

बैंक ऑफ़ इंडिया
Bank of India

BOI



Baripada ZONE

Information Technology Department

Lalbazar (infront of MKC high School) Baripada, mayurbhanj-7571001

E-Mail: Baripada.IT@bankofindia.co.in

Ref. No. ZO/IT/SK/2024-25/006

Date: 18-04-2024

NOTICE INVITING TENDER

Comprehensive onsite maintenance

contract For 12 months from 01-06-2024

to 31-05-2025 For maintenance of UPS

installed (Aplab/Emerson(Vertiv))

At our various Offices/Branches in Baripada Zone

We hereby invite sealed tenders from interested and eligible UPS Vendors to provide maintenance services for UPS along with the Batteries, of different make and model and with different capacities, installed at our Zonal Office and various branches of the Zone.

IMPORTANT INFORMATION :	
Date of Commencement of BID Document in our Website	18-04-2024
Last Date for Submission of Sealed Tender Quotations	03-05-2024 17:00 Hrs
Contact Details	Mr. Satyaki Kabiraj (7003801034)
Nature of AMC	Comprehensive
AMC Period	01-06-2024 to 31-05-2025
Date of opening of Technical Bid	06-05-2024 03.00 PM
Date of opening of Financial Bid	06-05-2024 04.00 PM
Address for Communication and submission of bid.	Bank Of India, Information Technology Department, Baripada Zone, Lalbazar (infront of MKC high School) Baripada, Mayurbhanj- 757001 E-Mail:- Baripada.IT@bankofindia.co.in
Tender Document Fees	Tender Application Form/ Documents can be downloaded from bank Of India website www.bankofindia.com under the section "Tender" or can be obtained from Bank of India Information Technology Department , 1st floor, Bank Of India Building, , Baripada 757001 By paying Rs. 1000/- (DD/ Bankers Cheque to be drawn favoring "Bank of India" payable at Baripada towards Tender Document Cost as well as Participation fees which is non-refundable irrespective of whether the



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	tender is accepted and contract is awarded or not.
Earnest Deposit Amount	Demand Draft (DD) of Rs 50,000/- (Rupees Fifty Thousand Only) favoring Bank of India A/C <Name of the Vendor> which will be retained for the period mentioned above for the L1 Vendor

The sealed cover containing Technical Bid Envelop and Financial Bid Envelop super scribed as **"TENDER FOR MAINTENANCE OF UPS of Zonal Office and various branches of Bank of India in Baripada Zone"**, should be delivered by hand delivery / speed post / registered post / courier to **"Bank Of India, Zonal Office IT Department, Baripada Zone Bank Of India Building, Lalbazar (In front of MKC high School), Baripada - 757001"**, so as to reach on or before 03-05-2024 05.00 pm. Any proposal / tender received after the prescribed submission time and date as mentioned above is liable to be rejected and returned to the Vendor.

Bank of India, Baripada Zone (hereinafter referred to as "**Bank**") reserves the right to change the qualifying criteria at its discretion as well as to accept or reject any or all tenders submitted without assigning any reason thereof. Bank reserves the right to cancel the tender without assigning any reasons whatsoever. Bank's decision shall be final and binding in all regards.

Please also note that this is only an enquiry and without any commitment on the part of the Bank to place the order with you for any type of contract/agreement. Further details of tender if any are available with the Information Technology Department, Bank of India, Baripada Zonal Office. Interested vendors / Vendors may refer the Bank's website for the tender information.

AMC will be valid for a period of 12 months from 01-06-2024 to 31-05-2025. The AMC can however be terminated prematurely at the discretion of the Bank for deficiency in services.

The rate should be quoted **"per UPS"** for one year as per the enclosed Performa.

Minimum one visit has to be made to each branch in each quarter for preventive maintenance for proper cleaning of the UPS & battery heads to avoid rusting. Every quarter, Vendor need to provide AMC report along with the digital photograph of the site under maintenance. Annual Maintenance Contract Amount shall be payable in equal quarterly installments after the completion of the respective quarter upon demand from the Vendor along with the report for each branch as mentioned above.

