender number, at the above address on or before the due date & time as specified.
  - The bid submitted anywhere else is liable to be rejected.
  - It may be noted that all queries, clarifications, questions etc., relating to this ‘Tender Document’, technical or otherwise, must be in writing only and

should be to the **nominated point of contact**. Bidders should provide their E-mail address in their queries without fail.

- The bidder will submit an undertaking specifying that the bidder has obtained all necessary statutory and obligatory permission to carry out project works, if any.
- The proposal should be prepared in English. The e-mail address and phone/fax numbers of the bidder should also be indicated on the sealed cover.

#### **FORMATS OF BIDS:**

The bidders should use the formats prescribed by the Bank in the 'Tender Document' for submitting both technical and financial bids.

#### **Registration of 'Tender Document'**

Registration will effect upon 'UPCB' receiving the 'Tender Document' response in the above manner. The registration must contain all documents, information, and details required by this 'Tender Document'. If the submission to this 'Tender Document' does not include all the information required or is incomplete or submission is through Fax mode, the 'Tender Document' is liable to be rejected. All submissions, including any Banking documents, will become the property of 'UPCB'.

#### **'Tender Document' Validity Period**

'Tender Document' will remain valid and open for evaluation according to the terms for a period of at least six (6) months from the time the 'Tender Document' submission process closes on the deadline for lodgment of 'Tender Document's.

#### **Notification**

'UPCB' will notify the successful respondents in writing as soon as practicable about the outcome of the 'Tender Document' evaluation process. 'UPCB' is not obliged to provide any reasons for any such acceptance or rejection.

#### **Disqualification**

Any form of canvassing / lobbying / influence / query regarding short listing, status etc will be a disqualification;

#### **Requests for Information**

Respondents are required to direct all communications related to this 'Tender Document', including notification of late 'Tender Document' submission, through the Nominated Point of Contact person i.e. The Managing Director, Vidhan Sabha Marg, Lucknow - 226001.

All queries relating to the 'Tender Document', technical or otherwise, must be in writing only to the Nominated Point of Contact. 'UPCB' will not answer any communication initiated by Respondents later than five business days prior to the due date for receipt of 'Tender Document's. However, 'UPCB' may in its absolute discretion seek, but under no obligation to seek, additional information or material

from any Respondent after the 'Tender Document' closes and all such information and material provided must be taken to form part of that Respondent's response. Respondents should invariably provide details of their email address(es) as responses to queries will only be provided to the Respondent via email. If 'UPCB' in its absolute discretion deems that the originator of the question will gain an advantage by a response to a question, then 'UPCB' reserves the right to communicate such response to all Respondents. 'UPCB' may in its absolute discretion engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the 'Tender Document' closes to improve or clarify any response.

### 1.5 Earnest Money Deposit

The intending bidders should pay along with bids an **Earnest Money Deposit of Rs. 25000/- (Rupees Twenty Five Thousand Only)**. The EMD shall be paid by Demand Draft drawn in favor of "Uttar Pradesh Cooperative Bank Limited", payable at Lucknow. The EMD will not carry any interest.

**The EMD and Tender cost should be kept in original Technical Offer being submitted to the Bank.**

**The EMD made by the bidder will be forfeited if:**

- The bidder withdraws his tender before processing of the same.
- The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" issued by Bank.
- The bidder violates any of the provisions of the terms and conditions of this tender specification.

### 1.6 Tender document fee

The intending bidders should pay along with bids an Application Money of Rs. 1000/- (Rupees One Thousand only). The application money shall be paid by Demand Draft drawn in favor "Uttar Pradesh Cooperative Bank Limited", payable at Lucknow. The application money is non-refundable.



## **Section - II**

### **Eligibility and Evaluation Criteria**

#### **2.1 Eligibility Criteria:**

- i. Minimum 5 years of experience in Banking Automation.
- ii. Minimum Turnover of Rs. 5 Crore in the last year in supplying note sorting machines.
- iii. Registration with Sales Tax, Service Tax, ESI and EPF is essential.
- iv. Vendors having ISO 9001 certification may be given preference.
- v. Availability of after sale service network within the Zone.
- vi. Availability of warranty for every item.

