



**PREPARATION OF COMPREHENSIVE  
STORM WATER DRAINAGE MASTER PLAN  
AND  
DETAILED PROJECT REPORT  
OF  
DHENKANAL MUNICIPALITY  
DISTRICT: DHENKANAL ,ODISHA**

*For*  
*22/03/23*

**EXECUTIVE OFFICER  
DHENKANAL MUNICIPALITY**

**Dhenkanal Municipality was constituted on 18.04.1951 covering the village Nizigarh i.e. Dhenkanal Town vide Govt. Notification No.51/LSG Dated 03.01.1951. Subsequently 12 nos. more revenue villages were included vide Govt. Notification No. 33259/HUD dated 08.12.1975.**

### About Municipality

#### Introduction :

Dhenkanal Municipality was constituted on 18.04.1951 covering the village Nizigarh i.e. Dhenkanal Town vide Govt. Notification No.51/LSG Dated 03.01.1951. Subsequently 12 nos. more revenue villages were included vide Govt. Notification No. 33259/HUD dated 08.12.1975.

#### Boundary:

On inclusion of the above areas, the boundaries of the municipality is as in the schedule hereunder.

1. Haripur, Bihutipara, Sahapur and Balipada.
2. Charkhola, Reserve forest.
3. Sanakhia Jungle, Badapal, Barapada Khasuar, Gunihibeda.
4. Haripur, Panchakahania, Nachhpara, Mangalpur, Manguri-reserve forest.

**Area of the Municipality:- 30.56 Sq.Km.**

#### Accommodation :

The Municipality is running in its own building over an area measuring 1.88 Acres of Plot No 4527 Khata No 3714, Mauza Nizigarh (Dhenkanal Town) recorded in the name of Govt. of Odisha. Necessary steps should be taken for recording the above portion of the land in the name of Dhenkanal Municipality.

#### REVENUE VILLAGE WISE AREA OF DHENKANAL MUNICIPALITY.

SI.No	Nameof the village	Thana No.	Private land in acre	Govt. land in acre	Departmental land	Total land in acre
1	Dhenkanal Town	1	881.028	336.664	30.942	1248.634
2	Banamaliprasad	2	920.445	232.56	0	1153.005
3	Badasathiabatia	3	873.66	45.66	0	919.32
4	Sanasathiabatiaq	4	381.365	21.685	59.86	462.91
5	Alsua	5	45.5	10.64	24.02	80.16
6	Korian	83	449.76	104.23	30.06	584.05
7	Mahisapat	167	961.06	817.43	84.19	1862.68
8	Bankual	168	95.52	80.07	4.47	180.06
9	Ichhadeipur	169	181.223	27.11	27.347	235.68
10	Bhagabanpur	172	83.4	2.34	3.27	89.01
11	Similia	174	304.22	20.61	41.99	366.82
12	Shyamacharanpur	225	104.52	26.39	7.8	138.71
13	Kathagada	226	134.75	59.26	36.17	230.18
		<b>Total</b>	<b>5416.451</b>	<b>1784.649</b>	<b>350.119</b>	<b>7551.219</b>

**Total area in Acre: 7551.219**  
**Total are in hector: 3055.97.**  
**Total area in Sq.K.M: 30.56**

**Population:**

**As per 2001 census – 57,677(The details are given below**

<b>Category</b>	<b>Male</b>	<b>Female</b>	<b>Total</b>
S.C	4598	4260	8858
S.T	1787	1620	3407
General	24,104	21,308	45,412
<b>TOTAL</b>	<b>30,489</b>	<b>27,188</b>	<b>57,677</b>

**Literacy level : - 79% (As per Census-2001)**

Male : - 83.78%

Female : - 73.54%

**As per 2011 census : - 67158 (Approximately)**

**The details are given below:-**

Male : - 34770

Female : - 32387

Others : - 01.

**No of Household (As per 2011 Census) : 14113.**

**Total Number of holding (As per Tax Assessment) : 8221 nos**

(a) Private holding :- 7743 nos.

(b) Govt. holding : - 478 nos.