The quantity of UPS under AMC could be subject to variation by + or - 15%. The AMC of UPS shall be comprehensive in nature. However, replacement of batteries shall not be included in this.

All the Vendors / Tenderers are expected to read and understand the terms and conditions of the Contract as detailed out in the foregoing paragraphs before furnishing their quotations. No change or violation of the aforesaid terms and conditions are



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permissible once quotations are accepted by this Office. Tenders without tender fee will not be considered.

After technical evaluation, Price Bids of only those Vendors will be opened who fulfill the Technical Criteria as laid down by the Bank. The Contract shall be subject to the Indian Law and the jurisdiction of the Courts in Baripada.



ELIGIBILITY CRITERIA:

The vendors fulfilling the following criteria are eligible to participate in the tender process.

Sr. No.	Particulars of criteria
01	The vendor should be a reputed one with service support office at Baripada.
02	The firm or the company of the Vendor should be in existence for over 5 years in the trade. The Vendor should have a previous UPS and Battery maintenance contract for at least three years with Government Departments/ Public Undertaking/Autonomous Body/Corporates, the total annual value of which should not be less than Rs. 10 lacs. AMC value should be substantiated through Work Orders issued to the Vendor.
03	The Vendor must submit minimum three satisfactory performance certificates against latest UPS AMC services contracts completed, from Government Departments/ Public Undertaking/Autonomous Body/Corporates. Without these certificates the bid will be summarily rejected.
04	The Vendor should be able to provide onsite repair and services for all models of UPS.
05	Balance Sheets and Income tax returns for the last three financial years must be attached.
06	The Vendor shall be required to deposit an amount of Rs. 50,000/=(Rupees Fifty Thousand Only) as earnest money in the form of a demand draft drawn in favor of Bank of India A/C <Name of the Vendor> payable at Baripada Zonal Office. Bids not accompanied by the requisite earnest money would be rejected. The EMD is required to protect the Bank against the risk of Vendor's conduct, which would warrant the EMD's forfeiture. The EMD of the unsuccessful Vendors shall be returned within 2 weeks from the date of bid finalization. The EMD may be forfeited: a) if a Vendor withdraws his Bid after becoming L1 and not accepting the Work Order; OR b) if a Vendor submits any statement or form which turns out to be false / incorrect at any time prior to signing of Contract; OR c) in the case of a successful Vendor, if the Vendor fails to furnish Performance Bank Guarantee
07	The successful Vendor will be required to furnish Performance Guarantee in the name of Bank of India, Baripada Zone for an amount equal to 10% of the contract value, with a claim period of six months from the date of expiry of the performance guarantee. This will be released to the vendor on successful completion of the contract.
08	The EMD will be forfeited and also the Performance Guarantee will be revoked incase the successful Vendor dishonors his bidding commitments. Further, in case of forfeiture of the EMD or forfeiture of the Bid Security along with revocation of the Bank Guarantee, the Vendor would be debarred from participating in the next 3 eligible tenders.
09	The Vendor should produce the self-attested photocopies of documents related to allocation of Registration Number, PAN Number, GSTN Certificate,

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	Service Tax
	Number, copy of job orders pertaining to annual maintenance contract of UPS awarded in the preceding last three years.

The Technical Bid should contain the following documents as listed below to be submitted in a sealed cover written on it as **"Proposal for comprehensive AMC of UPS not to open before 06-05-2024"** addressed to the Tender Committee, Bank of India, Baripada Zonal Office.