#### **1. Eligibility Criteria in detail**

1.1 The bidder should be original manufacturer of product or their authorized representative. In case of authorized representative, a letter of authorization/ dealership to this effect from original manufacturer must be furnished. This letter should specify that in case authorized representative is not able to provide support/upgrade during contract period, original manufacturer should provide same.

1.2 The responses to this advertisement must be complete and comprehensive with explicit documentary evidence in support of all the eligibility criteria mentioned herein above (copies of Purchase Orders / Installation Certificates/ Auditor's certificates etc.)

1.4 The bidder should have well equipped after sales service centre in Uttar Pradesh with requisite spare parts etc. Preference shall be given to the Manufacturers whose plant have ISO 9001 series or equivalent Certificate for quality Management.

1.5 The manufactures /dealer distributor should have never been blacklisted by any other public sector bank.

1.6 The specifications given in Appendices are the minimum requirement. Specifications on the higher are acceptable with minimum cost. Specifications lower than the prescribed shall not be acceptable. The Bank shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

## **2.2. Technical Bid Evaluation Criteria**

The Technical Proposal will be evaluated first for technical suitability. The bidders will have to submit the Technical Proposal in the attached format. The evaluation of technical proposals, among other things, will be based on the following:

- a) Bidder's financial stability
- b) Methodology / Approach proposed for accomplishing the proposed project.
- c) Professional qualifications and experience of the key staff proposed / identified for this assignment.
- d) Prior experience of the bidder in undertaking projects of similar nature.
- e) Activities / tasks, project planning, resource planning, effort estimate etc.

### **Supporting Documents for Eligibility Criteria:**

Bidders who wish to respond to this advertisement should submit the information supported by the following documents: -

2.1 Client-wise present installed base of Note Authentication Machine with supporting documents.

2.2 Copy of agreement or any other legal document between the manufacturer and the bidder where the former has authorized the latter to sell and service its products.

(Incomplete responses without the required documents are liable to be cancelled)

2.3 Vendors are required to specify Make and Model of the equipments quoted for Technical Literature/brochures regarding the products should invariably be provided along with the bid.

2.4 Whether the above specification and software upgrade facility has been incorporated in your machine (Please submit a certificate in this effect).

2.5 Rates have to be quoted in figures as well as in words, and in case of discrepancies between the prices written in words and figures, the price in written in words shall be considered as correct

The 'UPCB' will apply the Technical Evaluation criteria (methodology) as deemed fit for the purpose of evaluation in consultation with the committee constituted for this purpose. The evaluation criteria as applied by the 'UPCB' will be final and binding and no bidder will have the right to challenge or question the criteria applied by the 'UPCB'.

## Section III

### **Terms and Conditions**

#### **3.1 General Terms and Conditions:**

##### **Adherence to Terms and Conditions:**

The bidders who wish to submit responses to this 'Tender Document' should note that they should abide by all the terms and conditions contained in the 'Tender Document'. If the responses contain any extraneous conditions put in by the respondents, such responses may be disqualified and may not be considered for the selection process. A line of confirmation to this effect is required along-with Technical Proposal.

##### **3.2 Other terms and conditions:**

'UPCB' reserves the right to:

- Reject any and all responses received in response to the 'Tender Document'
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery
- To negotiate any aspect of proposal with any bidder and negotiate with more than one bidder at a time
- Extend the time for submission of all proposals
- Select the most responsive bidder (in case no bidder satisfies the eligibility criteria in totality)
- Select the next most responsive bidder if negotiations with the bidder of choice fail to result in an agreement within a specified time frame.
- Share the information/ clarifications provided in response to 'Tender Document' by any bidder, with any other bidder(s) /others, in any form.
- Cancel the 'Tender Document' / Tender at any stage, without assigning any reason whatsoever.