**Accommodation**

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## REQUEST FOR PROPOSAL (RFP)

### SCHEDULE OF EOI AND OTHER IMPORTANT INFORMATION

Sl. No.	Particular	Details
1.	Web address to download the EOI	dhenkanal.nic.in & <a href="http://www.dhenkanalmunicipality.com">www.dhenkanalmunicipality.com</a>
2.	Last date of receipt of pre-bid query through email-id only <a href="http://www.dhenkanalm.hud@gmail.com">www.dhenkanalm.hud@gmail.com</a> . Phone no-	10.04.2023
3.	Date & Time of pre-bid meeting at Dhenkanal Municipality	29.03.2023
4.	Last date & time of submission of bid by speed post/ registered post/ Courier and by hand (Bid due date & time)	10.04.2023 by 5.00 P.M
5.	Date & Time of opening of Technical Bid	12.04.2023 at 11.30 AM
6.	Date & time of opening of Financial Bid	To be intimated later to the technically qualified bidders
7.	Duration of Service	09 Months.
8.	Cost of EOI document	DD of <b>Rs. 5000/- (Five Thousand) only</b> from any Nationalized Bank in favour of Executive Officer, Dhenkanal Municipality payable at Dhenkanal
9.	Earnest Money Deposit	DD of <b>Rs. 25000/- (Twenty Five Thousand) only</b> from any Nationalized Bank in favour of Executive Officer, Dhenkanal Municipality payable at Dhenkanal
10.	Address where Bidders must send proposal	Executive Officer, Dhenkanal Municipality payable at Dhenkanal-759001

## REQUEST FOR PROPOSAL (RFP)

For  
Providing Consultancy Services for preparation of DPR including  
Topographical Survey, Design and technical support assistance for  
Improvement of Drainage System of Dhenkanal Municipality in the  
District of Dhenkanal, Odisha.

### DATA SHEET

Sl. No.	Particular	Details
1.	Name of the Client	Executive Officer, Address-Dhenkanal Municipality
2.	Date of Issue of RFP	27.03.2023
3.	Deadline for Submission of Pre-Proposal Query	10.04.2023
4.	Pre-proposal meeting	29.03.2023
5.	Issue of Pre-proposal Clarifications	29.03.2023
6.	Proposal Due Date	10.04.2023
7.	Date of opening of Technical Proposal	12.04.2023
8.	Date of opening of Financial Proposal	To be intimated later to the technically qualified bidders
9.	Contact Person	Municipal Engineer Smt. Rasmita Mishra Ph No. 7008852004, 9438300884
10.	Address for Hard Copy Submission of Technical Proposal	Office of the Executive Officer, Address-Dhenkanal Municipality Mode of Submission: Speed Post /Registered Post/Courier and by hand.
11.	Place of Opening of Proposal:	Office of the Executive Officer, Dhenkanal Municipality

Notes- *(JV) Joint venture is not allowed*



## **REQUEST FOR PROPOSAL (RFP)**

For

**Proving Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of Drainage System of Dhenkanal Municipality in the District of Dhenkanal, Odisha**

### **INFORMATION TO THE BIDDER**

#### **Pre-Qualification Criteria:**

Before opening and evaluation of the technical proposals, each bidder/consultant will be assessed based on the following pre-qualification criteria. The bidder/consultant is required to produce the copies of the required supportive documents/information as part of their technical proposal failing which the proposals will be rejected.

<b>Sl. No</b>	<b>Eligibility Criteria</b>	<b>Supportive Documents</b>
1	Bidder/Consultant <i>must be</i> a Company as registered under Indian Companies Act, 2013 or a Society registered under The Societies Registration Act, 1860 or a Trust registered under the Indian Trusts Act, 1882 or a Partnership Firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership registered under The Limited Liability Partnership Act, 2008	Certificate of Incorporation/Partnership deed/Service Tax Registration
2	The bidder/ Consultant should have been in the consulting business for more than <b>Ten years</b> from the date of Incorporation on the last date of submission of the proposal.	
3	The bidder should be operating its local office in Odisha. Self-Declaration from the Bidder with mentioning office address.	
4	Bidder/Consultant must have experience in:  The Agency/bidder should have offered/completed similar consultancy services, i.e Preparation of at least one Master Plan with relate to Sewerage OR Storm Water Management in any urban area in India with existing population more than 1 lakh within the last 10 years.	Copies of Work Order /Contract Document /Completion Certificate from the previous Clients

5	The Bidder should have average financial turnover of at least Rs. 3.00 Cr (Three) from consulting business only during the last 5 (five) Financial Years.	Financial Details of the bidder along with copies of the audited balance sheet and Income & Expenditure Statement duly sealed and certified by the CA and the authorized representative of the bidder/consultants.
6	Bidder /Consultant shall furnish an undertaking about no black listed or debarred from any project.	Self-Declaration from the Bidder.