Sr. No.	Particulars
01	Tender Document with Vendor's signature with firm's/ company's seal and name as token of having read and accepted all terms and conditions mentioned therein.
02	Proof of UPS and Battery maintenance contract for at least three years with Government Departments/ Public Undertaking/Autonomous Body/ Corporates, the total annual value of which should not be less than Rs.10 lacs. AMC value should be substantiated through Work Orders issued to the Vendor.
03	Minimum three satisfactory performance certificates against latest UPS and Battery AMC services contracts completed, from Government Departments/ Public Undertaking/Autonomous Body/Corporates.
04	Self-attested photocopies of documents related to allocation of Registration Number, PAN Number, Service Tax Registration Number, TIN, GST of the Vendor firm/company. Complete contact details like Telephone Numbers, Mobile Numbers, Fax Number, Email id, Office Address, Name of Contact Person, PAN of the Vendor firm/company, Service Tax Registration Number of the Vendor firm/company, typed on the letterhead of the Vendor firm/company and duly signed with Seal by a person competent and having power of attorney to bind the Vendor firm/company.
05	Authorization letter for the person attending the technical bid and the financial bid on behalf of the Vendor firm/company. Authorization letter must be signed by the competent person having power of attorney to sign on behalf of the Vendor firm/company.
06	Self-certified copies of KYC documents of the Signatories and Competent Authorities of the Vendor firm/company.
07	Service Support Details (Form 2) signed by the competent persons of the Vendor firm/company.
08	Balance Sheets and Income Tax Returns for the last three years
09	Tender Fee (non-refundable) of Rs.1, 000/= in the form of a Demand Draft in favor of Bank of India, payable at Baripada.
10	Earnest Deposit Amount of Rs 50,000 (Rupees Fifty Thousand Only) favoring Bank of India A/C <Name of the Vendor>

The Financial Bid should be submitted in a separate sealed envelope super scribed **"Financial Bid for comprehensive AMC of UPS not to open before 06-05-2024"** addressed to the Tender Committee, Bank of India, Baripada Zonal Office.

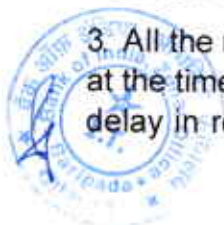


NATURE OF THE CONTRACT:

1. The said contract pertains to all types of maintenance of UPS systems installed at our branches / offices in Baripada Zone containing Balasore , Bhadrak and Mayurbhanj Districts of Odisha. Branch must be operational at any cost by providing standby UPS. Minimum one visit in each quarter has to be made to each branch for preventive maintenance and proper cleaning of the battery heads to avoid rusting. **Every quarter, Vendor need to provide AMC report along with the digital photograph of the site under maintenance.**
2. The tentative list of branches where these UPS are presently installed along with capacity of the UPS are enclosed as per **Annexure-I**.
3. The branch wise list of UPS provided with this tender document is tentative and vendor should deploy their service engineers to all the branches of our zone as per details provided in Annexure-I to list out all the available UPS and any additions/deletions/modifications shall be intimated to us immediately so that the master data of all the branches can be properly updated at our end and share the same with the vendor to avoid issues like UPS mismatch/ UPS not found/ UPS not in use etc.
4. The location, capacity and the make of the UPSs may change/vary. Bank may cut down number of UPS from the above list. With mutual consent Bank may add to the above list of UPS . Bank reserves the right to shift any of the UPS to any other place/branch as per the requirement of the Bank during the contract time and the Vendors should provide continued maintenance service irrespective of these changes at the same agreed rates. Initially the maintenance contract will be for 1 year which may be renewed further.

TERMS AND CONDITIONS OF THE CONTRACT: The broad terms and conditions of the said Annual Maintenance Contract are as under.

1. AMC pertains to the maintenance of the UPS systems and providing spares required for repairs. Spare parts include all parts that find part of the UPS system and will not include all external electrical cables, batteries, power transformers etc.. The Vendors, at their own cost, will be responsible for supply of all parts that may need replacement and for replacement of parts that are defective in the UPS equipment. The Vendors may take back the replaced parts if the new parts are of equal quality and value in comparison with the old parts with a separate consent of the Bank.
2. It is the responsibility and obligation of the vendor to provide immediate services in case of UPS breakdowns. The branches/offices of the Bank reserve the right to get the UPS repaired under the AMC by outside parties, if the Vendor fails to provide services within one day (24 hours) of complaint. The Bank may claim compensation for this from the Vendors. The Vendor is liable to provide continued services even if the Bank uses third parties for repair work of the UPSs mentioned under the AMC. If any of the UPS under the contract is unattended for a period of more than two days after receiving complaint (telephonic call or written) by the Vendor a sum of Rs. 500.00 per day is liable to be deducted from the Vendor's AMC amount.
3. All the maintenance services shall be provided within the AMC amount agreed upon at the time of awarding AMC. The Vendor shall provide stand by UPS facility in case of delay in repair to the existing UPS systems. The Vendor shall always try to repair the