The 'UPCB' reserves the right to ascertain information from the banks and other institutions to which the bidders have rendered their services for execution of similar projects.

#### **3.3 Terms of Payment**

90 %	On delivery, installation and operationalisation of the complete Solution (Supply installations & commissioning with its associated software) subject to satisfaction of the Bank
10%	After warranty period or submission of the Performance Bank Guarantee for the same.
AMC Payment	After completion of warranty period, Bank will pay AMC charge as per agreed terms and conditions at the end of each quarter.

## Section IV

### Annexures / Formats for the Proposal

#### Proposal and other formats:

##### Technical Proposal format:

Particulars to be provided by the bidder in the technical proposal – Tender No. COOP BANK/NSM/2014-15/02

1.	Name of the bidder:	
2.	Year of establishment and constitution	
3.	Location of Registered Head office	
4.	Location(s) of Branch Office and addresses	
5.	Mailing address of the bidder	
6.	Names and designations of the persons authorized to make commitments to the Bank	
7.	Telephone and fax numbers of contact persons	
8.	E-mail addresses of contact persons	
9.	Details of : Description of business and business background Service Profile & client profile Domestic & International presence Alliance and joint ventures	
10.	Gross revenue of the bidder (not of the group) (Years 2010-11 & 2011-12, 2012-13,)	
11.	Details of similar assignments executed by the bidder (Name of the Bank / Branch, year and documentary proofs from the Bank are to be furnished).	
12.	Details of the similar assignments on hand as on date (Name of the Bank/ Branch, time projected for execution of the assignment and documentary proofs from the Bank are to be furnished).	

SA-I

**SPECIFICATIONS FOR NOTE COUNTING MACHINE ALONG WITH FAKE NOTE DETECTION FACILITY  
(AS PER LATEST INSTRUCTIONS OF RESERVE BANK OF INDIA)**

**NOTE AUTHENTICATION MACHINE WITH FAKE NOTE DETECTING FACILITY & OTHER FEATURE**

S.NO.	TECHNICAL SPECIFICATIONS /REQUIREMENTS	DESIRABLE	COMPLIED ( YES /NO)
1	Number of pockets	2 pocket	
2	Hopper capacity	200 notes	
3	Stacker/Reject pocket capacity	100 notes	
4	Counting speed	800 -1200 per minute	
5	Display	3.5" full colour display	
6	Power source	100 -240 volt AC,50/60 Hz.	
7	Power consumption	Max 100 watt.	
8	Dimensions	Max 350mmx350mmx350mm	
9	Manufacturing standards & approvals	Yes	
10	Detection parameters viz full width , IR , UV, multi channel magnetic (MG detection)	All	
11	Mode of operation	1 person	
12	The machine should comply to the Reserve Bank of India guidelines for the "Note authentication and fitness shorting parameters and conform to the standards/ parameters as prescribed by the RBI from time to time. Latest guidelines for the currency note printed before 2005 must be sorted.	Yes	
13	The machine must detect counterfeit notes and currency notes printed prior to year 2005.	Yes	
14	The reason for rejection of any banknote by the machine must be indicated to the operator using the said machine	Yes	
15	The machine should have a user – friendly panel – display with all functional menu keys and external display ( for bank's customers)	Yes	
16	The machine should have software upgrade facility for any changes in the design of the banknotes or any new emissions issued by RBI from time to time.	Yes	
17	The machine should be compact (usable at the teller counter/cash cabin)and have full colour LCD display with function, menu keys and external display for count of notes.	Yes	
18	The machine should run on standard power supply and voltage stabilizer.	Yes	
19	Sound alert alarm or blinking light or Error message for specific diagnosis for stacker full or machine jam.	Yes	
20	Low noise levels below 75-80 db within 1 meter from any part of the machine.	Yes	
21	Easy availability of spares.	Yes	
22	After sales service set up on all UP basis.	Yes	
23	Elegant but robust capable to work in dusty , heat and humid conditions prevailing in India.	Yes	
24	Solid inbuilt design for non –stop operations of at least 5 hours per day / shift of 7 hours.	Yes	
25	Lightweight compact body with new design.	Yes	
26	Display and reject information. Detection menus.	Yes	
27	Modes of operation – counting, fake note detecting and separating other specified currency notes as per RBI guidelines.	Yes	