## 2 Documents/Formats needs to be submitted along with TECHNICAL PROPOSAL:

The bidder / consultants have to furnish the following documents duly signed in along with their Technical Proposal:

1. Covering letter (**TECH- 1**) on bidder's letter head requesting to participate in the selection process.
2. Copy of Certificate of Incorporation/Registration
3. Copy of PAN
4. Copy of Goods and Services Tax Identification Number (GSTIN).
5. Copies of IT Return for the last **3 (Three)** Assessment Years
6. General Details of the Bidder
7. List of completed assignments of similar nature (Past Experience Details,) along with copies of contracts / work orders from previous Clients.
8. Undertaking for not having been black-listed by any Central / State Government / Any other autonomous bodies/International & National Organization in the recent past.

**.Each page should be signed by the authorized representative.**

### **3. Validity of the Proposal:**

Proposals shall remain valid for a period of **90 (Ninety Days)** from the date of opening of the technical proposal. The Client reserves the rights to reject a proposal valid for a shorter period as non-responsive and will make the best efforts to finalize the selection process and award of the contract within the bid validity period. The bid validity period may be extended on mutual consent.

Bid shall be enclosed with -----

### **Part 1: Tender Fee/Pre-Qualification/Technical Proposal with proposed key personnel's**

### **Part2: Financial Proposal.**

#### **Performance Bank Guarantee: (PBG)**

Within 15 days of notifying the acceptance of a proposal for award of contract, the qualified bidder shall have to furnish a Performance Bank Guarantee amounting to **2% of the Contract Value** from a scheduled commercial bank.

#### **Anti-corruption Measure:**

- a. Any effort by Bidder(s) to influence the Client in the evaluation and ranking of financial proposals, and recommendation for award of contract, will result in the rejection of the proposal.

- b. A recommendation for award of Contract shall be rejected if it is determined that there commended bidder has directly, or through an agent, engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the contract in question. In such cases, the Client shall blacklist the bidder either indefinitely or for a stated period of time, disqualifying it from participating in any related bidding process for the said period.

**Language of Proposals:**

The proposal and all related correspondence exchanged between the bidder and the Client shall be written in the **English** language. Supporting documents and printed literature that are part of the proposal may be in another language provided they are accompanied by an accurate translation of the relevant passages in English with self-certification for accuracy, in which case, for the purposes of interpretation of the Proposal, the translated version shall govern.

**Legal Jurisdiction:**

**All legal disputes are subject to the jurisdiction of civil court of Dhenkanal, Odisha.**

**The Client and the agency shall make every effort to resolve amicably, by direct negotiation, any disagreement or dispute arising between them under or arising from or in connection with the contract. Disputes not so resolved amicably within 30 days of receipt of notice of such as a dispute shall be resolved by a sole arbitrator nominated by the Deptt. of Housing and Urban development Deptt. Govt. of Odisha.**

**Force Majeure:**

For purpose of this clause, "Force Majeure" means an event beyond the control of the agency and not involving the agency's fault or negligence and not foreseeable. Such events may include, but are not restricted, wars or revolutions, fires, floods, riots, civil commotion, earth quake, epidemics or other natural disasters and restriction imposed by the Government or other bodies, which are beyond the control of the agency, which prevents or delays the execution of the order by the agency If a force Majeure situation arises, the agency shall promptly notify Client in writing of such condition, the cause thereof and the change that is necessitated due to the condition. Until and unless otherwise directed by the Client in writing, the Agency shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The agency shall advise Client in writing, the beginning and the end of the above causes of delay, within seven days of the occurrence and cessation of the Force Majeure condition. In the event of a delay lasting for more than one month, if arising out of causes of Force Majeure, Client reserve the right to cancel the contract without any obligation to compensate the agency in any manner for what so ever reason.