UPS at the installed site only. In extreme cases only they are allowed to shift outside for repairs. Vendor shall be responsible and bear all the costs involving in shifting of UPS in case repairing requires shifting of the UPSs to other places. Where the Vendor is required to transport the said UPSs to any destination (branches and offices of Bank of India, repairing shop and to the place of the Vendor for repair), all costs including insurance, storage and transportation and related costs including damages shall be borne/arranged by the Vendor and all these costs are deemed to be included in the AMC price/amount. If immediate rectification/repair cannot be done, Vendor should provide stand by UPS system before shifting the UPS system from the branch.

4. The location as well as the make of the UPS may change/vary. Bank reserves the right to shift any of the UPSs to any other place as per the requirement of the Bank during the contract time and the Vendors should provide continued maintenance service irrespective of these changes. With mutual consent Bank may add to the above list of UPS if the service provided is satisfactory.

5. The Vendors shall not assign in whole or part, its obligations to perform under the Contract, except with the Bank's prior written consent.

6. Selected vendor should always station minimum 4 spare UPS systems as stand by support in the Zone.

7. Minimum one visit has to be made to each branch in each quarter for preventive maintenance for proper cleaning of the battery heads to avoid rusting. Every quarter, Vendor need to provide AMC report along with the digital photograph of the site under maintenance. Annual Maintenance Contract Amount shall be payable in equal quarterly installments after the completion of the respective quarter upon demand from the Vendor along with the report for each branch as mentioned above.

8. At the termination of the Contract, the Vendor shall submit written reports from each branch that the UPSs under the AMC are in working, usable and satisfactory condition before claiming payment of AMC amount.

9. The agreed upon AMC Amount at the time of awarding AMC to the selected Vendors, shall be firm and fixed and not subject to adjustment during performance of the Contract and during Contract period irrespective of reasons whatsoever, including exchange rate fluctuations and/ or due to any type of escalations in prices. The contracted AMC amount is payable to the Vendor for the full and proper performance of the contractual obligations. No escalation in AMC amount (due to increase in costs expenses etc.) is allowed. Vendors should bear the sole responsibility in this regard. The Bidders/Vendors are requested to quote the amount which is exclusive of all taxes. Specify the taxes applicable separately in table provided in FORM- 1. No other Taxes, Expenses and Charges are payable. Tender shall be finalized on the basis of amount quoted exclusive of taxes.

10. The Vendor/Supplier cannot award sub-contracts to others under the said AMC. If at all the situation warrants, the Supplier/Vendor shall notify the Bank in writing of all subcontracts awarded under the Contract. Such notification shall not relieve the Supplier/Vendor from any liability and/ or obligation under the AMC. Sub-contract shall only be for bought-out items and sub-assemblies. Sub-contracts must comply with the provisions of the Terms of AMC. Free maintenance services, including preventive maintenance services shall be provided by the Vendor during the period of the said



AMC. In all cases, Vendors will be solely responsible for receiving and attending the calls from our branches and offices.

11. The Vendor is responsible for and obliged to conduct all contracted activities in accordance with the contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract. The Vendor is obliged to work closely with the Bank's staff, act within its own authority and abide by directives issued by the Bank and implementation activities. The Vendor will abide by the job safety measures prevalent in India and will free the Bank from all demands and/ or responsibilities arising from accidents or loss of life, the cause of which is the performance of the AMC. The Vendor will pay all indemnities arising from such incidents and will not hold the Bank responsible or obliged. The Vendor is responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanors. The Vendor will treat as confidential all data and information about the Bank, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Bank.

12. The AMC may be terminated with a notice of at least one month time by the bank and the AMC amount/ price will be paid pro rata for the period of the existence of the Contract. Further, Bank may, at any time, terminate the Contract by giving written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent and not providing agreed upon maintenance services under the AMC. In this event termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.