SA-I

**NOTE AUTHENTICATION MACHINE**

**Declaration:**

1. We confirm that we are technically eligible for submitting the said Tender Document for Note Authentication Machine.
2. We confirm that we will abide by all the terms and conditions contained in the 'Tender Document'.
3. We hereby unconditionally accept that Bank can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the 'Tender Document', in short listing of bidders.
4. All the details mentioned by us are true and correct and if Bank observes any misrepresentation of facts on any matter at any stage, Bank has the absolute right to reject the proposal and disqualify us from the selection process.
5. We confirm that this response, for the purpose of short-listing, is valid for a period of six months, from the date of expiry of the last date for submission of response to 'Tender Document'.
6. We confirm that we have noted the contents of the 'Tender Document' and have ensured that there is no deviation in filing our response to the 'Tender Document' and that the Bank will have the right to disqualify us in case of any such deviations.

Place:

Date:

**Seal & Signature of the bidder**

**Financial Bid Format**

**Bill of Material/Price Bid**

S l.	Item Description	QTY	Unit cost	3years(AMC)	Total Cost
1					

\* Quantity given above is for the purpose of TCO and may vary on actual.

- Prices given above will be exclusive of Taxes & Duties, which will be paid as per actual.
- Only the total amount inclusive of taxes will be reckoned for selecting L1 Tenderer.
- TDS will be deducted from the amount at the rates prevailing as on the date of payment
- Inclusion of any conditional offer shall be rejected

Date:

Authorized Signatory

### Compliance Certificate

To  
The Managing Director  
Uttar Pradesh Cooperative Bank Limited,  
Mahatma Gandhi Marg  
**LUCKNOW - 226001**

Date:

Dear Sir,

Ref: - Tender for Note Authentication Machine

1. Having examined the Tender Documents including all annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to conduct Note Authentication Machine
2. If our Bid is accepted, we undertake to complete the installation, within the scheduled time lines.
3. We confirm that this offer is valid for six months from the last date for submission of Tender Documents to the Bank.
4. This Bid, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
5. We undertake that in competing for and if the award is made to us, in executing the subject Contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".
6. We agree that the Bank is not bound to accept the lowest or any Bid that the Bank may receive.
7. We have never been barred/black-listed by any regulatory / statutory authority.
8. No legal case of any default / blacklisting should have ever been filed by any regulator on the firm.
9. We agree to abide by the all the terms and conditions as mentioned and detailed in the 'Tender Document';

Place :

Date :

Phone No.:

Fax:

**Seal & Signature of the bidder**

E-mail:



**Company Profile, Maintenance and Service Support of the Bidder**

Sl. No	Question	Response
1.1	Company Name	
1.2	Date of Incorporation	
1.3	Name of Indian representative/office (indicate: own, dealer, distributor, JV)	
1.4	Company Head Office address <ul style="list-style-type: none"> <li>• Contact person(s)</li> <li>• Phone Number</li> <li>• Fax Number</li> <li>• E-mail Address</li> </ul>	
1.5	Address of Indian representative/office <ul style="list-style-type: none"> <li>• Contact person(s)</li> <li>• Phone Number</li> <li>• Fax Number</li> <li>• E-mail Address</li> </ul>	
1.6	Number of Employees supporting the project In India: Marketing/Sales Technical Support Number of skilled personnel certified by OEM Research and Development Implementation Outside India: Marketing/Sales Technical Support Research and Development Implementation	
1.7	Ownership structure (e.g. Inc., partnership) * Who are the primary shareholders? * State the major shareholders with percentage holding in case of limited companies.	
1.8	Location: Support (e.g. Asia Pacific, India Sub-continent). In India, since when has the support centre existed in India?	