## **OBJECTIVE**

The objective of the programme is to promote planned integrated development of the Municipal town to help creating durable public access and to improve quality oriented services in the town.

The broad objective of this proposed Project is to:.

- i. Prevent flooding of the City thereby minimize occurrence of damages to public / private properties and public life & Renovation of the existing natural storm water channels suiting to following scope.
- ii. Construction of storm water drains and / or retaining walls on both sides wherever needed duly demarcating the boundaries on either side.
- iii. Construction of Check dams/Drops wherever necessary to reduce the velocity in stages to ensure steady flow, to help in ground water recharge and to use as water bodies / lakes for recreational spots.
- iv. Construction of cross culverts/Bridges wherever necessary.
- v. Chain link fences to minimize dumping of garbage and litter.
- vi. Conducting detailed survey of the existing storm water Channels to assess their physical status, carrying capacity & adequacy to meet design discharge requirements.
- vii. Preparation of storm water drainage map for Dhenkanal Municipality & zonal maps showing existing major and primary, tertiary storm water drains & their disposal system.
- viii. Based on the hydrologic study design of the entire drainage system including out-fall structures shall be carried out for safe discharge of design flood to the rivers.
- ix. Structural design of the entire drainage system without fall structures shall be carried out.

### **The DPRs shall include the following (SCOPE OF WORK)**

- a. Detailed survey of the drains and their flood plain areas
- b. Review of existing conditions
- c. Deficiency analysis from hydraulic and structural point of view
- d. Enlisting of obstructions, bottlenecks and encroachments
- e. Rehabilitation plan
- f. Estimation of flood discharge and hydraulic design
- g. Preparation of Longitudinal Sections (LS) and Cross Sections (CS) of drains.
- h. Soil Investigation
- i. Construction of cross culverts/Bridges wherever necessary
- j. Structural design of drain cross-section depending on the availability of land.
- k. Detailed estimates with rate analysis based on current SSR
- l. Preparation of detailed drawings & estimate. (As per present SOR OPWD Odisha.)
- m. Construction programme to complete the execution.
- n. Ground water recharging study & its effect.
- o. Conducting detailed survey of the existing storm water Channels to assess their physical status, carrying capacity & adequacy to meet design discharge requirements and estimate of project costs.

- p. Preparation of storm water drainage map for Dhenkanal Municipality & zonal maps showing existing major and primary, tertiary storm water drains & their disposal system & hydrologic study design of the entire drainage system with Alignment maps-Drains.
- q. Preparation of land schedule with ROR, village map etc. for acquisition of private, Govt. and forest lands to develop the network.
- r. The DPR should be prepared as per the guidelines & norms stipulated by the Govt. of Odisha and the Govt. of India.

### **Evaluation Process of RFP**

**TECHNICAL EVALUATION : Detailed evaluation process as per the following parameters will be adopted for evaluation of the proposals.**

Sl. No.	Bid Evaluation Parameters	Allocation of Marks
1	The bidder /Consultant should have been in the consulting business for more than ten years from the date of Incorporation on the last date of submission of the proposal.	05
2	The agency/bidder should have completed similar consultancy work at least 5 projects performed in INDIA like detailed survey of urban utilities ,Design Engineering for drainage/Swearege Or Urban utility Infrastructure in last ten years 5 projects*2 marks each	10
3	The bidder having experience completed similar consultancy services, i.e Preparation of at least one Master Plan with relate to Large scale Sewerage OR Storm Water Management in any urban area in India with existing population more than 1 lakh within the last 10 years.	10
3	Work Plan & Approach and Methodology- submitted along with Proposal (Current ongoing Storm Water Management /master plan work is also under consideration)	40
4	Qualifications and competence of the Key Professional staff for the assignment 1- Team Leader-01- BE with Specialization in sewerage or storm water management with 15 years experience-10 marks 2- Project Engineer -02-BE with Specialization in sewerage or storm water management with 10 years experience -@7.5*2 =15 marks 3- GIS Expert-01- Master Degree with 10 years experience Specialization in sewerage or storm water management-10 marks	35