13. Notwithstanding the provision of the Terms and Conditions of the Contract, the Vendors shall not be liable for liquidated damages, termination for default to the extent that its delay in performance or other failure to perform their obligations under the Contract is the result of an event beyond the control of the Vendors and not involving the Vendors fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the Bank in its sovereign capacity, wars or revolutions, floods, epidemics, quarantine restrictions. In case of these unforeseen events/circumstances, the Vendor shall promptly notify the Bank in writing of such condition and the cause thereof. Unless otherwise directed by the Bank in writing, the Vendor 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 above mentioned unforeseen events.

14. Each offer should specify only a single solution, which is cost-effective and meets the tender specifications and should not include alternatives. The price quoted must be inclusive of all charges and costs, with taxes mentioned separately thereunder. Bid shall be finalized on the basis of price quoted exclusive of taxes. The accepted price will be valid for one year from the date of award of the Contract (AMC). Bank may at its discretion and as per the need select one or two quotes from the Vendors, say - can accept the 2KVA bid from some Vendor and 3 KVA bid from some other Vendor and/or can accept one make UPS including batteries attached thereto from one Vendor and another make UPS including batteries attached thereto from some other Vendor and/ or the bank reserves the right to award the AMC to any single vendor if it finds that overall quoted rates(summarized) for all types of UPSs is low and is economical

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for the bank. The Bank may, at its discretion, award the Annual Maintenance Contract to the short• listed vendors depending upon the Bid Price, Past Experience, and Reputation of the Vendors. Bank reserves the right to cancel the tender without assigning any reasons whatsoever.

15. The Contract shall be interpreted in accordance with the laws of the Union of India and Bidder shall agree to submit to the courts under whose exclusive jurisdiction the Bank's Baripada Zonal office falls. The governing language shall be English.

16. All the signatories representing the Vendors/Bidders shall invariably fulfil KYC norms. They should submit all KYC forms such as Passport size Photograph, Identity Card (PAN Card/Voter Id/ Driving License) and Latest Address Proof.

17. Bidders Quotation/Bid/Proposal should be in conformity with the conditions mentioned herein above. By Proposing and Presenting the Price Quotation/Bid for the Tender for AMC of UPSs and Batteries, the Vendors are agreeing to all the Terms and Conditions of the Contract and to the above mentioned.


Deputy Zonal Manager

Bidder's Signature with Seal and Name

(As token of having read and accepted the Terms & Conditions)



PROPOSAL FORM (Price
Bid/Quotation) FORM-1

The

Zonal Manager
Bank of India,
Zonal Office
Baripada.

Sirs

Ref: Proposal for Tender Bid for AMC of UPS installed at Offices/Branches in Baripada Zone

Having examined your Tender Notice and Documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide Annual Maintenance Services to your Uninterrupted Power Supply Systems, in conformity with the said Tender Documents for the under mentioned sum of amounts or such other sum as may be ascertained in accordance with the tender process, with respect to the Annual Maintenance Contract for the maintenance of ups installed at Zonal Office and various offices of your bank in Baripada Zone.

Sr No	UPS Make	Capacity (kva)	Quantity	AMC Rate per unit	GST	Total AMC Amount
1	APLAB	3	17			
2	APLAB	5	15			
3	EMERSON/VERTIV	3	48			
4	EMERSON/VERTIV	6	5			
	TOTAL		85			

We undertake, if our proposal is accepted, to provide uninterrupted maintenance services in accordance with your Tender Documents. We agree to abide by the Proposal and the rates quoted therein for the orders awarded by the Bank. Until a formal contract is prepared and executed, this Proposal, together with your written acceptance thereof and your notification of award, shall constitute a binding contract between us.

We undertake that, in competing for (and, if the award is made to us, in executing) the above contract, we will strictly observe the laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988".

We understand that you are not bound to accept the Lowest or any Proposal you may receive.

Dated this day 2024.

(Signature and Seal) (In the Capacity of) Duly authorized to sign

Proposal/Bid for and on behalf of

..... Contact Nos:

.....

..... Please compulsorily attach the KYC forms of the Signatories and Competent Authorities of the Vendor Firms/Companies. (KYC Forms- Photo- PAN Card/Aadhar Card/ Voter Id/ Latest Address Proof)



SERVICE SUPPORT DETAILS

FORM-2

To
The Zonal Manager
Bank of India
Zonal Office
Baripada Zone.