**Bidders who secure above 70% marks from the total (100marks) in the technical proposal will be called for financial evaluation.**

**QCBS approach for storm water drainage DPR**

**Bidders who secure above 70% marks from the total (100marks) in the technical proposal will be called for financial evaluation.**

**JV is not allowed in this project. The minimum technical score (ST) required to pass 70 points The formula for determining the financial score is the following:**

**The financial proposal (F) shall be arithmetic sum of Total cost, as indicated in price bid.(P).  $SF = 100 * FM / F$ , In which in SF is the financial score ,FM is the lowest price and F price of the proposal under consideration. The weights to be given to the technical and financial proposals are  $T = 0.80, P = 0.20$**

### Time lines, stages of deliverables and content of each deliverable.

#### **Deliverables is-a-vis time frame**

<b>Deliverables</b>	<b>Description of Items/Deliverables</b>	<b>Corresponding timeframe (Monthly)</b>
D1	Topographic Survey and Survey Reports	1– 3 Months
D2	Preparation of Detailed Project Report	4– 6 Months
D3	Tendering for Construction with necessary coordination	7– 9 Months

#### **Special conditions of contract**

1. The payments will be made upon submission of an invoice backed by consultant. Payment of professional fees would be made Per One Km Drain in consideration to Existing and proposed Road Length in the Proposed of Municipal area.
2. If any of the work is to be addition in this contract in jurisdiction of ULB area according to the necessary requirements & desires of ULB authority then the extra payment shall be pay to consultant as per mutual discussion between both the parts in consideration to a Minutes of Minutes.
3. For Scrutiny of the Technical Feasibility of the detailed project Report the ULB will be formed a technical committee for checking of the technical points in conformity with the provisions of detailed scope of work mentioned in the tender documents before release of the final payment i.e Sl.3 of Payment Terms of RFP.
4. The ULB will be extend all necessary coordination with different depts. for providing of all necessary information's during topographical survey and preparation of DPR .The ULB authority shall be extend all necessary cooperation to Scrutiny of the Technical Feasibility of the (DPR) detailed project Report with formed committee by ULB.

#### **Payment Terms and Schedule form**

The Payment of Consultancy Fees will be made as per the following table:

<b>Sl. No.</b>	<b>Payment Terms</b>	<b>Schedule</b>	<b>Disbursement Schedule</b>
1	Completion of Topographic Survey and Submission of Survey Report	3 <sup>rd</sup> Month	25% Survey and Submission of Survey Report
2	Preparation of draft DPR & Submission	6 <sup>th</sup> Month	25% Submission of draft DPR & presentation in ULB with all analysis of the technical issues and proposals with the initial estimation.
3	Preparation of DPR and Submission of Final DPR incorporating observations and compliance	8 <sup>th</sup> Month	30% Submission of Final DPR along the presentation and discussion with technical committee formed by municipality.
4	Preparation of Specifications and submission of Tender Documents for Construction	9 to 10 <sup>th</sup> Month	20% Preparation of tender documents & Assist in tendering system

**Bidder's Organization (General Details)**

<b>Sl. No.</b>	<b>Description</b>	<b>Full Details</b>
<b>1</b>	<b>Name of the Bidder/ Consultant</b>	
<b>2</b>	<b>Address for communication:</b> Tel : Fax: Email id:	
<b>3</b>	<b>Name of the authorized person signing &amp; submitting the bid on behalf of the Bidder:</b> Mobile No. : Email id:	
<b>4</b>	<b>Registration/Incorporation Details</b> Registration No: Date & Year.:	
<b>5</b>	<b>Local office in Odisha</b> <b>Please furnish contact details</b>	
<b>6</b>	<b>Bid Processing Fee Details</b> Amount: DD/No. : Date: Name of the Bank:	
<b>7</b>	<b>EMD Details</b> Amount: TDR/FD/Postal Deposit No. : Date: Name of the Bank:	
<b>8</b>	PAN Number	
<b>9</b>	Goods and Services Tax Identification Number (GSTIN)	
<b>10</b>	Willing to carry out assignments as per the scope of work of the RFP	<b>YES</b>
<b>11</b>	Willing to accept all the terms and conditions as specified in the RFP	<b>YES</b>