Sirs,

Ref: Proposal for Tender Bid for AMC of UPS installed at Offices/Branches in Baripada Zone

The service support details are as follows:

Location	Name of the Engineer	Address of service support office with Telephone No's	Whether own branch or franchise	No. of Administrative Staff placed at the location	Details and Value of minimum stock of spares available at all times at the location

Yours Faithfully,

Name of the Signatory:

Name of the Vendors/Firm/Co/Manufacturers: Contact Nos:

Please compulsorily attach the KYC forms of the Signatories and Competent Authorities of the Vendor Firms/Companies. (KYC Forms - Photo - PAN Card/Aadhar Card/ Latest/Address Proof)



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Annexure – I

Branches under Baripada Zone as below.

SL NO	Branch	District	SL NO	Branch	District
1	AKHUAPADA	Bhadrak	37	KADABARANG	Bhadrak
2	ANLA	Mayurbhanj	38	KALAMA	Mayurbhanj
3	BACHHURIPAL	Mayurbhanj	39	KAPTIPADA	Mayurbhanj
4	BADA DALIMA	Mayurbhanj	40	KARANJIA	Mayurbhanj
5	BADABRAMHANMARA	Mayurbhanj	41	KHUNTA	Mayurbhanj
6	BADAMPAHAR	Mayurbhanj	42	KOSTHA	Mayurbhanj
7	BAHALDA	Mayurbhanj	43	KRUSHNACHANDRAPUR	Mayurbhanj
8	BAISINGA	Mayurbhanj	44	KULIANA	Mayurbhanj
9	BALASORE	Balasore	45	MANATRI	Mayurbhanj
10	BALIAPAL	Balasore	46	MURGABADI	Mayurbhanj
11	BANGRIPOSI	Mayurbhanj	47	NORTH ORISSA UNIVERSITY	Mayurbhanj
12	BARIPADA	Mayurbhanj	48	NUAGAN	Mayurbhanj
13	BARSAHI	Mayurbhanj	49	PADHIA	Mayurbhanj
14	BASTA	Balasore	50	PODA ASTIA	Mayurbhanj
15	BETNOTI	Mayurbhanj	51	PURUNA BARIPADA	Mayurbhanj
16	BHADRAK	Bhadrak	52	RAIRANGPUR	Mayurbhanj
17	BIJATALA	Mayurbhanj	53	RANDIA	Bhadrak
18	BISOI	Mayurbhanj	54	RANGAMATIA	Mayurbhanj
19	BRUNDABANCHANDRAPUR	Mayurbhanj	55	RARUAN	Mayurbhanj
20	CHATANI	Mayurbhanj	56	REMUNA	Balasore
21	CHINCHALGADIA	Mayurbhanj	57	SIMILIPAL	Mayurbhanj
22	CHITRADA	Mayurbhanj	58	SIPS CAMPUS	Mayurbhanj
23	DAULATPUR	Bhadrak	59	SIRSA	Mayurbhanj
24	DHAMARA	Bhadrak	60	SORO	Balasore
25	DIGHI	Mayurbhanj	61	STATION BAZAR(BARIPADA)	Mayurbhanj
26	DUKURA	Mayurbhanj	62	SUKRULI	Mayurbhanj
27	GANESWARPUR(JANUGANJ)	Balasore	63	SULIAPADA	Mayurbhanj
28	GORUMAHISANI	Mayurbhanj	64	TAMBAKHURI	Mayurbhanj
29	ICHINDA	Mayurbhanj	65	THAKURMUNDA	Mayurbhanj
30	ITI CHOWK	Balasore	66	TURIGADIA	Balasore
31	JALESWAR	Balasore	67	UDALA	Mayurbhanj
32	JAMDA	Mayurbhanj	68	ZONAL OFFICE	Mayurbhanj
33	JAMSOLA	Mayurbhanj			
34	JASHIPUR	Mayurbhanj			
35	JHARIA(KEONJHAR)	Mayurbhanj			
36	JHINKIRIA	Mayurbhanj			