**Authorized Signatory [In full and initials]:** \_\_\_\_\_

**Name and Designation with Date and Seal:** \_\_\_\_\_

**(BIDDER'S PAST EXPERIENCE DETAILS)**

**Table-1(List of <Nos>completed assignments only of similar nature\*\*in any sector  
During last<5> years)**

Sl. no.	Period	Name of the Assignment	Name of the Client	*Contract Value (in INR) and	Date of Award /Commencement of assignment	Date of Completion of assignment	Remarks if any
A	B	C	D	E	F	G	H
1							
2							
3							

**Authorized Signatory [In full and initials]:**

**Name and Designation with Date and Seal:**

**PROPOSED WORKPLAN TO CARRYOUT THE ASSIGNMENT**



**Bidders Work Plan in Month Wise**


*bidders requested to fill and propose their work plan.*

**FINANCIAL  
PROPOSAL- II  
COVERING LETTER  
(In Bidder's Letter Head)**

Place- \_\_\_\_\_

Date-

To

**The Executive Officer,  
Dhenkanal Municipality,  
Dhenkanal ,Odisha.**

**Sub: Financial Price offer for Proving Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of Drainage System of Dhenkanal Municipality in the District of Dhenkanal, Odisha.**

Sir,

I, the undersigned, offer to provide the consulting services for [Price offer for Proving Consultancy Services for preparation of DPR including Topographical Survey, Design and technical support assistance for Improvement of Drainage System of Dhenkanal Municipality in the District of Dhenkanal, Odisha] in accordance with your Request for Proposal No.----- Date—

SL No	Item	Unit	Rate(Rs)for whole assignment Including all taxes & duties	
			In Figure	In Words
1	Preparation of Comprehensive Drainage Master Plan along with DPR for Storm Water Drainage System of Dhenkanal Municipal Area in conformity with the provisions of detailed scope of work mentioned in the tender documents.	Per One Km Drain in the Proposed of Municipal area		

The above quoted amount is inclusive of the taxes applicable as per GST Act. I do hereby undertake that, in the event of acceptance of our bid, the services shall be provided in respect to the terms and conditions as stipulated in the RFP document.

Yours faithfully,

**Authorized Signatory**

**Name and Designation of Signatory with Date and Seal:**

**Address of the Bidder:**

**PERFORMANCEBANKGUARANTEEFORMAT**

To,

**The Executive Officer, Dhenkanal Municipality, Dhenkanal, Odisha.**

**WHEREAS** \_\_\_\_\_ (Name and address of the Consultant) (hereinafter called "the Consultant") has undertaken, in pursuance of RFP No \_\_\_\_\_ Dated \_\_\_\_\_ to undertake the service \_\_\_\_\_ (description of services) (herein after called "the contract").

**ANDWHEREAS** it has been stipulated by \_\_\_\_\_ (Name of the Client) in the said contract that the Consultant shall furnish you with a bank guarantee by a scheduled commercial bank recognized by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

**AND WHEREAS** we have agreed to give the supplier such a bank guarantee;

**NOW THEREFORE** we hereby affirm that we are guarantors and responsible to you, on behalf of the Consultant, up to a total of \_\_\_\_\_ (amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the consultant to be in default under the contract and without caviler argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We here by waive the necessity of your demanding the said debt from the consultant before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the consultant shall in any way release us from any liability under this guarantee and we here by waive notice of any such change, addition or modification.

This performance bank guarantee shall be valid until the day of \_\_\_\_\_, <Year>

Our branch at ----- (Name & Address of the Bank) is liable to pay the guaranteed amount depending on the filing of claim and any part thereof under this Bank Guarantee only and only if you serve upon us at our ----- branch a written claim or demand and received by us at our ----- branch on or before Dt. \_\_\_\_ Otherwise bank shall be discharged of all liabilities under this guarantee thereafter.

.....(Signature of the authorized officer of the Bank)

.....Name and designation of the officer

.....Seal, name & address of the Bank & Branch